

The Hampton Community Center Facility and Rental Information



The Hampton Community Center is located in the renovated “Little River Grange Hall” building at 178 Main T., Hampton, CT. This town owned facility was renovated in 2007-8 to provide space for a community center for recreation and cultural activities to benefit the residents of Hampton.

Suggested uses for the facility include lectures, meetings, showers, craft and exercise classes, parties, plays, talent shows and other like events and activities. While it is available for rental by parties or groups unaffiliated to the town, those associated with the town shall have priority in scheduling.

The facility has an upper level, approximately 30 X 35 feet plus a stage approximately 25 X 13. Capacity for this level is 159 persons standing or about 80 seated (includes stage area). This level also has a projection screen available. No tables are present on the upper level. If you need tables for a function, you must rent or provide them yourself.

The lower level is approximately 30 X 25 plus a kitchen approximately 20 X 20. Please see the attached kitchen detail if you are interested in using the kitchen facility. The lower level has 4 large tables 3ft x8ft which can not be moved. There are also 2 counter height, serving tables and 2 rolling carts. The capacity of the lower level is approximately 130 standing or 70 seated (includes kitchen area).

Additionally, there is a grassy outdoor area between the facility and the Town Hall. This area can be used for outdoor barbecuing, dancing or picnicking. Tents may be located on the flat, grassy area between the facility and the Town Hall. Do not erect tents in the facility parking area or on the ball field.

There are 2 restrooms, both located on the lower level. There is a wheelchair lift available.

There is parking adjacent to and behind the building for up to 20 vehicles. There is a handicapped drop-off area and a ramped handicapped entrance at the lower level – south side.

The Facility is available seven days a week for morning, afternoon or evening events. Events must start no earlier than 7:00AM and finish no later than midnight. Music and loud noise must cease by 10:30PM. Cleanup, if quiet, may go on after midnight.

A calendar of reservations and availability is located on the Town website, www.hamptonct.org, (click Services/Community Center) or from the Selectmen’s office in Town Hall, 455- 9132.

Questions, arrangements to view the facility, drop off signed agreements and fees, and pick-up and drop off of keys are made through the Selectmen’s office 455- 9132.

Operations Detail and Terms of Rental

Payment:

Security deposits, fees and a signed agreement are due at least 30 days prior to the event unless the request is made closer to the date of the event. In that case, fees are due with submission of the signed agreement and the fees for rental must be in the form of cash, money order or bank check. In either case, key and security deposits may be in the form of a personal check.

Key and damage deposits will be returned to the renter upon return of the key and satisfactory inspection of the facility after use. Portions of the deposit may be retained to compensate for any damages or additional clean-up cost attributable to the renter.

If renter cancels the event with at least 2 weeks notice, fees will be returned. If cancellation is less than 2 weeks prior to the event, 25% of the rental fee will be retained as a cancellation fee.

Set-up:

Access to the building for set-up must be arranged through the Selectmen's office and may be limited if there are other bookings in or around the time of your event. The set up time will be written into the agreement.

The following items are available for use by the renter:

Upper level:

- 70 chairs (additional chairs from the lower level may be moved for use on the upper level as long as they are returned to the lower level at the completion of the event.)
- Projection screen
- Stage

Lower level:

- Kitchen
- 4 large rectangular tables 3' x 8'
- 2 counter height serving tables 2' x 6'
- 1 counter height serving table 2' x 4'
- 2 2' x 3' food carts on wheels (may be taken & used upstairs)
- 30 chairs (additional chairs from the upper level may be moved for use on the lower level as long as they are returned to the upper level at the completion of the event.)
- 2 restrooms

Outdoor:

- Gas barbecue grill (you must provide your own propane)
- 1 picnic table

The following items are not supplied:

- Linens
- Tableware
- Pots & pans
- Utensils
- Tables for upper level

The renter is responsible for set-up of tables & chairs or other items for their event. No portion of any passageway or exit shall be blocked or obstructed and no exit door shall be locked or bolted while the facility is in use.

Tables may not be moved between levels. Chairs may be moved as long as they are returned to their original location at the end of the event.

As part of set-up, please line all trash cans with heavy trash bags.

Decorations:

Except with prior written consent, the renter may not cause or permit the facility to be defaced or marred. No tape, nails, hooks, tacks, pins, screws or other fasteners may be placed into any part of the facility - walls, doors, ceilings, floors, or stage curtain. No signs, banners or pictures may be attached to painted surfaces or stage curtain.

There is picture molding with hooks available for hanging some items.

Breakdown & Clean-up:

Renter is responsible for leaving the space in as good a condition and repair as found at the start of the rental period.

If the renter desires, cleaning services may be purchased – see price list for fees.

Whether or not the cleaning service is purchased, the renter is responsible for returning/repositioning furniture as initially found, clean-up of any large spills and removal of all trash, including any rest room trash. All food, beverages, rented supplies and equipment must be removed.

If cleaning services have *not* been purchased, in addition to the above, the renter is responsible for vacuuming or sweeping floors, complete clean-up of any spills and thorough cleaning of the rest rooms. Clean-up instructions are posted in the kitchen area and at the exit doors.

The break-down & clean-up times will be written into the agreement.

In cool weather seasons, when leaving the building for the final time, please ensure that heat is set to 50 degrees in the lower level and 40 degrees in the upper level.

Damage:

If anyone damages the facility during the rental period, the renter is responsible for payment of necessary repairs. This includes damage to any technical equipment. Any repairs will be made by a contractor selected by the Town.

No material, substance, equipment or object likely to endanger life, cause bodily injury or property damage or constitute a hazard may be brought on to the property.

Smoking

The Grange Community Center building is a non smoking facility.

Open Flames/Candles

Because of the risk of fire hazard in this lovely old building, candles (except on birthday cakes) or other open flames are not allowed. Limited candles may be used if they are enclosed in a glass chimney or other glass covering made for that purpose.

Parking:

There is a small parking lot that can accommodate up to 20 vehicles. Additional parking is available in the Town Hall parking lot next door. There is a handicapped drop off area and ramped entrance on the lower level.

Caterers:

Caterers must have proper licenses and liability insurance coverage. A copy of the caterer's certificate of insurance must be provided at least 2 weeks prior to the event. If the caterer has been asked to provide alcoholic beverages, a copy of their liquor license is also required.

Please consider using caterers on the "Approved Caterers List." If you prefer to use another caterer, please contact the Recreation and Community Activities Commission for approval.

The Town reserves the right to reject a caterer. The Town is not responsible for any lost or stolen caterer's or renter's equipment or property.

Alcoholic beverages:

Alcoholic beverages may be served in the Community Center. If you are charging money i.e. Tickets to the event or selling beer, wine or other liquor, you must have a temporary or permanent liquor permit. Please see the "Frequently Asked Questions about Food & Liquor" on the town website/Community Center page. If you are using a caterer, they may already have a permit.

If you are serving liquor, even if you have a permit, we request that you also hire a licensed bartender.

Public Safety***Phone***

There is no phone in the facility. For communications and in case of emergency, the responsible party is required to provide a cell phone number and have that cell phone with them on the day of the event or activity. This number should be listed on the application form.

Fire extinguishers

Fire extinguishers are located on the upper level near the front door and on the lower level in the kitchen.

Rest Room Emergency System

The rest rooms are equipped with an emergency call system. To engage it, pull the cord near the toilet. This will sound an alarm and flashing light. If you notice the alarm has been set off during the course of an event, please respond to assist the person in the rest room.

Area of Refuge

On both levels, the vestibule of the chairlift area has been constructed to provide an "area of refuge" to protect individuals unable to evacuate the building, until the fire department can assist with removal in the event of a fire.

Chair Lift

The instructions for lift operation can be found in the vestibule area outside each lift door. Renters wishing to use the lift during an event must be briefed in advance on its operation. The responsible renter should supervise operation of the lift.

Chair Lift Operation

1. Turn on the light for the vestibule and chair lift tower. The light is on the panel beside the outer door.
2. Press the button on the outside wall to call the lift.
3. The door will open automatically once the chair lift is in position.
4. Enter the lift and wait for the door to close automatically.
5. Press and ***hold the button on the inside wall of the lift*** (right side as you face the door) ***continuously*** until you arrive at the next level.
6. Release the button. The door will open automatically.
7. Exit the lift platform. The door will close automatically.

Emergency Operation

1. If the electric power fails, a battery pack will take over.
2. If both the power and battery pack fail and a passenger is stopped on the lift between floors, remove the cover from the small metal box at floor level on the left wall outside the elevator door. A screwdriver for this purpose is located in the cabinet to the left of the electrical panel in the kitchen, Use the mechanism inside to mechanically lower the chair lift to the ground floor.

Hampton Community Center Rental Agreement

Today's Date: _____

Renter Information:

Renter's Name: _____
Home Phone: _____ Cell Phone(required): _____
Business Phone: _____ Email: _____
Address: _____
Town/City: _____ State: _____ Zip: _____

Event Information:

Name or Type of Event: _____ Expected Attendance: _____
Event Date: _____ Event Time Start: _____ End: _____
Set-up: Date: _____ Time: _____ Clean-up Date: _____ Time: _____
Event is repeating every _____ starting: _____ ending: _____
Check area(s) you wish to rent: ☐ Upper level ☐ Lower Level ☐ Kitchen ☐ Outdoor
Music? ☐ No ☐ Yes ☐ live ☐ recorded
(out of respect for neighbors, music must end by 10:30PM)
Do you wish to have this event posted on the Hampton website (www.hamptonct.org) event list and calendar? ☐ Yes ☐ No

Catering Information

Will you be using a caterer for your event? ☐ Yes ☐ No
If yes, please refer to the approved caterer list. Caterer must provide their own cooking equipment. Caterers not on the list must be pre-approved by the Recreation and Community Activities Commission
Caterer's Information:
Business name: _____ Phone: _____
Address: _____ City: _____ State: _____
Contact Person: _____ ☐ certificate of liability insurance
Will liquor be served? ☐ Yes ☐ No ☐ copy of liquor license
If no, will you be bringing in your own food and require use of the kitchen? ☐ Yes ☐ No

Fees

Rental Fee: \$ _____ Kitchen Fee: \$ _____

Key Deposit: \$ 100 Security Deposit: \$ 200

☐ I wish to hire the Town cleaning company to clean after my event:

Upper level: \$ _____ Lower Level: \$ _____ Kitchen: \$ _____ Bathrooms: \$ _____

Total: \$ _____ Date Paid: _____

Payment form: ☐ Check ☐ Cash

Set-up & Clean-up

Set-up will be allowed on Date: _____ Time: _____

Clean-up must be completed by Date: _____ Time: _____

Indemnity

Renter agrees that it shall indemnify, defend and hold harmless the Town of Hampton and its employees, volunteers and officials from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses (including, without limitation, reasonable attorneys' 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, its agents, contractors, employees, invitees, servants or subcontractors. Renter shall provide the Town of Hampton with immediate notice of any injury or damage to persons or property in, to or around the Facility of which it is aware.

Signatures

Renter: _____ Date: _____

Town Representative: _____ Date: _____

I have toured the building **prior to** my event and agree that it is clean and in good repair and I have received wheelchair lift training. _____

Renter Signature

Date

I have toured the building **after** the event and agree that it is clean and in good repair.

Renter Signature

Date:

Town Representative Signature

Date:

