



Town of Hampton, Connecticut

Incorporated 1786

FOR OFFICE USE:

Date: _____
Rental Fee: _____ CK #: _____
Key Deposit: _____ CK #: _____
Facility Deposit: _____ CK #: _____

2018 Community Center Rental Contract

Name (s): _____ Group : _____

Phone: _____ Email: _____

Address: _____

Event Name: _____	Public or Private: _____
Date(s): _____	Frequency (once, monthly, weekly): _____
Start Time: _____	End Time: _____
Add. Set-up/Clean-up: _____	Est. Attendance: _____
Event involves (circle all that apply): Outdoor Restroom Facilities Only Kitchen Upper Level Lower Level	
Would you like your event posted on the town website? _____	
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 your event. We must also have a copy of your liquor license on file, should your event require one. If you are unsure, we can help you.	

TERMS:

Renter agrees to leave a \$100 key deposit and a \$200 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: Tuesday 9 a.m. – 4 p.m. and Thursday 10 a.m. – 4 p.m.

Renter agrees to indemnify, defend and hold harmless the Town of Hampton and its employees, volunteers, and officials from and against all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses (including, without limitation, 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, to, or around the Facility of which it is aware, by calling 860-455-9132 EXT. 2, or by emailing adminasst@hamptonct.org or firstselectman@hamptonct.org.

Signature of Renter: _____ Date: _____

Signature of Town Representative: _____ Date: _____