



Tolland Recreation Department

21 Tollard Green Tollard, CT 06084—(860)-871-3610



The Tollard Recreation Center Rental Application

EVENT & CONTACT INFORMATION

EVENT DATE: _____

Rental Time: Event Start Time: _____ Event End Time: _____

Purpose of the Recreation Center Rental: _____

Number of guests expected: _____ Requested Room(s) Gymnasium _____ Room _____

Applicant Name: _____

Person in Charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Event coordination of table set-up will be made with Person in Charge via email .

APPLICANT SIGNATURE: _____ DATE _____

RENTAL FEES-

Meeting Room: To be used for sit down meetings, workshops, etc. Set up with tables and chairs for 30.

Fees: \$25.00 per hour, minimum 2 hours

Program Room: To be used for arts and crafts, kid activities, parties etc. Requires set up.

Fees: \$25.00 per hour, minimum 2 hours

Gymnasium: Available for rent when not in use for scheduled programs. Maximum capacity is determined by activity.

Fee: \$40.00 per hour; minimum of 2 hours.

The Town of Tollard retains the right to deny any application or to cancel any permit issued prior to the event. The Town also reserves the right to suspend or terminate any scheduled activity while in progress if the Town deems that continuance of the activity will be harmful to the Recreation facility or persons in attendance.

OFFICE USE ONLY

Approved by: _____ Date: _____

Fee Received: _____ Date: _____



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The Tolland Recreation Center Terms & Conditions

1. Must be 21 years of age or older to rent, all reservations should be received at least two weeks prior to the intended use. All fees must be paid at the time of application. Annual reservations must be renewed at the beginning of each year.
2. I understand as the renter of this facility, I must be in attendance at the event and agree to abide by and enforce all rules and regulations in effect to insure proper safety, sanitation and for the protection of Town property and my guests. Furthermore, I will be totally responsible for the control and supervision of people at the event and for any damage to Town property that results from this use.
3. I agree to restore the facility to its original setup and to clean up after the event. The use of confetti, glitter or similar material is prohibited.
4. I understand that alcohol is not allowed on Town property.
5. I understand as the applicant that I must provide the Town with proof of insurance with a minimum coverage of \$300,000 for bodily injury and property damage. If I use a caterer they must provide the Town with proof of a minimum coverage of \$300,000 liability insurance.
6. All decorations used must be non-marking and be completely removed after the event.
7. I understand smoking is strictly prohibited in the Center, as is the use of open candles or other flame displays. All fire safety regulations must be followed.
8. I understand that the following are also prohibited on Town property: pets in the building, overnight parking, gambling, and adult entertainment of any kind.
9. I understand that Town property shall not be used by any individual or group for their personal profit. The collection of admission fees, donations or soliciting of funds in conjunction with the use of Town buildings is prohibited unless approved in advance by the Director of Recreation.
10. I agree that the Town will not be responsible for the loss of or damage to any property brought in for the event. All such property must be removed promptly after the event.
11. I understand that this permit is being issued to me for the listed use only and that the transferring or assigning of permits is strictly prohibited.
12. No parking in fire lane or behind the building.
13. Food, drink, or helium balloons are not allowed in the gym.
14. Any oral instructions given by Town personnel in charge of the facility concerning safety and sanitary procedures must be observed.
15. I understand and agree that the Town of Tolland retains the right to deny any application or to cancel any permit issued prior to the event. The Town also reserves the right to suspend or terminate any scheduled activity while in progress if the town deems that continuance of the activity will be harmful to the building or persons there.
16. Refunds must be requested in writing and must be done at least ten working days in advance of the event to be honored. Currently Town offices are closed on Fridays. A ten dollar cancellation fee will be charged.

It is hereby agreed that the organization or individual requesting use will be fully responsible for the care of the facilities requested and the supervision of all persons entering in conjunction with this activity. I have read the regulations on this form and hereby certify that the group I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all rules and procedures stated herein.

Signature of Renter

Date
