



The Indian Town Association  
P.O. Box 147  
Old Saybrook, CT 06475

### Town Hall Rental Agreement

I request the use of the Town Hall on (date) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (am/pm)  
I estimate \_\_\_\_\_ persons will be in attendance.

Indian Town member making application \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_ Date request received \_\_\_\_\_

**User Fee \$300.00** (includes 6.35% Ct Sales Tax) plus a refundable **Security Deposit of \$300.00** (returned upon acceptable inspection).

Please make **two checks** payable to "Indian Town Association"; one for the User Fee (\$300.00), and one for the Security Deposit (\$300.00).

### Rules and Regulations

**Priority and Use:** Indian Town Association functions have priority in the Town Hall. Renters (ITA members) shall have complete and private use of the Town Hall facilities (including bathroom) during rental period (with the exception of ITA Security). Please note this rental is for the Town Hall, and does not include the gazebo, beach or green access. Access to the gazebo, beaches, or green areas are subject to the same pass requirements as apply to residents and their guests.

**ITA Member making application:** Applicant must be in attendance for the entire duration of the function, and no applicant may reserve the Town Hall for a non ITA member or for a Club or Organization where a fee is being charged for admission, food, or beverage.

**Confirmation of a Reservation:** A reservation is considered confirmed when the application has been signed by the applying member, an ITA Representative, and the user fee, security deposit, and a certificate of liability insurance has been received by the House Committee Chairperson.

**Insurance:** Applicant must provide a Certificate of Insurance for liability of \$300,000 combined single limit naming Indian Town Association as an additional insured.

**Size of Group:** The size of any group renting the Town Hall shall be limited to 60 (Per Fire Marshall). Tents erected on the concrete must be limited to 20 feet in width, and must be erected no closer than 10 feet from the adjacent property.

**Care of Our Property:** There is no smoking allowed inside of Town Hall or on the deck. All ITA members renting the Town Hall are fully responsible for loss or damage to ITA property. Costs in excess of the \$300.00 deposit will be billed to the ITA renter; and if not paid, will be collected through an action taken against the ITA renter's property. Any violation of the ITA rules or regulations will result in a minimum security forfeiture of \$100.00.

**Clean Up:** All kitchen equipment; including stove, ovens, counters, refrigerators, cabinets, and sink must be left clean. Tables and chairs must be clean and returned to their original storage locations. Bathroom sink, toilet and floors must be left clean. Rubbish removal is the responsibility of the renting party. Trash is to be removed from Town Hall. Receptacles are available and are located on the north side of the Town Hall. No wax or polish shall be put on any floor or on any furniture. Tubs containing beer kegs are not allowed inside on the floor. Floors must be cleaned according to the attached checklist.

**Any disregard of these conditions for the use of the Indian Town Association Facilities, may result in the restriction of any future use of the facilities, by the offending ITA member.**

I have read the conditions listed on both pages of this application, and agree to abide by them:

Signed By : \_\_\_\_\_ (Renter) Date \_\_\_\_\_  
Signed By : \_\_\_\_\_ (ITA Representative) Date \_\_\_\_\_

**Security deposit will be returned by the Indian Town House Committee Chairperson, only after the Town Hall has been inspected for adherence to rules and regulations**

Release of Security Deposit – Signed \_\_\_\_\_ House Committee Chairperson



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**ITA TOWN HALL CHECK LIST**

<u>RENTER</u>		<u>ITA</u>
_____	Vacuum all interior floors with central vacuum	_____
_____	Clean bathroom sink, toilet, and floor	_____
_____	Clean kitchen sink, counters, stoves, refrigerators, and floor	_____
_____	Use small “swiffer” on bathroom and kitchen floors <u>after vacuuming</u>	_____
_____	Use large “swiffer” on wood floors <u>after vacuuming</u>	_____
_____	All items removed from cabinets must be returned in clean condition	_____
_____	Return <u>cleaned</u> tables and chairs to their original storage location	_____
_____	Remove all table decorations	_____
_____	Rubbish must be removed from site	_____
_____	Remove umbrellas from picnic tables and store inside	_____
_____	Sweep and hose down deck	_____
_____	Windows closed and locked, lights and fans off, doors locked	_____

Failure to clean according to this checklist will result in a minimum deposit forfeiture of \$100.00 for the first hour of cleaning required, and an additional \$100.00 for each additional hour of cleaning required.

**ADDITIONAL REQUIREMENTS**

1. Absolutely no decorations shall be affixed to any surface of the town hall. No fasteners such as: tape, tacks, screws, nails, etc. to be used on the walls or trim. Please, **TABLE DECORATIONS ONLY**.
2. No open flames. Use of grills of any kind either inside the town hall or on the deck is prohibited. Grills may be used on the property, on the ground - away from the decks. Food warmers are allowed inside while serving food.
3. If an outside contractor is used (caterer or band), the renter needs to obtain and submit to ITA, a certificate of liability insurance from the contractor, naming ITA as an additional insured.
4. French doors (if left open) must be anchored using the doorstops to protect from wind damage.
5. Care must be taken to protect granite counter tops from damage. Do not put hot pans directly on counter tops, and use only cleaners (provided by ITA – under kitchen and bathroom sinks) meant for granite surfaces to clean counters.
6. All floors must be vacuumed clean, and damp mopped with Swiffer. Sweep sand from decking, and then hose down the deck. Vacuum hose, Swiffer mops, and brooms can be found in the bathroom closet.
7. Town hall uses a holding tank (as a septic system), and no foreign objects should be flushed or allowed to drain into the holding tank.
8. Floors and decks must be protected from scratches. No tubs, coolers, containers or fixtures that can damage the floor or deck can be used unless adequate padding is provided. Tubs containing kegs are not allowed on the hardwood floors or the decking. Recommend putting tubs or kegs on the ground below the deck.
9. Rubbish and garbage removal is the responsibility of the renter. The ITA trash receptacles are kept on the north side of the building. Also empty the trash basket in the cabinet to the left of the kitchen sink if used.
10. Noise levels that affect surrounding dwellings must be curtailed by 10:00 p.m.