

## SIMSBURY GRANGE RENTAL AGREEMENT

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 of more than 20 people shall be on a graduated scale, as follows:**

<b>0-3</b>	<b>hours</b>	<b>\$100.00</b>	<b>\$75.00 deposit</b>
<b>3.1-5</b>	<b>hours</b>	<b>\$35.00/hour</b>	<b>\$75.00 deposit</b>
<b>5.1 or more (per day)</b>		<b>\$35.00/hour</b>	<b>\$75.00 deposit</b>

The deposit is refundable so long as the hall is returned in the same condition it was rented. Fifty dollars of the deposit is the cleaning deposit, of which all is refundable if the Grange's representative approves the cleaning checklist. 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.** Groups or organizations 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.

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).

The parties agree:

- (1) Rental of Grange Hall. Owner hereby rents to the Renter, and Renter rents from Owner, the Grange Hall located at 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 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 \$ \_\_\_\_\_**