

TOWN OF HARWINTON, CONNECTICUT

HOLD HARMLESS AGREEMENT

Date of Rental: _____

This Hold Harmless Agreement must be completed and signed by the organization representative or the individual seeking to utilize Harwinton Community Hall, (the "Premises").

PLEASE PRINT:

Applicant, _____, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless, the Town of Harwinton and its officers, agents and employees, from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses, including but not limited to attorney's fees, arising out of injuries to any person, part or entity, that may arise as a result of any occurrence, negligence or otherwise during Applicant's use of the Premises.

Applicant's Signature: _____

Date: _____

HARWINTON COMMUNITY HALL
REGULATIONS FOR USE

1. Liability Waiver: The Hold Harmless Agreement must be signed & returned with this application.
2. Insurance: A certificate of insurance naming the Town of Harwinton as an additional insured is required of all organizations using the building. It may also be required of individuals. It should be submitted at least one week prior to the reservation date.
3. The building is not available for use when schools are closed due to bad weather. There is no weekend snow removal, and use of the building is at your own risk. If you cancel your event due to weather, your rental fee and security deposit will be returned.
4. The building is not available on legal holidays.
5. Both floors are available for a maximum six-hour rental. This includes time for set-up and clean-up, so please plan accordingly.
6. All parking is on the street. **Do not park in the driveway.**
7. The 1st floor has 6 tables (must remain on 1st floor) and 24 folding chairs. The 2nd floor has 3 tables and approximately 20 chairs. If you require additional tables or chairs, you must provide your own.
8. There is NO storage space for equipment and supplies. Any items left behind will be removed and disposed of.
9. Alcoholic beverages are not permitted in Town buildings or on the grounds.
10. Smoking is not allowed in any part of the building or on the property.
11. Pets/animals are not permitted in the building or on the grounds.
12. Sound from events should be kept low enough so as not to disturb the neighbors.
13. Reasonable decorating of the hall is allowed. All decorations including tape, string and signage must be removed at the conclusion of the event.
14. The applicant is responsible for leaving the facility in the same condition as accepted. All tables and chairs should be returned to their original location.
15. All rubbish must be removed from the premises.
16. Turn off lights and lock all doors when exiting the premises.
17. The key should be picked up at Town Hall during regular office hours. The key should be returned to Town Hall within 3 business days of the rental date or the security deposit will not be returned.