

**TOWN OF GLASTONBURY**  
**RIVERFRONT COMMUNITY CENTER ROOM USE/RENTAL CONTRACT**  
**300 Welles Street Glastonbury, CT 06033**  
**860-652-4640 Fax: 860-652-7691**

Name of Group/User: \_\_\_\_\_ Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Rental Group:  B (Glastonbury 501c3 Non-Profit)  C (Regional 501c3 Non-Profit)  D (Private)

Start time: \_\_\_\_\_  A.M.  P.M. End Time: \_\_\_\_\_  A.M.  P.M. **MUST INCLUDE SET-UP AND CLEAN-UP TIME**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Kitchen Access:  Yes  No Approved Caterer: \_\_\_\_\_ Manager Approval: \_\_\_\_\_

Alcohol Service:  Yes  No Alcohol Caterer: \_\_\_\_\_ Manager Approval: \_\_\_\_\_

*Initial as applicable:*

I understand that there shall be no alcohol consumption unless an Approved Alcohol Caterer has been contracted.

I understand that the rental hours listed on this contract are the total hours that my guests, vendors and I have access to the room. Deliveries/pickups are not permitted outside of these hours. Overtime is charged by the FULL hour.

I understand that I am responsible for any damages incurred by and/or messes left by my guests and vendors.

**Community Room Rentals Only:**

I understand that I must supply an insurance certificate that meets the Town's requirements at least 60 days before the event, and that I am responsible for paying the premium. This may be waived for half room rentals.

I understand that my vendors and I will not have access to the kitchen unless I have contracted an Approved Caterer.

**Failure to comply may result in a deduction from or loss of the Security Deposit. Deductions are at the Town's discretion.**

**FEES & CHARGES**

I agree to pay the fees and charges listed below, in accordance with Schedule B, established annually by the Town of Glastonbury. Rental charges may not be reduced after the contract has been signed.

Room Rental Fee: \$ \_\_\_\_\_

**\*Rental fees do NOT include insurance premium for Community Room rentals.**

Refundable Security Deposit:

Additional Room: \$ \_\_\_\_\_

\$ \_\_\_\_\_

Event Supervisor: \$ \_\_\_\_\_

*Security deposit is separate from rental fees, refunded after the event provided no additional charges were incurred.*

Equipment: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

**TOTAL CHARGES: \$ \_\_\_\_\_ - Room Deposit: \$ \_\_\_\_\_ = BALANCE DUE: \$ \_\_\_\_\_ DATE DUE: \_\_\_\_\_**  
*(See Below)*

*25% of Total Charges is required to book the full Community Room more than 120 days in advance. **Payment in full plus Security Deposit is due within 120 days of event date.** Payment in full is required at the time of booking for all other rooms.*

The following agreement (“the Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, Between \_\_\_\_\_ (“Building User”) and the Town of Glastonbury (the “Town”) and is intended to establish the responsibilities of the Building User as follows:

**RESERVATIONS, BUILDING USE & ADMINISTRATIVE POLICIES: (SCHEDULES A, C & D)**

All policies as set forth in Schedule A: Reservations, Schedule C: Building Use Policy and Schedule D: Administrative Policies will be strictly adhered to.

I, \_\_\_\_\_, representing \_\_\_\_\_, have received, read, understand and agree to comply with the Town of Glastonbury’s Reservation, Building Use & Administrative Policies as described in Schedules A, C & D. These are separate documents which can be accessed at [www.glastonburyct.gov/rcrcentals](http://www.glastonburyct.gov/rcrcentals).

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**KITCHEN USE:**

The use of the commercial kitchen must be requested at time of application. ***The kitchen can only be used by Town of Glastonbury Approved Caterers.*** The Kitchen will be locked if Approved Catering staff are not onsite. Kitchen use is limited to the appliances in the serving area including the ovens, microwave, sinks, counter tops, ice machine, reach-in refrigerator and freezer units and dishwasher. No equipment beyond these appliances will be supplied. Kitchen rental does not include use of our Walk-In Refrigerator. The Building User is responsible for understanding the Approved Caterer’s role, responsibilities and obligations. Kitchen use policies are strictly enforced.

*\*See Rental Agent for a copy of the Approved Caterers Policies and Procedures.*

**ALCOHOL SERVICE AND CONSUMPTION:**

The consumption of alcohol is only permitted in the Community Room, Exercise Room when rented in conjunction with Community Room rental, and adjacent patio. No alcohol is allowed outside the designated service area or any common areas of the building. A Town-employed and approved Event Supervisor must be engaged for all events where alcohol is served. The Building User must provide notice of at least two (2) business weeks prior to the event date of their intention to serve alcohol. The Approved Alcoholic Beverage Caterer ***with a valid state of Connecticut Caterer Liquor Permit and required insurance must be the designated server.*** All alcohol MUST be served, poured, and provided by the Approved Alcoholic Beverage Caterer and/or his or her staff only. Possession and consumption of alcohol shall be in strict compliance with applicable State law. The Building User is responsible for understanding the alcoholic beverage provider’s role, responsibilities and obligations. The Town reserves the right to limit or deny alcohol service at any time. Bar service must end 1 hour prior to event end.

*\*See Rental Agent for a copy of the Approved Caterers Policies and Procedures.*

**CANCELLATION AND/OR CHANGE OF EVENT DATE FEES:**

Any Group C or Group D Building User canceling an event, changing their event date, or changing their room rental will forfeit payments made towards the rental fees (not including refundable security deposit). Group B Users may receive a refund of rental fees paid if cancelling or changing the date more than 30 days in advance.

**Exception to cancellation fees:** The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather. In the event of a snow storm or severe inclement weather or other Town emergency in which the Town deems necessary to close, the contract fee and cancellation fee would be waived. If the Town is able to operate the facility but the User chooses to cancel or reschedule the event, the policies outlined above apply.

**FUNDRAISING ACTIVITIES:**

If building use is for a fundraising event, the following conditions must be met by the Building User. The Building User certifies that all proceeds from the event will be used for a recognized educational, civic, or charitable purpose. The Building User will inform the Human Services Department of the proposed fundraiser, which will determine the appropriateness of the function as defined by the Town’s policy. When admission is charged to an event using Town facilities, the Building User will be responsible for the collection and payment of any and all taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms and paying

any applicable taxes to the State. Non-profit users charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department.

**CONDUCT AND SAFETY:**

The Building User is responsible for the conduct of all participants and/or guests. The Building User is responsible for enforcing capacity restrictions according to fire code. The Building User and/or their representatives must remain on the premises throughout the function and must maintain control at all times. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the conduct of the participants and any property damage. Town staff members are not supervisors of children or adults. Parties involving large numbers of youth will require an appropriate number of chaperones which will be set forth by the Town. The Town reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the condition of the premises.

**PROHIBITED USES:**

Activities which will not be permitted include, but are not limited to activities which are unlawful in nature and/or activities which are inconsistent with the health and welfare of the general public and/or the policies delineated by the Town of Glastonbury.

**LIABILITY AND INSURANCE:**

Building Users not included under the Town of Glastonbury’s Blanket Liability insurance coverage who are renting the full Community Room will be required to furnish evidence of insurance coverage no later than 60 business days prior to the event meeting the Town’s requirement for Commercial General Liability in the amounts/limits established by the Town. The Town of Glastonbury, its employees and agents, shall be listed as an Additional Insured. Building Users have the option to purchase a Tenant User Liability Insurance Policy program. \*See Rental Agent for instructions.

Insurance must be placed with carriers approved in the State of Connecticut and with a minimum A.M. Best Rating of A-/VIII. All carriers are subject to approval by the Town of Glastonbury. Coverage must include Comprehensive General Liability including Premises & Operations, Products & Completed Operations, Personal Injury, Contractual Liability and Independent Contractors. Minimum limits for Bodily Injury and Property Damage are as follows:

- \$1,000,000 Per Occurrence
- \$1,000,000 Aggregate
- \$50,000 Fire Damage

**FAILURE TO COMPLY:**

Failure to comply with this policy and all applicable procedures, rules and regulations related to the use of the building and grounds may lead to one or more of the following actions by the Town of Glastonbury: immediate removal of the individual and/or group of individuals responsible for the conduct without a refund of fees charged for use; notification to Glastonbury Police Department, loss of any or all deposits charged for building use; denial of future use privileges for the individual or organization; and/or fee assessment to cover any damages or loss of income/usage of the building to the Town.

I, \_\_\_\_\_, representing \_\_\_\_\_, have received, read, understand and agree to comply with the Town of Glastonbury’s Riverfront Community Center’s Use Policy.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INDEMNIFY:**

The Building User agrees to indemnify and hold harmless the Town of Glastonbury, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of the Building User or of the Building Users contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Building User, its contractors, licenses, agents, employees or invitees. The Building User also agrees to indemnify the

Town of Glastonbury, its employees, agents, and representatives for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I, \_\_\_\_\_, representing \_\_\_\_\_, do hereby certify that I have read, understand and agree to abide by the guidelines, regulations and instructions governing the use of the Town's property, and agree to be held responsible for the facilities and property entrusted to me (us). I realize that I must be approved by the Town Manager or his designee if I am to serve as the responsible party for this use. I further agree to hold the Town of Glastonbury harmless for any loss and/or liability arising from my (our) use of the building and facilities.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**TOWN OF GLASTONBURY CONTRACT APPROVAL:**

\_\_\_\_\_  
Rental Agent, Riverfront Community Center  
Town of Glastonbury

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

Return signed contracts to:  
Kristen Michaels, Event and Banquet Facility Manager  
Town of Glastonbury, Parks & Recreation  
OFFICE: 2143 Main St, Glastonbury, CT 06033  
MAIL: 2155 Main St, PO BOX 6523, Glastonbury, CT 06033  
FAX: (860) 652-7691  
EMAIL: kristen.michaels@glastonburyct.gov