



Town of Hampton, Connecticut

Incorporated 1786

2022 Community Center Rental Contract

Name (s): _____ Group: _____

Phone: _____ Email: _____

Address: _____

Event Name: _____ Public or Private: _____

Date(s): _____ Frequency (once, weekly, monthly): _____

Start Time: _____ End Time: _____ Add Clean-up: _____ Est. Attendance _____

Event involves (circle all that apply): **Outdoor Restroom Facilities Only** **Kitchen** **Upper Level** **Lower Level**

Will you be using a caterer for your event? Yes ___ No ___

Rental Fee: _____ **Additional Fees:** _____ **TOTAL:** _____

All rentals include use of the outdoor area. If your event involves our kitchen facilities, please note that the community center does not provide food-warming equipment. If you will be using a caterer, you must provide us with a list of your caterer's Certificate of Liability Insurance for you event. We must also have a copy of your liquor license on file, should you event require one.

TERMS

Renter agrees to leave a \$200 key deposit and a \$500 facility deposit in the form of two separate checks made payable to the Town of Hampton. These will be destroyed or returned after the event.

Renter agrees to clean facility and remove all trash after event or purchase additional cleaning services from the Town of Hampton at the time of booking. This is extremely important as there is not regular trash pick-up at the grange so we rely on our renters to remove what they bring in.

Renter agrees to return key promptly to the First Selectman's Office after the event at their earliest convenience. Hours of operation are: *Tuesdays 9 a.m. – 4 p.m. and Thursdays 10 a.m. – 7 p.m.*

Renter agrees to indemnify the Town of Hampton and its employees, volunteers, and officials from and against all damages, loss, claims, suits, fines, liabilities, costs and expenses (including but not limited to, reasonable attorney's fees) arising out of, or in connection with, damage to property or injury to persons (including death) which arise out of renter's use of the Facility, including any acts or omissions of Renter, his/her agents, contractors, employees, invitees, and/or subcontractors. Renter shall provide the Town of Hampton with immediate notice of any injury or damage to property in or around the Facility of which it is aware, by calling 860-455-9132 Ext. 2, or by emailing adminasst@hamptonct.org and/or firstselectman@hamptonct.org .

Signature of Renter: _____ **Date:** _____

Signature of Town Representative: _____ **Date:** _____