



# Tolland Recreation Department

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



## The Lodge at Crandall Park II Rental Application

### EVENT & CONTACT INFORMATION

EVENT DATE: \_\_\_\_\_

Rental Time: Doors Open: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Out of Building By: \_\_\_\_\_

Purpose of the Lodge Rental: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ (Maximum Building Occupancy 100 people)

Applicant Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Person in Charge: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

### RENTAL FEES

\*Will you be bringing in and serving beer and/or wine at your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

Renter's Initials \_\_\_\_\_

**A \$200 Security Deposit is required at time of application.**

The hourly rental fee is separate and is due in full 30 days prior to the event.

**\*Any time required for decorating and clean-up must be included in your facility rental time\***

<u>MINIMUM RENTAL REQUIREMENTS</u>	<u>RENTAL FEE STRUCTURE</u>	<u>WITHOUT ALCOHOL</u>	<u>WITH ALCOHOL</u>
Monday-Thursday (minimum 3 hours)	Tollard Resident Fee:	\$70 per hour	\$95 per hour
Friday-Sunday (minimum 4 hours)	Non Resident/Business:	\$95 per hour	\$120 per hour
	Tollard School/Tollard Nonprofit:	\$65 per hour	\$90 per hour

**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 Lodge or persons in attendance.**

### OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Date: \_\_\_\_\_ Deposit Received \_\_\_\_\_

Pay Worker: \_\_\_\_\_ Amount \_\_\_\_\_

Pay Worker: \_\_\_\_\_ Amount \_\_\_\_\_

Return Deposit: Y/N \_\_\_\_\_ Amount to Withhold \_\_\_\_\_ Amount to Return \_\_\_\_\_



# Tolland Recreation Department

## The Lodge at Crandall Park II Disclaimers

**Lodge users must agree to abide by and enforce all rules and regulations in effect to insure proper safety, sanitation, and the protection of Town property.**

1. **The renter of the facility shall be totally responsible to the Town of Tolland for the care of the facility and for the control and supervision of people in attendance at their event. The renter is responsible for any damage to Town property that occurs as a result of building use. The person responsible for the activity must be in attendance. Transferring or assigning of permits is strictly prohibited. Cancellations must be in writing.**
2. The Town will not be responsible for the loss of or damage to any property brought in for any event. All such property must be removed promptly after the event.
3. Gambling, sale of alcohol, and adult entertainment of any kind is strictly prohibited. Overnight parking is not allowed. No pets of any kind will be allowed in the Lodge.
4. I understand that hard liquor is not allowed on Town property. Permission to serve beer and or wine must be requested on the application. Please advise your guests of our policies.
5. It is the responsibility of the renter to restore the facility to its original set-up and to clean up at the conclusion of their event. The use of confetti is prohibited, as is the use of nails, pins, scotch tape or duct tape to decorate. Painters tape or masking tape can be used. The removal of all food products, recyclables, and decorations are the renters responsibility, including taking garbage to dumpster. Failure to do so will result in additional custodial charges and may result in loss of deposit.
6. Smoking is strictly prohibited in the Lodge. Candles or other open flame displays will not be allowed. Candles must be in size appropriate votive holders. All fire safety regulations must be observed.
7. Town property shall not be used by any business for profit. The collection of admission fees by a non-profit group or individuals is prohibited unless approved in advance by the Recreation Department.

### **THE KITCHEN IS YOURS TO USE. PLEASE FOLLOW ALL RULES.**

1. There can be no food preparation of any kind in this facility. ALL food preparation must be completed, in its entirety, before it is brought to the facility. Only heating/warming of food is allowed.
2. No overnight storage of food. The refrigerator is for short- term storage only. No freezer is available at the Lodge.
3. No food contact surfaces can be presoaked, washed, or sanitized at said facility. This includes all utensils, plate ware, pots, pans, and all other types of food containers. The septic system is not capable of handling this usage.

### **This is by Order of the Town of Tolland Sanitarian's Office**

The kitchen must be left exactly how you found it. This includes clean counters, clean appliances, and clean floors. If you should need any assistance, or have any questions please ask. Someone from the Town will be at the Lodge at the time of the event.

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 Lodge or persons there.

I have read and fully understand the conditions for renting the Lodge that appear above and hereby certify that the intended activity meets all conditions. I agree to follow all rules and procedures stated and further agree to reimburse the Town of Tolland in full for any and all damages to Town property resulting from this use as requested herein.

**Applicant Acknowledges Policies By Initialing \_\_\_\_\_ Renter's Initials**



## Tolland Recreation Department The Lodge at Crandall Park II Terms & Conditions

Initials: _____	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.
Initials: _____	I agree to restore the facility to its original setup and to clean up after the event. This includes taking out the garbage and removing any recyclable materials. I understand failure to do so will result in my paying custodial charges. <b>Renter agrees to be responsible for assessed damages and clean up.</b>
Initials: _____	I understand that hard liquor is not allowed on Town property. Permission to serve beer and or wine must be requested on the application. <b>Please advise your guests of our policies.</b>
Initials: _____	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.
Initials: _____	If food is served I will make the food provider(s) aware that cooking is not allowed in the Lodge and that the rinsing or washing of dishes or utensils is prohibited.
Initials: _____	All decorations used must be non-marking. No pins, nails or scotch tape. <b>ABSOLUTELY NO GLITTER OR CONFETTI ALLOWED</b>
Initials: _____	I understand smoking and vaping is strictly prohibited in the Lodge, as is the use of open candles or other flame displays. All fire safety regulations must be followed.
Initials: _____	I understand that the following are also prohibited on Town property: pets in the Lodge, overnight parking, gambling, the sale of alcohol and adult entertainment including movies, dancers and nudity of any kind.
Initials: _____	I understand that Town property shall not be used by any individual or group for their personal profit. The collection of admission fees or donations in conjunction with the use of Town buildings is prohibited unless approved in advance by the Director of Recreation.
Initials: _____	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.
Initials: _____	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.
Initials: _____	I understand if I cancel my event, there is a \$25 processing fee. To be eligible for a refund I must notify the Recreation Department in writing at least 30 days prior to the actual event date. Cancellations received with less than 30 days notice will be pro-rated. (less than 30 days 50%) (less than 15 days <b>No Refund will be given</b> ).

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



# Tolland Recreation Department

## The Lodge at Crandall Park II Disclaimers

### INDEMNIFICATION AGREEMENT

The Facility User shall fully indemnify, defend and hold harmless the Town of Tolland and/or the Tolland Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the facility user, and even if caused by the negligence of the Town of Tolland and/or the Tolland Board of Education or any of their officers, employees, agents, servants and volunteers. This obligation shall further apply to:

- (1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this contract, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the facility user or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the contractor is in privity of oral or written contract (collectively "facility user parties");
- (2) liabilities arising, directly or indirectly, in whole or in part, in connection with this contract, out of the facility user's or facility user parties' Acts concerning its or their duties and obligations as set forth in this contract, and;
- (3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, workers' compensation, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the facility user or any facility user's parties.

The facility user hereby covenants and agrees that the Town of Tolland and/or the Tolland Board of Education shall be endorsed on the facility user's policies of insurance as additional insured. Note that users not purchasing the "TULIP" coverage, but using their own personal liability coverage, may not be able to have the Town and/or BOE added as additional insured.

The facility user hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of liability as shown in this Section under rules and guidance #4 containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town of Tolland and the Tolland Board of Education or any of their officers, employees, agents, servants and volunteers

The facility user hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the facility user's insurance is primary and any insurance obtained, or self insurance provided, by the Town of Tolland and/or the Tolland Board of Education is excess.

The facility user's insurance carrier will waive all rights of subrogation against the Town Tolland and the Tolland Board of Education, and all of their respective officers, employees, agents, servants and volunteers.

The facility user hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

- User understands the risk associated when using the facility.

Signature

Date