



TOWN OF HAMPTON

Incorporated 1786

2026 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: _____ Est. Attendance: _____

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

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

Rental Fee: _____

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 your Caterer's Certificate of Liability insurance for your event. We must also have a copy of your liquor license on file, should your event require one.

TERMS

- Renter agrees to leave a \$200 key deposit and a \$500 facility deposit in the form of bank check made payable to the Town of Hampton or cash. Your deposit will be refunded after the event and no damage is noted and the keys are returned. Renter also agrees that the Rental Fee will not be refunded if the event is canceled within 30 days of the event.
- Renter agrees to clean the facility and remove all trash after event 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 9a.m. – 4p.m. and Thursdays 10a.m.-7p.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 or Renter, his/her agents, contractors, employees, invitees, and/or subcontractors. Renter shall provide the Town of Hampton with immediate notice of 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: _____