

TODAY'S DATE: _____ RENTAL NO: _____ KEY ISSUED: _____

TOWN OF HARWINTON
100 BENTLEY DRIVE
PHONE: 860 485-9051 OR 860 689-1951 FAX: 860 485-0051
www.harwinton.us

APPLICATION FOR USE OF SENIOR CENTER

Harwinton Resident: _____ Yes _____ No
Type of User: _____ Individual _____ Group _____ Town
_____ Profit _____ Non Profit

Cost: \$150.00

Is this event a fundraiser: Yes No

Will food/ beverage be served? Yes No Need use of oven? Yes No
Requested use of Kitchen? Yes No Need use of stove? Yes No

****Payment to The Town of Harwinton must be received with completed application, hold harmless agreement and a separate \$75.00 check for security deposit at least one week in advance of reservation date.**
Security deposit check will be returned after event if everything is in order.

Contact Person: _____

Address: _____

Phone: _____ Second No: _____

Email: _____

Event: _____

Organization: _____

Time: _____

Date(s): _____

I agree to comply with the attached "Community Hall Use Guidelines".

_____ _____
Print Name Signature



Hold Harmless Received: _____ Certificate of Insurance Received: _____
Date Date

Security Deposit Received: _____ Payment Received : _____
Date Date

Deposit Returned to Applicant: _____ Key Returned to Town: _____
Date Date

Approved by: _____ Date: _____

SENIOR CENTER USE GUIDELINES

1. Liability Waiver: 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 may be required. If so, it should be submitted at least one week prior to the reservation date.
3. The applicant is responsible for returning the hall to the Town in the same condition as accepted. All tables and chairs in the hall must be **returned to their original location.**
4. Users must provide garbage bags. All rubbish must be disposed of in the dumpster located in the rear parking lot.
5. Alcoholic beverages are not permitted in the building or on the grounds.
6. Smoking is not allowed in any part of the building.
7. Reasonable decorating of the hall for an event is allowed; however, all decorations including push pins, tac putty, string and signage must be removed at the conclusion of the event. **NO TAPE ALLOWED.** Push pins or tacks should only be used on the wallpapered areas.
8. Pets are not permitted.
9. Sound from evening events should not be loud enough to disturb the neighbors.
10. Please turn off all lights and lock all doors when exiting the premises.
11. The building is available for four-hour rentals.
12. The oven is for heating purposes only.
13. The key can be picked up no sooner than 3 days before the event and must be returned no later than 3 days after the event.
14. The key may be used for the approved event only. Permission is required for any other use.

TOWN OF HARWINTON, CONNECTICUT

HOLD HARMLESS AGREEMENT

Date of Rental: _____

This Hold Harmless Agreement must be completed and signed by the applicant 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 SENIOR CENTER EXIT FORM

MAIN ROOM

- Tables wiped down and returned to original position, 2 rows of 3
- Eight (8) chairs placed at each table
- Extra tables and chairs stacked against the wall
- Electronic items shut off or unplugged
- Windows closed
- Closet and basement doors closed
- Exit door locked
- All lights off

BATHROOMS

- Lights and fans off
- Toilets not running

KITCHEN

- Floor swept/mopped
- Trash bagged and disposed of in dumpster behind building
- Food removed from refrigerator
- Stove cleaned, including top surface and back splash
- Sinks empty and cleaned, counters and back splash wiped down
- Lights off
- Door to outside locked

FOYER/HALL

- Rugs placed correctly
- Closet lights off
- Foyer lights off
- Exit door locked

**RETURN KEY TO FIRST SELECTMAN'S OFFICE AT
HARWINTON TOWN HALL**

HARWINTON SENIOR CENTER
ITEMS YOU MAY NEED TO BRING FOR YOUR EVENT

- TRASH BAGS
- PAPER TOWELS
- PLATES
- CUPS
- NAPKINS
- COFFEE STIRRERS
- EATING UTENSILS

- COFFEE MAKER
- CAN OPENER
- PITCHERS
- SERVING TRAYS
- SERVING UTENSILS
- PUNCH BOWL

- POTS
- PANS
- COOKING UTENSILS
- POT HOLDERS

- DISH SOAP
- DISH TOWELS

- ALL FOOD AND DRINK, INCLUDING ICE CUBES, COFFEE, TEA, SUGAR, CREAMERS

A MOP, BUCKET, BROOM, DUSTPAN AND VACUUM CLEANER MAY BE AVAILABLE FOR USE WITH ARRANGEMENTS MADE PRIOR TO THE EVENT/MEETING.

THE DISH SANITZER AND THE FREEZER ARE NOT AVAILABLE FOR USE. THE REFRIGERATOR MAY BE USED DURING YOUR EVENT.