

# EDMOND TOWN HALL ALEXANDRIA ROOM RENTAL APPLICATION

Edmond Town Hall Board of Managers  
45 Main Street  
Newtown, CT 06470

Phone: (203) 270-4285  
Fax: (203) 270-4287  
Email: [rentals@edmondtownhall.org](mailto:rentals@edmondtownhall.org)

Date of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Please choose the option that best suits your needs:

Add Ons:

- Alexandria Room w/out Kitchen
- Alexandria Room with Kitchen Access
- Alexandria Room Full Rental (Kitchen, China, Full Day)
- Alexandria Room with Sink & Refrigerator Only

- Spotlight (\$200)
- Black Curtains (\$150)
- Projector & Screen (\$50)
- Cocktail Tables (\$18 each)
- Cocktail Tablecloths (\$5 each)

*For Office Use:*

Room Rental Fee:	Date Due:	Form of Payment:
Posted on Calendar: Y	Received:	Check Credit Card
Security Deposit Amount:	Date Due:	Form of Payment:
	Received:	Check Credit Card
Refund of Security Deposit:	Date Due:	Form of Payment:
	Received:	Check Credit Card

	Refunded:	
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**Please check all that apply below:**

1. Will food be served to the public or is this a private event for your guests only?

Private Event\_\_\_\_\_ Public Event\_\_\_\_\_ (Yes, members of the public can attend)

2. Will alcoholic beverages be served? Yes\_\_\_\_\_ No\_\_\_\_\_

3. Will alcoholic beverages be sold? Yes\_\_\_\_\_ No\_\_\_\_\_

**Please initial next to each of the following items that you have provided:**

\_\_\_\_\_ Submit Certificate of insurance for your event.

\_\_\_\_\_ Submit Event Registration to the Fire Marshal, if your event has 100 or more people.

\_\_\_\_\_ Submit a Newtown Health Department Form, if you answered “yes” to question number 1 above. Contact the Health Department at (203)270-4291.

Your rental fee is due upon booking your reservation. Please see the rate sheet for rental rates and room capacity. **Checks should be made payable to: ETH, Board of Managers.**

**A refundable security deposit** of \$200 is due 30 days prior to your reservation date. At that time you must also provide a certificate of insurance.

**This facility closes** at 10pm Mon-Thurs and 11pm Fri-Sun. The security deposit will be returned, provided the facility is left as it was found and the time constraints are adhered to. The deposit will be returned or forfeited at the discretion of the Edmond Town Hall administration.

**If alcohol will be sold**, an appropriate liquor license/permit must be provided at least two weeks prior to the scheduled event as well as a certificate of liquor liability insurance in the minimum of \$1 million.

**If cancellation occurs**, more than 30 days prior to the scheduled event, a full refund will be provided. If cancellation occurs within 30 days of the event and the premises can be relet, a full refund will be provided. Otherwise a credit will be offered to use towards a future rental date.

**Lessee acknowledges** that the premises are historic in nature and the heating and air conditioning systems are subject to malfunctions. Lessee agrees that if there is a failure of the air conditioning and/or heating systems that no refunds or credits will be provided.

Lessee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Printed Name: \_\_\_\_\_

ETH Representative Signature: \_\_\_\_\_ Date:\_\_\_\_\_



# INDEMNITY HOLD HARMLESS AGREEMENT

The Town of Newtown is pleased to be able to offer the Edmond Town Hall for rental to our residents and other local companies and entities.

The Board of Managers of the Edmond Town Hall of the Town of Newtown works very hard to maintain this facility to ensure that it is a clean and safe place available for the enjoyment of all our residents. It is an unfortunate reality that injuries do sometimes occur while the premises are rented to others.

The Edmond Town Hall Board of Managers and the Town of Newtown do not provide supervision over the activities or events that take place during a short-term rental of their facility. To that end, it is not the intention of the Town of Newtown to assume liability for bodily injury that might occur during a short-term rental. Instead, it is the intent of the Town of Newtown to transfer liability by contract to the individual or entity that is renting the facility. Additionally, the Town of Newtown has specific insurance requirements that must be adhered to.

Accordingly, please read the following Indemnity/Hold Harmless Clause:

**DEFINITIONS:**

1. Lessee: The person or entity requesting to rent the facility.
2. Landlord: The Town of Newtown, Borough of Newtown and all elected or appointed boards and commissions and authorities, officials, directors, officers, employees and volunteers, all when acting or deemed to be acting within the scope and performance of their duties.
3. Premises: The facility that is the subject of the rental.
4. Term: The time during which the facility is rented to the lessee.

Lessee will indemnify and hold the Landlord harmless from all claims arising from or in connection with (i) the rental, leasing, occupancy or use of the Premises, or any condition created in or about the Premises during the Term; (ii) any act, omission or negligence of Lessee or the partners, directors, officers, agents employees or invitees of the Lessee; (iii) any accident, injury or damage whatsoever occurring in or at the Premises including claims arising out of any type of virus, bacteria, or any other microorganism that induces or is capable of inducing physical distress, illness or disease. Lessee hereby expressly indemnifies Landlord for the consequences of any negligent act or omission of Landlord, its agents, servants and employees. Unless such act or omission constitutes gross negligence or intentional misconduct.

My signature below will serve as proof that I have read all of the above information and fully understand the intent of the Indemnity/Hold Harmless Agreement.

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Printed Name of Individual or Entity Requesting Rental

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# RENTER REGULATIONS

To promote the health and safety of your guests, our staff, and other users of this space, we require that you follow the guidelines below when renting space at ETH.

1. All events or activities in the building must have an assigned overseer to ensure that all health guidelines are followed. The person renting the space will be considered the overseer and will be responsible for making sure that their guests follow all regulations. The signer of this document will also be the overseer.
2. Edmond Town Hall also reserves the right to require for events, renters and guests any regulations mandated by local, state and/or federal officials.
3. Edmond Town Hall reserves the right to cancel your event if the directive from local and state health officials requires it or if the event is deemed unsafe and/or participants are not following mandated guidelines.
4. **Maximum Number of People: 105** seated at tables, **150** people seated auditorium style, chairs only, **225** people standing only
5. No machines – fog, bubbles, smoke, etc. They set off the fire alarm, causing evacuation.
6. Do not use tape/signs on floor, walls, woodwork.
7. Close doors to your event after it begins to avoid sound transfer to/from other building activities.
8. NO SMOKING in the building.
9. Garbage bags should be closed and placed in appropriate bins provided by ETH.
10. Music must be kept at a reasonable level.
11. Adequate adult supervision at all times:
  - a. One adult per 10 children/teens.
  - b. Monitor restrooms CLOSELY
  - c. Guests are to remain in the Alexandria Room.
12. Guests are expected to behave while in the building and on the grounds.
13. We will provide a mop with clean water for your use in the event of any spills.
14. You must take any liquor/beer bottles that you brought in with you. You can discard all other trash in the bins provided by ETH.
15. Do not SLIDE tables or chairs across the floor.
16. Please remove all food and decorations you brought for your event at the end of your rental period and take with you or discard in provided trash cans.

Management reserves the right to “SHUT DOWN” any party not abiding by these requirements. **A partial or full refund of the deposit is solely at the discretion of ETH Management.**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# PAYMENT INFORMATION

Edmond Town Hall accepts personal checks, debit and credit cards or cash. Cash payments must be made in person during office hours. All other payments may be made by mail or email using this form. **We do not accept payment without contracts.**

The **rental fee** for your event is due 7 days after your reservation is approved. We do not accept payment without paperwork.

**To pay by check, please mail a check with your paperwork or drop off to:**

Edmond Town Hall-Board of Managers  
45 Main Street  
Newtown, CT 06470

**Make checks out to:** ETH-Board of Managers or ETH-BOM

If dropping off after hours, there is a black mailbox on the door of the business office. Please do not leave cash.

Electronic invoicing is available. Please email [finance@edmondtownhall.org](mailto:finance@edmondtownhall.org) to request an invoice.

**To pay by credit or debit card**, please complete the following information and mail, fax or email it in with your paperwork: *(Please note: rental service payments made by debit or credit card will incur a 3.5% service fee. Checks or money orders incur no fee.)*

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Name on Rental Reservation/Date(s) and Location of Rental

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Credit Card Number

---

Credit Card Expiration Date

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Credit Card Security Code (3 or 4 digit number in back of card; on Amex it's in front)

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Billing Zip Code for this Credit Card



# FIRE MARSHALL EVENT FORM

**Required for events larger than 100 people.**

**Please direct any questions regarding this form to: [nancy.schreiner@newtown-ct.gov](mailto:nancy.schreiner@newtown-ct.gov)**

4 Fairfield Circle South  
Newtown, Connecticut 06470

Tel. (203)270-4370  
Fax. (203)270-1528



TOWN OF NEWTOWN  
Office of the Fire Marshal

## Event Registration Form

An event registration form must be completed by an application in connection with any event to be held at Newtown schools or municipal or other public buildings- indoors or outdoors.

The form must be submitted immediately upon scheduling the use of any said venues and must be dropped off at this office, faxed or mailed.

A floor plan or layout is required showing location of activities, booths, displays and etc..

The applicant must arrange for an inspection and approval by the Fire Marshall prior to opening of the event. Please call this office Monday through Friday, 8:00am to 4:30pm. Thank you for your cooperation.

### *Note:*

It may be necessary to obtain permits from the Building Department if electrical work is required for lighting of displays, receptacles for appliances, etc., and/or if a check with the building official- also located in this building- regarding your particular needs.



TOWN OF NEWTOWN  
Office of the Fire Marshal

**Event Registration Form**

**Name of organization:**

**Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event location:**

**Area to be used** (*gym, cafeteria, etc.*)

**Date (s):**

**Time (s):** \_\_\_\_\_

**Type of event:** (*craft, antique show, recital, reception, etc.*) \_\_\_\_\_

**Expected occupancy load:**

**Special uses:**

**Cooking:**

**Location:** \_\_\_\_\_

**Displays:**

**Type: Combustible** \_\_\_\_\_ **Non-Combustible:** \_\_\_\_\_

Submit a floor plan showing proposed location of activity, exits, etc. (If no displays or changes in building, floor plan is not required.) You must fax or mail this form to the Fire Marshall's office. Their phone and fax numbers are listed above.



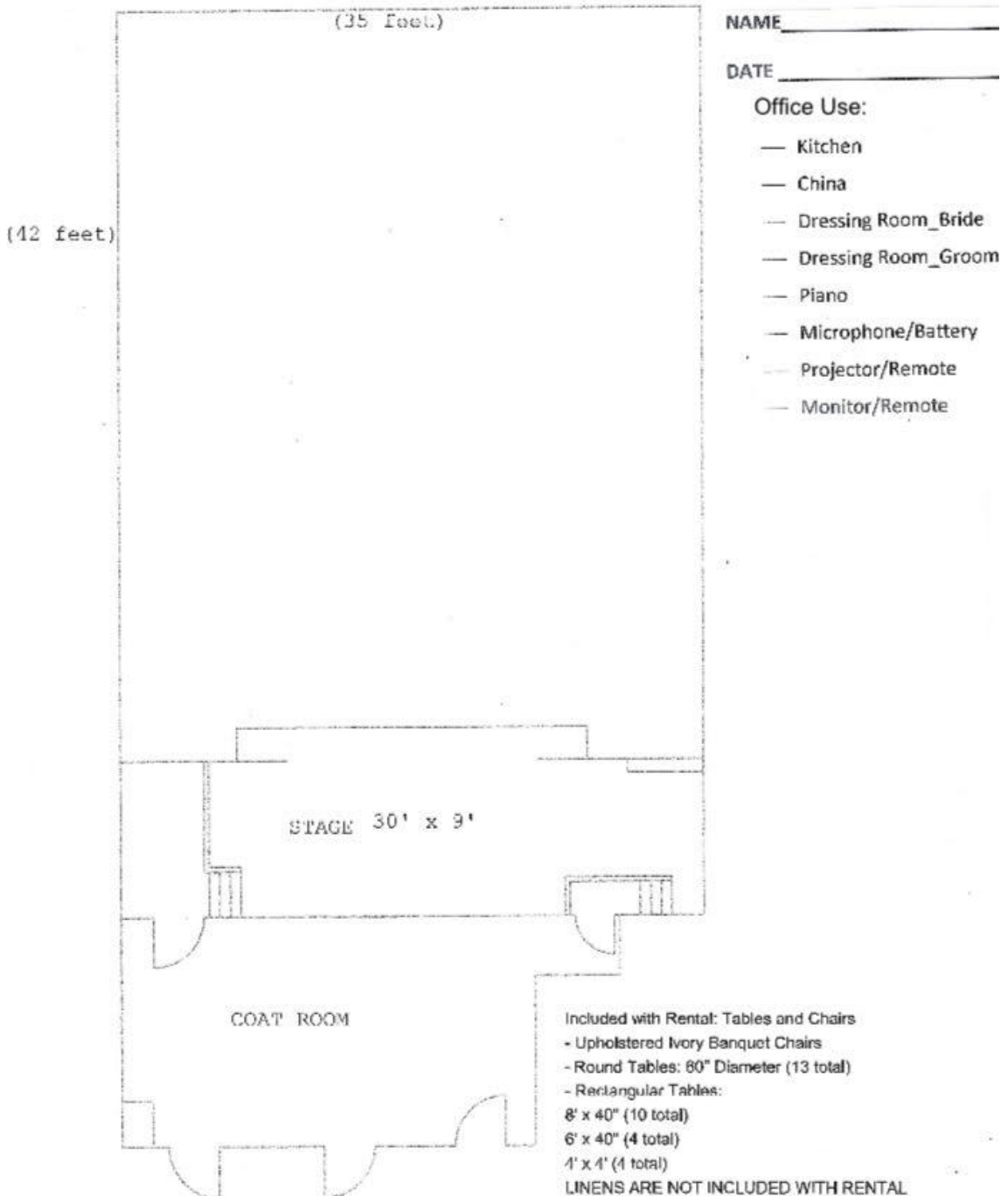
# ALEXANDRIA ROOM FLOOR PLAN

EDMOND TOWN HALL - ALEXANDRIA ROOM (45' X 35')

Capacity: 150 with chairs only, 105 with tables & chairs

BUTLER'S PANTRY (28' X 8') in back of room and in front of kitchen

KITCHEN (19' X 20') adjacent to but separate from butler's pantry.



High Tops (cocktail tables) add'l charge





# INSURANCE REQUIREMENTS

## **Insurance requirements for individuals, companies, businesses, church groups, social clubs, civic organizations:**

Fortunately, most businesses, churches, etc. already have in place an insurance policy that can be easily modified to provide coverage for your event. The policy is called a Commercial General Liability (CGL) policy.

- **If your entity currently has in place a CGL policy:**

Contact your insurance agent and have them issue a Certificate of Insurance (COI).. Please tell your agent that if the information contained on the COI they issue on your behalf differs from the example attached, please explain in writing.

- **If you or your entity do not currently have in place a CGL policy:**

You will be required to purchase a one-day Participant Accident Insurance Policy. This can be purchased through the Town of Newtown through CIRMA which underwrites a Tenant User Liability Insurance Program (TULIP) which allows renters to purchase insurance per event or on a per day basis. The directions for accessing the application for insurance are below:

Below are the **insurance options** that you can use for your Edmond Town Hall event rental. Also attached is a sample insurance certificate. This demonstrates our insurance requirements so that you know what coverage you need regardless of what company you choose to use.

→ The first insurance option is GatherGuard, an event insurance company available through this link: [www.gatherguard.com](http://www.gatherguard.com)

When you use the GatherGuard website, you will be asked to enter the following **Venue ID: 0501-1046**. This will bring up the venue: “**Edmond Town Hall.**” Click on the “Next” button at the bottom of the page and you will be asked to answer a series of questions. In the end, you will be given a price quote and an opportunity to purchase the insurance. Be sure to mail or email us the insurance certificate you receive after your purchase. **This certificate is due 30 days before your event.**

→ The second insurance option is: <http://www.privateeventinsurance.com/>

Please be sure to use the same coverage as is listed on the sample certificate. **If there will be alcohol at your event**, be sure to get additional liquor liability insurance.

**If you have commercial liability insurance** through your business or organization, or you use an insurance company other than TULIP, please **request a certificate of insurance from your agent naming Edmond Town Hall as the “additional insured”** with the coverage as outlined in the directions and sample certificate. Send the certificate to us 30 days before the date of your event.



# SAMPLE CERTIFICATE OF INSURANCE

Edmond Town Hall - **SAMPLE** Certificate of Insurance (COI)

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 08/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Specialty Advantage Insurance Services, 505 N Brand Blvd, Suite 1250, Glendale, CA 91203

CONTACT NAME: TULIP Administrator  
 PHONE (A/C, No, EXT): (800) 507-8414 FAX (A/C, No):  
 E-MAIL: tulip@intactinsurance.com  
 ADDRESS: tulip@intactinsurance.com

INSURER(S) AFFORDING COVERAGE: INSURER A: Atlantic Specialty Insurance Company NAIC #: 27154

INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:  
 INSURER F:

**REnter's Name and Address Goes Here**

CERTIFICATE NUMBER: 190035 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR (RSE, WVR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE WDC RETENTIONS WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Birthday 09/25/2021	X	GL00565-12	09/25/2021	09/26/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ None PRODUCTS - COMPROP AGG \$ 1,000,000 \$ COMBINED SINGLE LMT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ WC STATU-TORY LIMITS CTA-ER E.L EACH ACCIDENT \$ E.L DISEASE - EA EMPLOYEE \$ E.L DISEASE - POLICY LMT \$
A	Third Party Property Damage	X	PF00493-11	09/25/2021	09/26/2021	Limit 1,000,000 Deductible 1,000

**Liability and Liquor Liability Info Here**

**Coverage Required**

**CERTIFICATE HOLDER**  
 National League of Cities  
 1301 Pennsylvania Ave. NW  
 7th Floor  
 Washington, DC 20004  
 CT - Town of Newtown & Newtown Board of Education  
 3 Pinrose Street  
 Newtown, CT 06470

**CANCELLATION**  
 THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE IN DATE THEREOF. NOTICE WILL BE DELIVERED IN WITH THE POLICY PROVISIONS.  
 REPRESENTATIVE

**This certificate holder, OR "Edmond Town Hall 45 Main Street Newtown, CT 06470"**

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# EDMOND TOWN HALL RATE SHEET - DAY RENTALS

## ALEXANDRIA ROOM

*\*\$200 Refundable Security Deposit due for each event\**

*\*Includes tables, chairs and set up of room, including pantry and kitchen if applicable\**

Event Rental (Room Only)	\$375
Event Rental with Kitchen (no china)	\$475
Event Rental with Kitchen & China (includes 5-pc China place setting, wine and water glasses)	\$500
Kitchen Only (Sunday through Thursday only)	\$30/hr
Cool Kitchen Rental (access to refrigerator and sink only)	\$25
Meeting Rental (no kitchen)	\$45/hr
Meeting Rental with Kitchen	\$65/hr
Wedding Rental (two days - one set up, one event & break-down) <i>*option to add \$150 for balcony buyout/private second floor use*</i>	\$1200
Memorial (Room Only, 4 hours)	\$190
Memorial with Kitchen (4 hours)	\$290

## GYMNASIUM

*\*\$50 Refundable Security Deposit due for each event\**

Sports, general use and parties (3 hour minimum)	\$35/hr
Sports, general use and parties (Fri-Sun after 5pm - 3 hour minimum)	\$50/hr
All day rental (7am - 7pm) <i>*Additional \$50/hr after 7pm</i>	\$600

## THEATER

Full Day Rental (Mon-Thurs 8am-10pm) *\$500 Deposit required.	\$1850
Full Day Rental (Fri-Sun 8am-11pm) *\$500 Deposit required.	\$2950
Theater Party - AM (8:30-12:30, movie included)	\$250
Theater Party - PM (3:30-6:30, movie included)	\$325
Corporate Meetings (Mon-Fri, 4 hour limit with 6pm completion)	\$950

*\*Full Day Theater Rental includes custodial services and use of dressing rooms, main lobby and box office. Also includes our in-house technical director for up to 10 hrs of support. A fee of \$50/hr will be charged for anything over 10 hrs.*

*\*Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately.*

## GENERAL MEETING ROOMS

Social Groups, Lessons & Meetings	\$30/hr
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### **Please note:**

Building closes at 10pm M-Th and 11pm Fri-Sun. For any event that goes beyond closing time, additional fee will be billed @ 45.00 per hour.

Documentation of **Non-Profit status for income tax purposes** required with signed contract. We offer a 10% discount to Non-Profit Organizations.

**Rental fees are due 7 days after booking the event.** The security deposit is due 30 days prior to the event and will be returned to the renter following a satisfactory inspection within 15 days after the event. Cleaning and repair costs for any damage will be deducted from the security deposit.



# EDMOND TOWN HALL OPTIONAL DEMOGRAPHIC SURVEY

Our goal at Edmond Town Hall is that we provide a space to be enjoyed by all. The following questions will be used to understand who we are currently serving effectively and those we could do a better job serving. Your responses will be kept confidential and none of the questions are required.

**1. Please indicate the number of people in each age group that will be participating in your event.**

- Children 17 or younger: \_\_\_\_\_
- Adults 18 to 64: \_\_\_\_\_
- Adults 65 or older: \_\_\_\_\_

**2. Which if the following best describes you? (Choose all that apply.)**

- \_\_\_ African American or Black
- \_\_\_ Asian or Asian American
- \_\_\_ Hispanic or Latino/Latina
- \_\_\_ Middle Eastern or North African
- \_\_\_ Native American/American Indian or Alaska Native
- \_\_\_ Native Hawaiian or Pacific Islander
- \_\_\_ White
- \_\_\_ Other: \_\_\_\_\_

**3. What state do you live in?**

- \_\_\_ Connecticut
- \_\_\_ Other: \_\_\_\_\_