



## WEEKEND RENTAL APPLICATION



### FOR USE OF SOUTH WINDSOR COMMUNITY CENTER BANQUET HALL

**Please complete application and return to:**

South Windsor Human Services

150 Nevers Road

South Windsor, CT 06074

[swseniors@southwindsor.org](mailto:swseniors@southwindsor.org)

Call 860-648-6357 to check availability for dates and times

#### **Please Print**

Name of Person Renting Facility \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization (if Applicable) \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF EVENT:** ☐ Reunion ☐ Shower ☐ Wedding ☐ Birthday Party ☐ School Function

☐ Other: (EXPLAIN) \_\_\_\_\_

Number of People Expected \_\_\_\_\_ Capacity up to 130 Will You Have A DJ or Band? ☐ Yes ☐ No

#### **BASE RATE**

**\$85 per hour for banquet hall**

**\$100 flat fee for cooking**

**Access to kitchen (sinks, counters, fridge: no additional charge)**

**(Non-Residents add \$100 total, proof of residency required)**

DATE OF RENTAL \_\_\_\_\_ RENTAL DAY: ☐ Saturday ☐ Sunday

Use of Kitchen: ☐ Yes ☐ No

Time: \_\_\_\_\_  
(10 AM to 10 PM; some exceptions made; Include Setup and Breakdown in rental time)

Total number of hours: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_

**Please note that alcoholic beverages are not permitted on these premises.**

**Renter's Initials** \_\_\_\_\_

**Security/Damage Agreement** The user agrees to follow all conditions of Agreement. An additional \$200 security deposit will be collected at time of rental in case of any damage or abuse of building or rental times; user is liable for expenses incurred. ***The following methods of payment are acceptable: cash or check (payable to Town of South Windsor)***

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

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

-----office use only-----

# OF HOURS: \_\_\_\_\_ Rental fee: \_\_\_\_\_ Add Security Deposit \$200

Total Enclosed: \_\_\_\_\_ Cash or Check: \_\_\_\_\_

## POLICIES

*Please Keep this copy*

### FEE COLLECTION

(Renters are responsible for any damages incurred during the event)

***A \$200 refundable deposit is collected at time of reservation in the case of any damages or abuse of time.***

- Fees will be collected by the Human Services Department at the time of reservation
- Refunds, when necessary, will be processed within 10 business days of the event.
- Failure to comply with the conditions stated below, abuse of scheduled rental times, or failure to exercise reasonable care in the use of the facility, may result in additional charges and the disapproval of further applications by your group.
- Setup and take down is included in reservation time. We cannot accommodate renters arriving prior to their reservation or accommodate renters past their reservation end time. Failure to leave at time scheduled will result in an hourly rental fee of \$85 (no half hour increments available) PLUS a \$50 inconvenience fee.
- You will be checked in and out of your reservation with a Human Services staff member. The initial agreement form will be completed by staff and renter during the check in check out process. A Human Services staff person is in the building during the entire time of rental
- ***ALL rental fees, including the \$200 security deposit, are due at time of reservation.***
- All reservations are tentative until confirmed with a receipt.

• RENTERS INITIALS \_\_\_\_\_

### BOOKING/CANCELLATIONS

- It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on this Policies/Agreement page.
- Reservation will be confirmed within five business days of receipt of reservation form.
- Person listed to be responsible for activity must be in attendance during reservation.
- Refunds will be made on cancellations made at least 2 weeks prior to the rental date. Please allow 2 weeks for a refund.
- A \$50.00 cancellation fee will be retained from payment for all cancellations that are eligible for a refund.
- No refunds on rental fees will be made, in any amount, for failure to show on the reserved rental date.

• RENTERS INITIALS \_\_\_\_\_

### CONDITIONS

It is understood that use of the facility by the applicant is subject to any or all of the following conditions:

1. The staff person assigned to your event will arrive at the scheduled opening time to unlock the facility. If the staff person does not arrive within 15 minutes after your scheduled time you may contact the South Windsor Police Dispatch at 151 Sand Hill Road, 860-644-2551, and they will contact staff.
2. Liability Insurance Coverage may be required depending on the activity, and shall be determined upon receipt of the application.
3. **No overnight parking** allowed (Town Ordinance #5-900) Commuter parking is prohibited.
4. Only approved non-profit organizations will be allowed to charge an activity fee.

5. There must be no alterations, changes or additions to the electrical system, or the building itself. Use of fasteners on any part of the building/tables is prohibited.
6. Youth groups will not be allowed at the facility until adult supervisors have arrived. There shall be adequate supervision of youth participants at all times. Adequate supervision is 1 adult (age 21 or older) per every 10 youth.
7. Should damage be incurred during use of the facility, a WRITTEN REPORT MUST BE FILED with the Human Services Department by the responsible person identified on this application, WITHIN 24 HOURS.
8. **No open flame** allowed at the Community Center.
9. All local town, police, fire, and other municipal ordinances and regulations governing use of facilities as adopted by the Town Council are hereby made part of these conditions.
10. **No alcoholic beverages** are permitted on the premises.
11. Applicant must sign in with the staff person before the scheduled activity begins and sign out the condition of the building after the activity ends with the staff person.
12. Banquet hall should be left as found. Tables, chairs, and equipment should be put back to their rightful spot.
13. Receptacles will be provided for disposal of trash and **you are expected to keep the facility free of litter.**
14. Person responsible for activity must be in attendance.
15. All changes to reservations should be made by 4:30pm the Wednesday prior to your event. Based upon availability.
16. **No gambling** is allowed at the Community center.
17. **No push pins or tacks** can be used to hang decorations, tape only! *Renter's Initials* \_\_\_\_\_
18. **Artwork hung on the wall should not be touched**, it must remain in place. *Renter's Initials* \_\_\_\_\_
19. **No loitering in the hallway.** Hallways must remain clear at all times.
20. **Smoking is strictly prohibited in the building.**
21. Storage of private and personal belongings cannot be accommodated.
22. Everyone must use bathrooms located down the hall, exiting the banquet hall to the left.
23. South Windsor business may reserve room for Social/Cultural events only. No selling allowed.
24. Failure to comply with these conditions and failure to exercise reasonable care in the use of the facility will result in the disapproval of further applications by your group.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**THE TOWN OF SOUTH WINDSOR DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, PHYSICAL OR MENTAL HANDICAP, RELIGION OR NATIONAL ORIGIN.**