

TOWN OF EAST GRANBY

Facility Rental Application



Mary Ellen Brown Senior/ Community Center,
David Kilbon Recreation Center, and Sears House

9 Center Street
East Granby, CT 06026

(860) 413-3301

First Selectperson's Office

(860) 653-7660

Parks & Recreation Office

www.eastgranbyct.org

Reservations: Town government organizations have priority when reserving town facilities, buildings, and property. The Town reserves the right to cancel any scheduled events in the event of an emergency or inclement weather.

Security Deposit Policy: A \$250 fully refundable security deposit is required for all individual and group facility rentals, except Town government and nonprofit organizations. The deposit may be used to cover damages or additional cleaning, and renters are responsible for any costs exceeding the deposit amount.

Rental Fee: *Rental time must account for BOTH setup and cleanup; the Town does not provide these services.*

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

Payment: Complete all four pages of this form and mail them with the deposit and rental fee to 9 Center St., East Granby, CT 06026. Make checks payable to the *Town of East Granby*. Send Kilbon Rec Center and Sears House reservations to Attn: East Granby Parks & Recreation; send Senior/Community Center reservations to Attn: First Selectperson's Office.

Facility Rental Application:

	0501-2756	0501-2758	
Facility Requested (<i>please circle</i>):	Senior/Community Center	Kilbon Recreation Center	Sears House
Type of Event: _____		Date of Event: _____	

Organization (if applicable): _____

Authorized Representative/ Contact Person: _____

Address: _____

Phone Number: _____ E-Mail: _____

Arrival Time: _____ am/ pm Departure Time: _____ am/ pm Total Hours of Rental: _____

Anticipated Attendance: _____ Use of Kitchen: Yes No Use of Audio Visual Equipment: Yes No

Name & Address to Return Security Deposit to : _____

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

Hold Harmless Agreement: Approval of this application is contingent upon agreement to the Hold Harmless and Indemnification Agreement on pages 3-4 of this document.

I ACKNOWLEDGE AND AGREE TO THE TERMS AS STATED ABOVE.

If signing this form electronically, you agree that your electronic signature is the legal equivalent of your handwritten signature and is legally binding.

Renter's Name - Printed

Renter's Signature

Date

Town of East Granby Facility Use Rules & Regulations

Alcohol

- Alcoholic beverages are prohibited on all Town of East Granby–owned property, including parks, fields, and municipal buildings, *except* at the Kilbon Recreation Center and the Senior/Community Center, where alcohol may be permitted **only with prior written approval from the Town of East Granby.**
- Applicants requesting permission to serve or allow alcohol at either of these approved facilities must purchase a GatherGuard Special Event insurance policy at least fourteen (14) calendar days prior to the event. A Certificate of Insurance (COI) must be received by the Town before any alcohol is brought onto or consumed on the premises.
- Policies may be purchased at gatherguard.com
- All alcohol service must comply with applicable federal, state, and local laws. The possession or use of illegal drugs or other unauthorized intoxicating substances is strictly prohibited at all times.

Smoking & Vaping

- Smoking and vaping are prohibited anywhere on the premises. This includes, but is not limited to, tobacco, marijuana (cannabis), and any other controlled or legal substances.

Use Restrictions

- Religious services may not be conducted on the premises.
- Town of East Granby facilities, buildings, and land shall not be used for private commercial purposes or personal financial gain.

Fire & Safety

- Candles and open flames are not permitted.

Decorations

- Decorations may not be attached to walls, ceiling tiles, or acoustic panels. Decorations may only be secured to wood, metal, or plastic surfaces using tape. The use of tacks, nails, or staples is strictly prohibited. All tape and decorations must be completely removed after the event.

Food & Beverages

- Food and beverages containing red or orange dyes are prohibited in all carpeted areas of Town facilities.
- Dish soap, sponges, paper towels, etc. are not provided by the Town.

Supervision

- Youth groups must be supervised by responsible adults at all times. The renter is responsible for ensuring sufficient adult supervision for the size and age of the group.

After Your Event

- All trash, including restrooms, must be bagged & disposed of in the dumpster located outside the building.
- The room must be returned to its original setup.
- Tables must be wiped down.
- If the kitchen is used, it must be thoroughly cleaned.
- Floors must be swept and mopped and/or vacuumed, if needed.
- No food may be left in the refrigerator, freezer, oven, or microwave.
- Counter spray, trash bags, brooms, mop, and vacuum are provided. Return items to their storage location after use.
- All lights must be turned off, and the building must be securely locked upon departure.

Compliance & Enforcement: Failure to comply with these Facility Use Rules and After Event Requirements may result in forfeiture of any security deposit, assessment of additional cleaning or damage fees, denial of future rental privileges, and/or immediate termination of the event. The Town of East Granby reserves the right to inspect the premises following any event to ensure compliance.

***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.***

Renter's Signature

Date



TOWN OF EAST GRANBY

INCORPORATED 1858

EAST GRANBY, CONNECTICUT 06026

OFFICE OF THE FIRST SELECTMAN

PHONE (860) 653-2576

FAX (860) 653-4017

TOWN OF EAST GRANBY HOLD HARMLESS, INDEMNIFICATION, AND RELEASE AGREEMENT

This Hold Harmless, Indemnification, and Release Agreement (“Agreement”) is entered into by and between the Town of East Granby, Connecticut (“Town”) and the undersigned individual or organization (“User”).

This Agreement is required for all rentals, permits, and donated or no-cost uses of Town-owned land, buildings, facilities, or spaces (“Town Property”), whether indoor or outdoor, temporary or recurring.

The User acknowledges and agrees that use of Town Property involves inherent risks, including but not limited to bodily injury, property damage, or other loss. The User voluntarily assumes all such risks associated with the use or occupancy of Town Property.

To the fullest extent permitted by law, the User agrees to defend, indemnify, and hold harmless the Town of East Granby, its elected and appointed officials, officers, employees, agents, boards, commissions, and volunteers from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorney’s fees, arising out of or related to:

- The User’s use or occupancy of Town Property
- Any act or omission of the User, its members, employees, contractors, participants, guests, invitees, or agents
- Any injury to persons or damage to property occurring during or in connection with the permitted use

This obligation applies regardless of whether the use is paid, unpaid, donated, or permitted without fee.

The User hereby releases and discharges the Town from any and all claims, causes of action, or liabilities for personal injury, death, or property damage arising out of or related to the User’s use of Town Property, except to the extent caused by the Town’s gross negligence or willful misconduct.

The User agrees to comply with all applicable federal, state, and local laws, ordinances, regulations, and Town policies, including all safety, fire, health, and capacity requirements.

Where required by the Town, the User shall provide proof of insurance in form and amounts acceptable to the Town, naming the Town of East Granby as an additional insured. Failure to require insurance shall not waive the obligations of this Agreement.

The User shall be financially responsible for any damage to Town Property caused by the User or by any person associated with the permitted use, normal wear and tear excepted.

User Initials _____ Date _____



**TOWN OF EAST GRANBY
HOLD HARMLESS, INDEMNIFICATION, AND RELEASE AGREEMENT
CONTINUED**

This Agreement is personal to the User and may not be assigned, transferred, or sublicensed without the prior written consent of the Town.

If any provision of this Agreement is held to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

This document constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior agreements or understandings.

By signing below, the User certifies that they have read, understand, and voluntarily agree to all terms of this Agreement and have authority to bind the individual or organization listed below.

If signing this form electronically, you consent to the use of electronic signatures and acknowledge that your electronic signature has the same legal effect, validity, and enforceability as a handwritten signature.

Individual / Organization Name: _____

Authorized Representative (if applicable): _____

Address: _____

Phone: _____ **Email:** _____

User Signature: _____ **Date:** _____

Printed Name: _____

For official use only:

Town of East Granby, Authorized Signature: _____

Title: _____

Date: _____