



YOUTH CENTER RENTAL APPLICATION

- Requests take a minimum of 5 days for review. Please plan accordingly
- Requests are reviewed in the order they are received
- Renter must be at least 25 yrs of age and present during event
- A copy of photo ID with birthdate must be attached to application
- Final confirmation of availability will be made by phone or email and payment is due at that time.
- If payment is not made, your reservation may be cancelled
- Rental should not be considered confirmed until you receive approval from the office.
- Rentals are in 4 hour time blocks
- All organizations must include a Certificate of Liability insurance with this application

Today's Date:		Organization/Family Name:	
Renter: Name (please print):		Email:	
Mailing Address:			
Primary Phone: () _____ This is <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Home Phone		Alternate Phone: () _____ This is <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Home Phone	
Preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Primary Phone <input type="checkbox"/> Alternate Phone			

Date of Event:	Event Start Time:	Number of people expected:	Type of event:
Room Requested: <input type="checkbox"/> Main Room (capacity 180) \$250 per 4-hr block <input type="checkbox"/> 8am – 12 noon <input type="checkbox"/> 1pm – 5pm <input type="checkbox"/> 6pm – 10pm		<input type="checkbox"/> Tabor Room (capacity 20) No food or beverage allowed \$125 per 4-hr block <input type="checkbox"/> 8am – 12 noon <input type="checkbox"/> 1pm – 5pm <input type="checkbox"/> 6pm – 10pm	
** Renters cannot arrive prior to beginning of rental time and must clean up and exit by end of rental period.			
Will beer or wine be served - BYOB included? <i>Note: No glass or hard alcohol allowed</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (a Certificate of Liability insurance must accompany this application)		Will you be using outside services (catering, DJ, rentals etc)? <i>Outside services must adhere to rental period. No exceptions.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify)	

Tables and Chairs available: Folding chairs (160 available) # needed _____	Rectangle tables 6' –24 available # needed _____ (seat 6-8)	<input type="checkbox"/> PA System Rental (\$10 fee)
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Rental \$ _____ P.A. \$ _____ = Total \$ _____

Signature of Applicant _____

Must complete both sides of form!

OFFICE USE ONLY

Date received _____ Date paid _____ Reservation # _____ Director's Approval _____

Method of payment: Check # _____ Credit Card _____ Cash _____
 Indemnification Clause signed Certificate of Insurance Received Applicant Photo ID attached

Applicant signature at time of event _____

INDEMNIFICATION

I/We hereby agree to, at all times, indemnify and save harmless the Town of Cheshire, its agents, employees, and public officials from and against all damages, judgments, legal fees, expenses and claims which the Town of Cheshire, its agents, employees and officials may suffer because of the use of Town of Cheshire facilities by the organization indicated on this application, except when injury or damage directly results from negligence solely of the Town of Cheshire, its agents, employees, or officials. The existence of insurance shall in no way limit the scope of this indemnification.

I/We have read and understand the rules and regulations established by the Town of Cheshire and the Parks and Recreation Department on the use of public facilities and agree to comply with said rules and regulations.

I/We further agree to be responsible for the payment of the fees as shown and any and all additional costs or fees incurred by us in complying with the aforementioned rules and regulations.

Applicant's Signature _____ Date _____



YOUTH CENTER RENTAL RULES AND REGULATIONS

Cancellation policy:

- | | |
|-------------------------------|------------|
| Less than one month's notice: | 50% refund |
| Less than one week's notice: | No refund |

Building Rules:

- Smoking is not allowed on Town Property.
- Ceiling fans are prohibited when balloons are in the facility.
- Only use masking or scotch tape to hang decorations – no duct tape, nails or screws. No decorations may be hung from fans or vents.
- Confetti is not allowed.
- Do not drive on grassy areas.
- P & R reserves the right to authorize an assigned building supervisor to supervise the conduct of participants and to halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application or with the Director.
- Any problems or emergencies call the Cheshire Police Dept. at 203-271-5500.

Renter Responsibilities

- Renter must check in with building supervisor upon arrival.
- Building supervisor will assist with setting up and breaking down tables and chairs. Setup and breakdown are the responsibility of the individual/group using the facility. Clean whatever is used. Remove all leftover food and decorations immediately following the event.
- Rental items (including tables or chairs) cannot be dropped off prior to rental time nor left at the Youth Center after the rental period.
- If renter will be using outside services, the Town will require a Certificate of Liability insurance from any outside vendors, including food trucks and bounce house providers, naming the Town as additionally insured
- All organizations (including businesses and sports groups) must include a Certificate of Liability insurance with this application, naming the Town of Cheshire as additionally insured.
- P & R is not responsible for equipment, supplies, or other items owned/or used by a group or individual.
- Renter must vacate the building by end of rental period and cooperate with the building supervisor.
- Any damage, which the P & R considers more than normal wear, shall be repaired by the Town and charged to the organization/individual using the facility at the time such damage occurred.

Prior Permission Required and Indicate Request on Application

- A Certificate of Liability Insurance MUST be submitted for all organizations and any individuals or groups wishing to serve beer or wine at their event. Samples of insurance certificates can be found on our website at <http://www.chshirect.org/recreation-and-leisure/facility-rental-forms/>
- Prior permission must be obtained from the P & R before a band or DJ can be allowed.
- Certain types of events may require additional supervisors or a police officer on duty; those will be handled on an individual basis by the Director. It is the renter's responsibility to pay for the services. If a police officer is required, it is the renter's responsibility to obtain the service.

I acknowledge that I have read and accept the Youth Center Rental Rules and Regulations

Applicant's Signature _____ Date _____