

THE LITCHFIELD COMMUNITY CENTER, INC.

421 BANTAM ROAD, LITCHFIELD, CONNECTICUT 06759

TELEPHONE: 860-567-8302 FAX: 860-567-0328 WWW.THECOMMUNITYCENTER.ORG

* A PRIVATE NOT FOR PROFIT ORGANIZATION *

FACILITY RENTAL/USE REQUEST

GRANTING OF PERMISSION TO USE THE COMMUNITY CENTER FACILITIES DOES NOT IN ANY WAY CONSTITUTE AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY THE LITCHFIELD COMMUNITY CENTER, INC. BOARD OF DIRECTORS, STAFF OR ANY AFFILIATE OF THE ORGANIZATION

For consideration of requests for use of the Center, this form must be completed in its entirety and returned to the Director as soon as possible. An invoice for payment will be presented to the host with an approved use form.

All payments shall be received at least 10 business days before the event unless otherwise noted in invoice.

All checks are payable to "The Litchfield Community Center, Inc."

TODAY'S DATE: _____

RESERVATION NO.: _____

RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: _____

Individual/Contact Person: _____ Email Address _____

Street: _____ Home Phone: _____

Town: _____ State: _____ Zip: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Day & Date requested: _____ Second Choice: _____

Type of Event: _____ Total Expected Attendance: _____

Request for Rental of: Lounge: _____ Atrium: _____ Recreation Area: _____ Kitchen: _____ Learning Center: _____
Entire Facility: _____

Time of Rental (**Including Set up/Clean up**): From: _____ To: _____ Total Hours: _____

Are you charging fees for any aspect of your Activity? Yes No

If Yes, please explain (including fee): _____

FOOD:

Do you intend to serve food? Yes No Type of Food: _____

Do you intend to prepare food on Premises? Yes No

Name of Food Provider/Caterer: _____ Phone: _____

*** Caterer will be required to provide copy of License to Cater and/or Food Handler Certificate**

ALCOHOLIC BEVERAGE USE:

***Temporary CT State Liquor Permit required if alcoholic beverages are sold or included in admission price.**

Are you requesting permission for alcoholic beverage use? Yes No

Type of Alcohol: Beer Wine Liquor * NO RED WINE IN LOUNGE

How Dispensed: Open Bar BYOB Cash Bar

CONDITIONS OF ALCOHOLIC BEVERAGE USE:

1. The use of Alcoholic beverages is **prohibited** in or on the premises unless expressly authorized by the Board of Directors. Alcoholic beverages may be offered for sale during an event only upon prior approval and receipt of a valid State Liquor Permit.
2. The individual or organization in whose name the facility is rented shall be responsible for securing a temporary liquor permit from the State Liquor Control Commission if required, and shall provide a copy of said permit to the Director at least one day prior to the event. (State guidelines for obtaining permit available upon request)
3. If alcoholic beverages are permitted, use shall be confined to the main dining area (including dining patio) and Lessee acknowledges and agrees to uphold state law in prohibiting the dispensing or serving of alcohol to any person under the age of 21 years.
4. Lessee is responsible for the removal of all alcohol beverage containers from Community Center's property at completion of event including empty bottles and cans.
5. Liquor Liability Insurance Coverage (dram shop) must be provided by the renter.

PERMISSION FOR CONSUMPTION OF ALCOHOLIC BEVERAGES:

APPROVED _____ **DENIED** _____

AGENT OF THE LITCHFIELD COMMUNITY CENTER, INC.

GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times.
3. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. *All bottles and cans are to be removed from property by lessee.* A disposal fee of \$25.00 may be applied if necessary.
4. All food and drink shall be confined to the main dining area and dining patio.
5. Certificates of General Liability Insurance may be required for functions held at Community Center. Host group or individual will be notified upon submission of a completed facility use request form. Insurance is mandatory for all events at which alcohol will be served.
6. The Litchfield Community Center reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
7. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from Lessee's use.
8. The Litchfield Community Center does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
9. Additional attendants, i.e. parking attendants, cleaning personnel, Police/Fire supervision, etc., may be required as a condition of approval, the cost of which shall be Lessee's responsibility.
10. Outdoor activities cease at 10:00 p.m. as required by local zoning laws and in consideration of our neighbors.
11. The telephone is to be used for emergency or local calls only. Any long distance expenses incurred during a function will be charged to the Lessee.
12. Taping, mounting or displaying items on any painted surface is not allowed.
13. Use of Pool Tables as display/exhibit space requires approval from Director
14. Any items/supplies brought into the facility or placed on the Center's property must be removed within 24 hours of the conclusion of the Lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.
15. A Community Center Staff Member will be on site and available to assist you, or your designated representative, throughout your rental time unless other arrangements have been made with the Executive Director prior to your scheduled event.

In requesting the use of The Litchfield Community Center, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: _____ DATE: _____

Agent of The Litchfield Community Center Approval: _____ Date: _____

THE LITCHFIELD COMMUNITY CENTER, INC.

421 BANTAM ROAD ~ LITCHFIELD, CT 06759

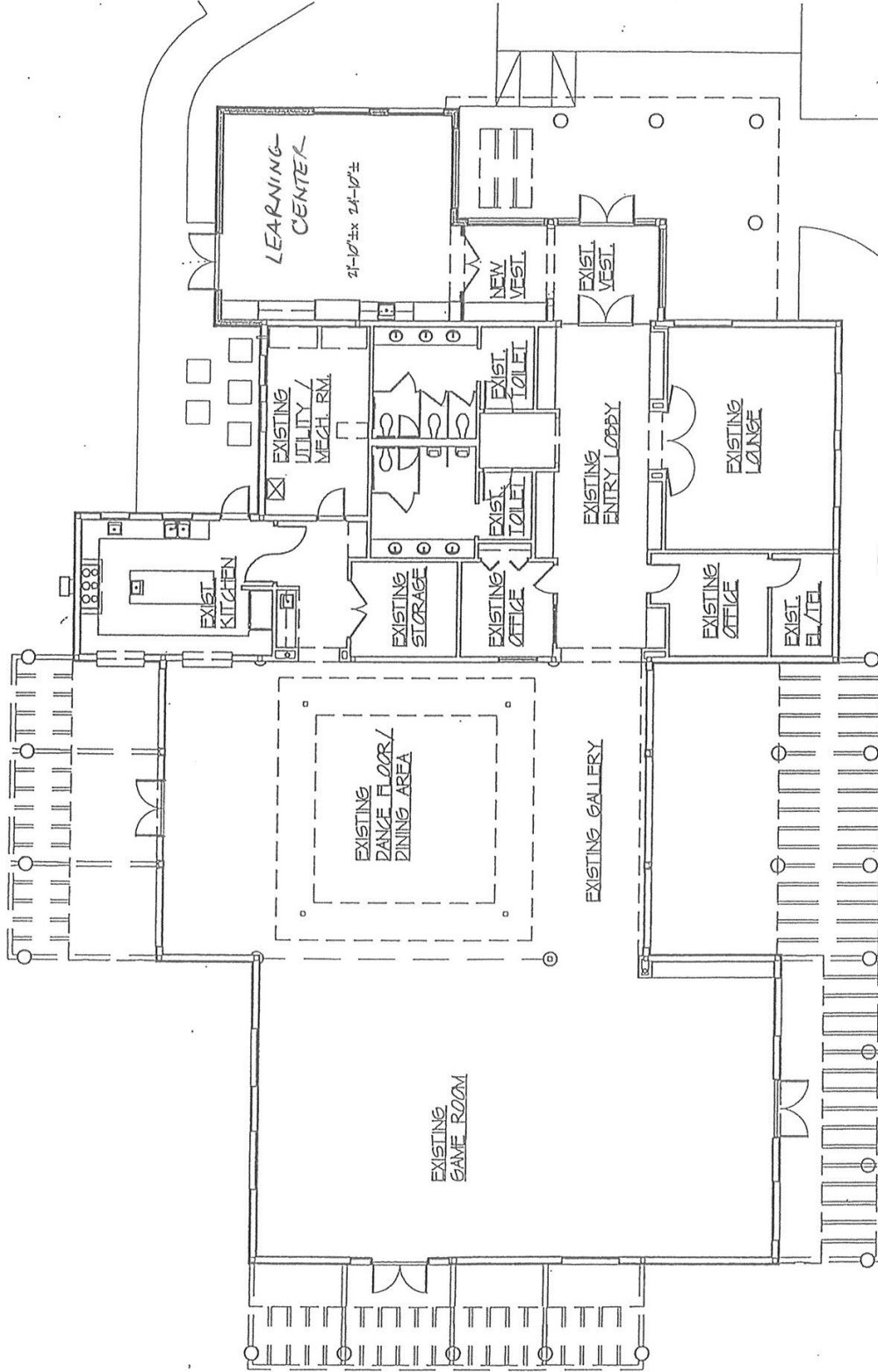
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FACILITY RENTAL RATE INFORMATION

Base Hourly Rate: \$125.00

- AT THE DISCRETION OF THE EXECUTIVE DIRECTOR AN INCREASE OR REDUCTION IN HOURLY RATE MAY APPLY IN CONSIDERATION OF SERVICES RENDERED, USE OF FACILITY EQUIPMENT AND RESOURCES OR IN CONSIDERATION OF THE PURPOSE OF THE EVENT/FUNCTION FOR WHICH FACILITY USE IS BEING REQUESTED (i.e. RENTAL OF ENTIRE FACILITY FOR SPECIAL EVENT, CENTER STAFF SET-UP AND BREAKDOWN, PROMOTIONAL SERVICES FOR PUBLIC EVENT)
- RENTAL RATE WILL BE DETERMINED UPON SUBMISSION OF A COMPLETED FACILITY RENTAL REQUEST FORM AND INDIVIDUAL LISTED AS CONTACT PERSON WILL BE NOTIFIED OF RENTAL FEE WITHIN 48 HOURS.
- FOR EVENT EXCEEDING TWO HOURS A \$100.00 NON-REFUNDABLE DEPOSIT IS REQUIRED
- USE OF THE KITCHEN FOR FULL FOOD SERVICE REQUIRES AN ADDITIONAL RATE OF \$150.00 PER EVENT
- A COMMUNITY CENTER STAFF MEMBER WILL BE ON SITE AND AVAILABLE TO ASSIST YOU, OR YOUR DESIGNATED REPRESENTATIVE THROUGHOUT YOUR RENTAL TIME UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE EXECUTIVE DIRECTOR PRIOR TO THE SCHEDULED EVENT.



FLOOR PLAN
SCALE: 1/8" = 1'-0"
11 JUNE 2003

(P-1)

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LITCHFIELD COMMUNITY CENTER
RT. 202 LITCHFIELD, CONNECTICUT

HINKEL DESIGN GROUP, L.L.C.

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