

OLD TOWN HALL RULES & REQUIREMENTS FOR RENTERS

FEES AND FACILITIES

Weekdays (Monday, 9:00 AM to Friday, 3:00 PM)

Three hour minimum required. Each additional hourly rate is \$25/hour.

Daytime Meeting	9:00 AM - Noon or Noon - 3:00 PM	\$75
Luncheon/Meeting/Party	9:00 AM - 3:00 PM	\$150
Evening Meeting/Party	5:00 PM - 11:00 PM	\$150

Weekends & Holidays (Friday, 5:00 PM to Saturday, 11:00 PM, Sunday 12 PM to 11 PM)

Three hour minimum required. Each additional hourly rate is \$50/hour.

Daytime Meeting	9:00 AM - Noon or Noon - 3:00 PM	\$150
Luncheon/Meeting/Party	9:00 AM - 3:00 PM	\$300
Evening Meeting/Party	5:00 PM - 11:00 PM	\$300

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

Certificate of Insurance: The Town of Wilton and the Wilton Garden Club as its Building Agent require a Certificate of Insurance providing public liability insurance for bodily injury and property damage. The certificate shall name the Town of Wilton, its officers, employees, and the Wilton Garden Club for a limit of \$1,000,000 for the period of the rental.

Security Deposit: A security deposit of \$150 is required. 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.

The deposit fee, rental fee, and the Certificate of Insurance **MUST** be received prior to date of rental.

Remit to Old Town Hall Project, P.O. Box 121, Wilton, CT 06897. Confirmation of your rental is subject to the receipt of these three required documents.

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

Facilities available to Renter:

- Hall 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 (*extra charges may apply*)
- Parking for up to 40 cars
- Trash and garbage dumpster
- Two floor fans
- Coat closet, hangers for 40

CONDITIONS & INFORMATION

1. **Key:** Pick up and drop off the key to the Old Town Hall with the Wilton Garden Club's authorized Rental Agent, named here _____.
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. **Smoking:** No smoking anywhere in the building.
4. **Charcoal Grills:** No grilling inside or outside of the building.
5. **Alcohol:** Ensure that the use of alcohol in this Town Facility will be kept in moderation and good taste. No alcohol may be served to individuals below the legal drinking age.
6. **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 only on the existing hooks.
7. **Music & Dancing:** Neither dancing nor loud or amplified music is permitted.
8. **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.
9. **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. DO NOT place recyclables in the dumpster. Recyclables must be removed from the premises by the lessee since there is no collection for them.
10. **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 ahead of time.
11. **Table & Chairs:** There are 72 chairs and 10 tables available to renters in Old Town Hall. Please return them to their proper place.
12. **Telephone:** Toll calls made on the day of rental will be charged to lessee. The telephone number at the Old Town Hall is 203-834-1032.
13. **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 coat closet; mops and bucket are in the furnace room off the ladies 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 lamppost is on an automatic light-sensitive switch; *do not touch*.
 - Thermostat is turned to 60 degrees.
 - All trash is bagged and removed to the dumpster; recyclables removed by 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! **2005**