



TOWN OF WOODBURY
APPLICATION FOR USE OF THE SENIOR COMMUNITY CENTER
 265 Main Street South, Woodbury CT 06798

Name of Individual or Organization: _____

Representative Responsible: _____

Billing Address: _____

Phone No.: _____ Email: _____

FEE SCHEDULE

<u>Check Status</u>	<u>Group</u>	<u>Refundable Deposit</u>	<u>Base Fee (Per Day)</u>
_____	Official Town Committee (or Woodbury Schools, Fundraisers, Groups)	\$55	N/C
_____	Non-Profit Organization (Woodbury based)	\$100	\$100
_____	Non-Profit Organization (Multi-Town)	\$200	\$150
_____	Individual Social (Residents and non-residents with Woodbury affiliation)	\$200	\$150
_____	Profit Organization (Residents or majority resident participation)	\$200	\$200
<u>X</u>	Custodial Fee (Custodial service is required and you will be charged a 4 hour minimum plus a 10% administrative fee. Please refer to number 18 on page 3.)		\$34.49/hour

Custodian on duty for event: _____ Date custodian secured _____

NOTE: ALL FEES ARE DUE AT LEAST TWO WEEKS PRIOR TO THE EVENT

Date(s) Desired: _____
 (If numerous dates, please list individual dates. Attach list if necessary)

Hours Requested: From: _____ To: _____
 (Include time for set up and break down. **Please Note:** Rental hours are between 7 a.m. and 10 p.m. on Saturday and Sunday)

Facility Use (What is the event?): _____

Will Alcoholic Beverages be served? (Please check one) Yes No

Estimated Attendance: _____ (Police / Fire coverage may be required – **Fee may be charged**)

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The applicant further agrees that neither the Town of Woodbury (hereinafter referred to as the "Town"), nor any agent, or employee of the Town shall be liable to applicant, his/her/or its employees, agents or licensees, and applicant shall hold the Town harmless for any injury, or damage to applicant or to any other person, or for any damage to, or loss (by theft or otherwise) of, any property applicant, and/or of any other person, irrespective of the cause of such injury, damage or loss; it being understood that no property, other than such as might normally be brought upon or kept in the demised premises as incident to the reasonable use of the demised premises for the purposes herein permitted will be brought upon, or be kept in the demised premises. The Town shall not be liable in any event for loss of, or damage to, any property entrusted to any of the Town's employees, or agents by the applicant.

The applicant shall defend, indemnify and save harmless the Town, and its agents and employees, against and from all liabilities, claims, costs, charges and expense, including reasonable attorney's fee, which may be imposed upon, or incurred by, or asserted against the Town, and/or its agents, and employees, by reason of any of the following occurring during the rental of the premises, or during any period of time prior, or subsequent to said rental that the Town may have given access to, or possession of all or any part of the demised premises:

- (a) Any work or thing done in or about the demised premises, or any part thereof, by or at the instance of the applicant, his/her/its agents, contractors, subcontractors, servants, employees, licensees or invitees;
- (b) Any negligence or otherwise wrongful act, or omission on the part of the applicant or any of his/her/its agents, contractors, subcontractors, servants, employees, licensees, or invitees;
- (c) Any accident, injury or damage to any person, or property, occurring in, on or about the demised premises, or any part thereof, or passageway, or space adjacent thereto;
- (d) Any failure on the part of the applicant to perform, or comply with the rules of use attached to this rental application and made a part thereof.
- (e) All applicants shall provide a certificate of insurance naming the Town of Woodbury additionally insured.
- (f) The Town reserves the right to cancel or move events due to Town Meetings, Referendums or any other emergency event.

It shall be the responsibility of the applicant to determine use of all of the aforesaid property in accordance with any and all pertinent laws or regulations as they pertain thereto including, in particular, the State Fire Code of the State of Connecticut and the Wetlands Regulations of the Town of Woodbury.

The Fire Marshal is notified of all facility use expecting attendance of 100 or more occupants. According to Connecticut State Statutes 29-381, it is required that before any performance, event, assembly, or public gathering of more than 100 persons, a public announcement should be made to describe the location of emergency exits. An inspection of the facility will also be necessary to ensure the safety of the building and its occupants.

Representative's Signature: _____ **Date:** _____
 (Must be at least 25 years of age)

FOR OFFICE USE ONLY	NOTIFICATIONS
Deposit Amount: _____ Date Received: _____	<input type="checkbox"/> Fire Marshal _____ <input type="checkbox"/> Building Official _____ <input type="checkbox"/> Police _____ Applicable fees will be charged for services of Town Officials if it is determined they are needed.
Fee Amount: _____ Date Received: _____	
Fee Amount: _____ Date Received: _____	
Received By: _____	

INSTRUCTIONS TO ACCOUNTING
Custodial Fee: _____
Deposit: _____
Additional Notes: _____ Date: _____

GENERAL RULES

Capacity:	Entire Room:	Tables & Chairs – 120	Chairs only – 256
	West Café Section:	Tables & Chairs – 42	Chairs only – 92
	East Section:	Tables & Chairs – 80	Chairs only – 164

Tables: 8 – 5’ Round Tables 8 – 2.5’ x 6’ Rectangle Tables

1. Use of the kitchen is limited to light cooking (warming, serving, etc.) and catered service. Oven and microwave must be cleaned after use. You must bring your own cookware and utensils. You may use the bottom left side of the refrigerator and you must remove all supplies, beverages, and food upon departure. The dishwasher may be used under custodian supervision only.
2. All supplies and serving equipment are to be provided by the renting party (For example: dish soap, stove and counter cleaners, sponges, dish towels, paper towels, cooking, serving and eating utensils, cloth or paper linens).
3. Please bring your own coffee maker – outlets are available. Please put protective mats on tables before placing hot items on the tables.
4. Kitchen must be left in a neat and orderly condition. Countertops and stovetop must be wiped down.
5. You must bring your own trash bags. All garbage generated by the renting party must be bagged and taken with you upon departure.
6. The set up and tear down of all tables and chairs are the responsibility of the party renting the premises.
7. No open flames, candles, etc. are allowed at any time.
8. Smoking is prohibited inside all Town buildings.
9. All decorations and/or special equipment must be removed from the premises. No tacks or tape may be used on the woodwork, walls, or ceilings.
10. All lights must be turned off when leaving the premises.
11. All audiovisual equipment is for Town use only. Renters are not permitted to obtain access to wireless internet, audiovisual or any other electronic equipment owned by the Town under any circumstances.
12. You must arrive and vacate the premises as indicated on the rental application form unless otherwise discussed with the custodian on duty.
13. The Senior Center may be rented out only on Saturday’s and Sunday’s. It is reserved for Town board, commission and committee use during the week days.
14. If a Police Officer is required, renting party is asked to make arrangements directly with the Woodbury Police Office at (203) 263-3400.
15. When deemed necessary by the Connecticut Life Safety Code or the Woodbury Fire Marshal, renting party is asked to make arrangements directly with the Woodbury Volunteer Fire Department at (203) 263-3100.
16. Any problems with maintenance of the building or special requests must be directed to the Senior Community Center at (203) 263-2828 during business hours for consideration.
17. All renters are required to obtain insurance coverage for rental of all Town property. A certificate of insurance must be provided to the Selectmen’s Office at least 24 hours prior to the event. Please refer to the sample insurance requirements for additional information.
18. The Town of Woodbury reserves the right to retain a portion of or all of the security deposit in the event of damage or improper use of the building.
19. If the custodial fee is not paid within sixty (60) days, the Town of Woodbury reserves the right to deduct the fee from the security deposit and return the balance (if any) to the renting party. You will also risk being denied to rent Town buildings in the future.

By signing below I certify that I have read and understand the general rules and procedures of renting the Senior Community Center and will comply as indicated above:

Representative’s Signature: _____ Date: _____
(Must be at least 25 years of age)

