

RENTAL AGREEMENT FOR OLD TOWN HALL
69 RIDGEFIELD ROAD, WILTON, CT 06897, PH: 203-834-1032

I have read, understand, and agree to abide by the rules, requirements, and conditions stated in the enclosed statements for renting the Old Town Hall, managed and maintained by the Wilton Garden Club. I will be the responsible person associated with this rental. (Please retain copies for your records.)

Name (please print)	Day(s) of week - & Date(s) of rental
Organization (if applicable)	Hours of rental (3 hrs minimum)
Street Address	Intended purpose of use # of people
Town, State, Zip	\$ <u>150.00</u> Security Deposit (to reserve date(s)) Date paid
Telephone Cell	hrs X \$ per hour = \$ Total
Email Address	\$ 1 st payment + \$ Final Payment or \$ Full payment (Due at least 10 days prior)

It is understood that I/we shall save, hold, and keep the Town of Wilton, its officers, employees and the Wilton Garden Club as its agent, safe, harmless and indemnified from and against any and all claims, demands, actions, causes of actions, penalties, judgments, court costs, attorney's fees and liabilities of every kind and description arising out of injury to and/or death of person(s) and arising out of damage to and/or loss of property which occur on or about the site.

Signature of Organization's Chief Executive Officer or Responsible Person	Date
Signature of Wilton Garden Club, Inc.'s Authorized Agent	Date

Please mail the completed & signed Rental Agreement with Security Deposit, and the Rental Fee & Certificate of Insurance to: Old Town Hall Rentals, P.O. Box 121, Wilton, CT 06897.

*** Wilton Garden Club Use Only ***			
	Amount	Date	Check #
Deposit			
Rental Payment (1)			
Rental Payment (2)			
Certificate of Insurance: _____			

OLD TOWN HALL - REQUIREMENTS FOR RENTERS

FEES, RENTAL AGREEMENT AND FACILITIES

FEES:

Weekdays: \$35 / hour

Hourly rate is \$35/hour including set-up and break-down times. Three hours minimum required.

Monday to Thursday 9:00 AM - 11:00 PM

Friday 9:00 AM – 12:00 noon

Weekends: \$60 / hour

Hourly rate is \$60/hour including set-up and break-down times. Three hours minimum required.

Friday 12:00 noon – 11:00 PM

Saturday 9:00 AM – 11:00 PM

Sunday 12:00 PM – 11:00 PM

Fees for long-term rentals and NOT-FOR-PROFIT organizations will be given special consideration. For long-term renters, monthly rental fees are due 10 days prior to the 1st of the month. If rental is more than 60 days in arrears, contract will automatically be ended.

RENTAL AGREEMENT: The completed & signed Rental Agreement & Security Deposit will reserve your date(s). The Certificate of Liability Insurance & full Rental Fee must be received at least 10 days prior to date of rental. Final confirmation of your rental is subject to the receipt of these required documents and fees.
Send to: **Old Town Hall Rentals, P.O. Box 121, Wilton, CT 06897.**

SECURITY DEPOSIT: A Security Deposit of \$150 (payable to: **Old Town Hall**) is required at the time of booking. This check will be held for one month from date of rental. Upon satisfactory inspection of premises following date of rental, the deposit will be returned. Deposit for long-term renters will be deposited immediately and refunded at the end of the rental term.

CERTIFICATE OF INSURANCE: The Town of Wilton and the Wilton Garden Club, the named certificate holders, require a Certificate of Insurance as proof that the renter has liability insurance with a limit of at least \$500,000 to cover the event. The certificate must include date, location & description of the event. May be emailed to the OTH Rentals Chairman: gblundin@yahoo.com.

RENTAL FEE: For hours used, as per the agreement, payable to: Old Town Hall. Due at least 10 days prior to the event. Send to: **Old Town Hall Rentals, P.O. Box 121, Wilton, CT 06897.**

FACILITIES: Maximum Capacity: 53 Seated at tables, 72 Seated Auditorium style, or 114 Standing.

Facilities available to Renter:

Hall (25' x 33') with two bathrooms and kitchen

Full-sized refrigerator with top-freezer

Four-burner electric range with oven

Microwave oven

Two 30-cup and one 50-cup coffee pots; one 30-cup and one 50-cup hot-drink pots

Limited number of dishes and cups and saucers

Seventy-two folding chairs and ten 6'-long tables

Telephone (local calls only)

Parking for up to 40 cars

Trash and garbage dumpster (NO RECYCLABLES)

Coat closet, hangers for 40

Heated and air conditioned

Handicapped accessible

OLD TOWN HALL - Rental Conditions & Information

1. **Keys:** Pick up and drop off the keys to the Old Town Hall side door & the dumpster with the Wilton Garden Club's authorized agent. Please contact the OTH Rentals Chairman (Gladys Blundin, 203-762-5601, gblundin@yahoo.com) for key pick-up and return location shortly before rental date.
2. **Rental Time:** Arrive and depart within the times specified and limit the use of the facilities to the purpose as stated in the agreement.
3. **Balcony:** The Balcony may NOT be used for guests.
4. **Smoking:** No smoking anywhere in the building.
5. **Charcoal Grills:** No grilling inside or outside of the building.
6. **Alcohol:** Ensure that the use of alcohol in this historic Town Facility will be kept in moderation and good taste. No alcohol may be served to individuals below the legal drinking age.
7. **Decorations:** Make no changes or alterations to the building, its accessories, or its fixtures. No open-flame candles are allowed unless used with hurricane covers or in votives. No fresh or living greens (trees, wreaths, garlands) are permitted aside from those in flower arrangements, container pots, and vases. Artificial decorations may be hung from the balcony bannister and only on the existing hooks. Do not use tape, as it removes the paint.
8. **Music & Dancing:** Neither dancing nor loud or amplified music is permitted.
9. **Size of Group:** The maximum number in your party may not exceed the Fire Marshal's posted limits: 53 seated at tables, 72 seated lecture style, or 114 standing.
10. **Garbage:** All wastebaskets are to be emptied and relined. Extra plastic bags are stored in the kitchen. All garbage and trash must be bagged and placed in the dumpster in the upper parking lot. Use key to unlock dumpster. DO NOT place recyclables in the dumpster. The lessee must remove Recyclables from the premises since there is no collection for them.
11. **Parking:** ALL parking must be in the parking lot behind the Old Town Hall, accessed from Belden Hill Road. NO PARKING IS ALLOWED IN THE CHURCH LOTS unless lessee obtains permission from the Congregational Church before the scheduled event (203-762-5591). Please inform your guests and provide directions ahead of time.
12. **Rental Equipment:** Arrangement to drop off and pick up rental items (glasses, dishes, cutlery, linens, tables, chairs, etc.) must first be cleared with the rental agent. Drop offs should be no earlier than 24 hours before the event, if approved, and pickup must be as soon as possible and before the next rental. The rental chairman must approve any exceptions to this rule before the rental period.
13. **Storage:** Long-term renters may store equipment and materials in the Old Town Hall if areas are available. The arrangement must be worked out with the OTH Chairman. THE WILTON GARDEN CLUB WILL NOT BE RESPONSIBLE FOR THE CARE, POSSIBLE DAMAGE, OR THEFT OF ANY ITEMS STORED BY THE RENTER. TOTAL RESPONSIBILITY LIES WITH THE RENTER TO WHOM PERMISSION FOR STORAGE WAS GRANTED.
14. **Table & Chairs:** There are 72 chairs and 10 tables available to renters in Old Town Hall. Please return to their proper place.
15. **Telephone:** Local calls only... no toll calls can be made. The telephone number at the Old Town Hall is 203-834-1032.
16. **Snow policy:** The parking lot, drive, and walkways are plowed regularly.
17. **Final Check:**
 - The renter is responsible for leaving the Old Town Hall broom clean and spills must be washed up. The vacuum cleaner and broom are in the closet with the tables; mops and bucket are in the furnace room off the rest room, and other cleaning supplies are under the kitchen sink.
 - Check that faucets are turned off and toilets are not running; hot water switch in the kitchen (*to the right of the sink*) is turned off, oven and cook top are turned off, and coffee pots are unplugged and cleaned.
 - Lights should be turned off (*inside and outside*). The light switch outside the kitchen door (in the box) lights the parking lot and is on a timer. The front lamppost is on an automatic light-sensitive switch; *do not touch*.
 - Thermostat is turned to 55 degrees in cold weather; turn to 78 degrees in warm weather.
 - All trash is bagged and removed to the dumpster. Recyclables must be removed by the renter.

Old Town Hall is a historic treasure of the Town of Wilton. Please do your part in following these simple procedures so that others may be able to rent and enjoy Old Town Hall, too. Thank You!