

SIMSBURY GRANGE RENTAL AGREEMENT

Individual or Family

The hall may be rented to any group or individual for any legal purpose, subject to the approval of the rental agent or Grange. All rentals shall be coordinated and arranged by the rental agent, and all inquiries about rentals shall be referred to the rental agent.

Priority in scheduling use of the hall shall be: (1) Full time rentals; (2) Connecticut State and Local Grange use; (3) Any other use covered by this policy.

The rental fee for one-time or irregularly scheduled meetings or uses of the hall shall be on a graduated scale, as follows:

0-3	hours	\$100.00	\$100.00 deposit
3 or more (per day)		\$35.00/hour	\$100.00 deposit

The deposit is refundable so long as the hall is returned in the same condition it was rented. The Grange's representative will walk through the hall with the renter upon request prior to giving the renter the keys to the hall.

There is absolutely NO smoking allowed inside the hall and consumption of alcoholic beverages is to include only wine and beer. Renters will be responsible for maintaining order throughout the rental period and shall not engage in or allow others to engage in any event or conduct which may cause harm, injury or damage to persons or property. **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES MAY BE SOLD ON THE PREMISES.** Individuals will be responsible for acquiring their own licenses or permits required as to any activity or purpose the hall is to be used. Renters will also be required to provide a properly executed Certificate of Liability insurance of not less than \$1,000,000 on which the Grange has been named as the Certificate Holder and as an additional insured when using outside professional businesses such as a caterer. **Renters will be required to provide a copy of their Declaration page from their home insurance.**

For regular repetitive use of the hall, special rental agreements will be negotiated, subject to the approval of the Grange.

Renters are not to use tape or adhesives of any kind, or tacks on the walls or ceilings. Materials on the bulletin boards are not to be removed or altered by renters. **RENTERS ARE EXPECTED TO LEAVE THE HALL CLEAN AND IN THE SAME CONDITION AS THEY FOUND IT. Extra cleaning or repair of damage caused by the renter shall be billed to the renter.**

THE GRANGE HALL MUST BE CLOSED BY 10 PM FOR ALL EVENTS

SIMSBURY GRANGE RENTAL AND HOLD HARMLESS AGREEMENT

Rental Agreement made on the date set forth below by and between Simsbury Grange #197 (Owner) and _____ residing at

_____ (Renter).

Telephone # _____

The parties agree:

- (1) Rental of Grange Hall. Owner hereby rents to the Renter, and Renter rents from Owner, the Grange Hall located at 236 Farms Village Road, West Simsbury, Connecticut 06092 for the Rental Period. The Rental Period will commence at _____ (start time –a.m. or p.m.) on _____, 201__, and end on _____ (end time a.m. or p.m.) on _____, 201__.
- (2) Renter must have the hall completely cleaned and vacated at the time designated above or no later than 10 PM whichever is earlier. **Failure to vacate the premises by the designated time will result in a loss of deposit money in the amount of \$25.00 per half hour over the designated time.**
- (3) Payment by Renter. Coincidentally with execution of this agreement, Renter shall pay \$ _____ to Owner, of which \$ _____ is rent for period above and \$ _____ is a damage and cleaning deposit which is subject to retention or refund by the Owner as provided in paragraphs (8) and (9) below.
- (4) Purpose. Renter shall use the Grange Hall solely for the purpose of _____ and _____
Renter will not allow use of the Grange or its premises for any other purpose or in violation of any law, ordinance or governmental regulations, or for any purpose or in any manner hazardous to the Grange Hall or unsafe as to any occupants.
- (5) Condition. Renter acknowledges that Renter has examined the Grange Hall and its premises, is satisfied with the condition thereof and relies completely on such examination, and not upon any representation or promise of Owner or any other person, in renting the Grange Hall.
- (6) Responsibility for conduct. Renter shall maintain order throughout the rental period and shall not engage in or allow others to engage in any event or conduct in the Grange Hall or on its premises, which may cause harm, injury, or damage to persons or property.
- (7) Licenses and permits. Renter shall secure from the public agencies having jurisdiction any required license or permit that may be required as to the particular activity or purpose for which the Grange Hall or its premises are to be used, and shall pay any cost of fee required for such license or permit.
- (8) Return of Grange Hall. Upon expiration of the Rental Period, Renter shall return the Grange Hall and its premises to Owner in the same condition as at commencement of the rental period. Any willful or malicious damage to walls in the hall or failure to clean it

as specified on the "Grange Hall Cleanup Checklist" will result in forfeiture of all or portions of the deposit. Refer to Attachment (1) for further instructions to Renter.

- (9) Damages. If use of the Grange Hall by Renter results in damage to the Grange Hall or any of its contents, the Renter shall be liable to the Owner for the amount of such damage. The Owner shall apply the damage/cleaning deposit referred to above, up to the amount of such damage, as or toward payment of such damage, and if the amount of damage exceeds the amount of such deposit, the Renter shall pay to Owner the amount of such excess promptly upon demand by Owner. If Renter fails to pay such excess amount when so demanded and Owner brings suit against Renter to recover the same, in addition to any amount awarded Owner by the Court for such damages, Owner shall be entitled to be awarded its costs and reasonable fees of attorney in such suit. Owner shall promptly return to Renter any portion of such damage/cleaning deposit, which is in excess of damage, if any to the Grange Hall and contents. Willful damage to the walls in the Hall or failure to clean it as specified on the "Grange Hall Clean-up Checklist", Attachment 1, will result in automatic forfeiture of the entire damage deposit.
- (10) Hold Harmless. Renter shall defend, indemnify and hold Owner harmless with respect to any and all claims and demands, which may arise at any time out of the use of the Grange Hall by Renter.
- (11) Entire Agreement; modification. This contains the entire agreement and understanding between the parties relating to the Grange Hall and its premises. No Modification or claimed waiver shall be binding upon any of the parties unless in writing made after the date hereof making specific reference to this agreement and signed by the Owner and the Renter. This agreement is hereby executed and effective as shown on the above date.

I have read and understand the terms and conditions of the Simsbury Grange Rental Agreement, the Simsbury Grange Rental and Hold Harmless Agreement and the Grange Hall Use and Clean-up Checklist – Attachment 1.

OWNER: Simsbury Grange

By: _____

Name: _____

Date: _____

RENTER

Print Name: _____

Date: _____

Grange Rental Fee and Cancellation Policy

1. 50% of the amount for the rental (rental amount plus security deposit) is due when the agreement is signed.
2. 100% is due 2 weeks before the event.
3. There is a 10% surcharge any late payments.
4. If you cancel more than 4 weeks before the event, there is a nonrefundable \$30 administrative fee and your rental deposit will be returned.
5. If you cancel within 4 weeks of the event, you will forfeit 50% of the total rental fee.
6. If you cancel within 2 weeks of the event, you will forfeit 100% of the total rental fee.
7. Regardless of when you cancel before the event, your security deposit will be returned.

Make Checks payable to: Simsbury Grange

Send Check to: Barbara Friedland

5 Holcomb Hill Road

West Granby, CT 06090

Grange Hall Use and Clean-up Checklist

1. Kitchen:
 - a. Use of stove, refrigerator and sink permitted, but no cooking other than heating already prepared food is permitted. Grange is not licensed for food preparation.
 - b. The Grange does not have or provide dishes, glasses or other dishware.
 - c. Please wipe down counters and stoves/ovens, as needed. Make sure all burners/ovens are off.
 - d. Please sweep the floor. Clean up any spills or splatters.
 - e. Please remove garbage and place new bags in cans. Grange will supply garbage bags.

2. Main Rooms:
 - a. All folded tables and chairs must be returned to their proper storage place where originally found.
 - b. Leave bathroom doors (downstairs) open and close and lock all doors leading to the outside.
 - c. Please be sure all lights are off, all faucets are off, all windows are closed and locked, and the heat is turned down to 48 degrees on leaving the hall.
 - d. Please leave the hall at least as clean as you found it.

3. General:
 - a. You must set up your own chairs.
 - b. The Grange has no phone.
 - c. There are to be no tacks, pins, staples or tape used to apply decorations.
 - d. Remove all your leftover food from the hall.

Cleaning Overview

- ___ Wipe all counters, tables and chairs
- ___ Sweep floor and dispose of all waste including decorations
- ___ Mop all spills
- ___ **Remove all garbage. Re-line garbage cans. We do not have trash service. You must take your trash with you.**
- ___ Remove all decorations and personal items

___ Put chairs, table and equipment away in proper storage areas

Rent money collected \$, date collected

Cleaning/Damage deposit amount collected \$, date

Description of cleaning required but not completed by renter:

Description of damage to the Grange facility or premise:

Amount of cleaning/damage deposit withheld to cover above \$