

# TOWN OF EAST GRANBY

## Facility Rental Application

### East Granby Farms Recreation Building

*This rental agreement applies to all bookings made for facilities rented on or after July 1, 2025*



#### DEPARTMENT OF PARKS AND RECREATION

79 NORTH MAIN STREET

Mailing Address: 9 Center Street  
East Granby, CT 06026

860-653-7660 (Office)  
www.EastGranbyRec.com

Type of Event : \_\_\_\_\_

Organization or Individual Name/ Applicant : \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : (\_\_\_\_\_)\_\_\_\_\_ E-Mail : \_\_\_\_\_

Date of Event : \_\_\_\_\_ Anticipated Attendance : \_\_\_\_\_ Use of Kitchen : Yes No

Arrival Time : \_\_\_\_\_ am/ pm Departure Time : \_\_\_\_\_ am/ pm Total Hours : \_\_\_\_\_

Name & Address to Return Security Deposit to : \_\_\_\_\_

#### Recreation Building Rental Information

**Reservations:** Town government organizations have priority when reserving this facility. The Town reserves the right to cancel any scheduled activities in the event of an emergency or inclement weather.

**Deposit Policy:** All individuals or groups, excluding the Town Government and non-profit organizations, must provide a \$250 security deposit to rent the East Granby Farms Recreation Building. Any costs for damages or cleaning will be deducted from the deposit. If these costs exceed \$250, the renter or organization will be responsible for the additional amount.

#### Rental Fee:

- Resident \$50 per hour
- Non-Resident \$100 per hour

**Rental time must account for both setup and cleanup, as the town does not provide these services.**

**Vendors:** All outside vendors, including, but not limited to, food trucks, DJs, inflatables, and other service providers, must receive prior approval from the Director of Parks & Recreation. Vendors may be required to provide proof of insurance or obtain special permits. Please list all outside Vendors below.

**Hold Harmless Agreement:** User agrees that it will indemnify and hold harmless the town and its respective officers, agents, and employees from any loss, damage, expense, and liability whatsoever kind or nature resulting directly or indirectly from the nature of use covered by this contract resulting in bodily injury including death, personal injury, or damage to property.

#### I ACKNOWLEDGE AND AGREE TO THE TERMS AS STATED ABOVE.

\_\_\_\_\_  
Renter's Name - Printed

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

Please complete and mail both pages of this form, along with the deposit and rental fee to:  
East Granby Parks & Recreation, 9 Center Street, East Granby, CT 06026.  
Make checks payable to *East Granby Parks and Recreation*.

# East Granby Farms Recreation Building Facility Use Guidelines



- No alcohol or intoxicating substances are allowed on the premises.
- Smoking and vaping are prohibited on the premises.
- Candles and open flames are not permitted.
- Decorations may not be attached to walls or acoustic panels. They may only be taped to wood, metal, or plastic surfaces, and all tape must be fully removed after the event. The use of tacks and staples is prohibited.
- Youth groups must be properly supervised in proportion to their size.
- Religious services may be not be conducted on the premises.
- The Recreation Center may not be used for personal financial gain.
- All trash must be bagged and disposed of in the dumpster located outside the building.
- The room must be returned to its original setup.
- Tables must be wiped down, and the kitchen must be thoroughly cleaned if used. The floor must be swept clean. Please note: Cleaning supplies, dish soap, sponges, paper towels, etc. are not provided by the town.
- No food should be left in the refrigerator, freezer, oven or microwave.
- Please turn off all lights and lock the building when leaving.

If you have any questions about the recreational facilities or would like to schedule a tour, please call the Parks & Recreation Office at (860) 653-7660. We recommend visiting the facilities before making a reservation to ensure they meet your needs and expectations.

**I HAVE READ AND AGREE TO ABIDE BY THE ABOVE RULES.  
I UNDERSTAND THAT I WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES  
THAT OCCUR DURING MY USE OF THE RECREATION BUILDING.**

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Renter's Signature

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Date

East Granby Parks & Recreation is not responsible for any lost or stolen items.

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