

**TOWN OF HARWINTON**  
**APPLICATION FOR USE OF MUNICIPAL AREAS & BUILDINGS**

- Rental allowed by non-profit groups and individuals--for non-profit use only.
- Fundraisers are not allowed at any Town facilities.
- **A certificate of insurance is required.**
- Harwinton community service organizations may reserve use of facilities for regularly scheduled meetings with no fee. If admission is charged for event rental fee applies. No parties are allowed at Town Hall.

**Building:** \_\_\_\_\_ **Community Hall** (not ADA accessible)  
 \_\_\_\_\_ **Senior Center**  
 \_\_\_\_\_ **Town Hall**

**Rental Fee:** \_\_\_\_\_ **\$150 Harwinton Resident**  
 \_\_\_\_\_ **\$200 Non-Resident**

**Pavilion:** \_\_\_\_\_ **Conservation/Recreation Area**  
**Rental Fee:** \_\_\_\_\_ **\$50**

<b>Janitorial Service:</b>	<u>                    </u>	<b>Required</b>
	<u>                    </u>	<b>Not Required</b>
<b>Fee:</b>		<b>\$150</b>

Type of User:      Individual \_\_\_\_\_      Group \_\_\_\_\_      Town \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Organization: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
(maximum 6-hour rental includes set up & clean up)

Submit payment to “**Town of Harwinton**” with completed application, hold harmless agreement, and certificate of insurance at least two weeks prior to reservation date.

A separate **\$100** check for security deposit should also be submitted when key is picked up.

Security deposit check will be returned when key is returned if everything is in order.

If security deposit is not returned a detailed explanation of charges will be mailed within 30 days.

Signature

**Hold Harmless Received:** \_\_\_\_\_ **Certificate of Insurance Received:** \_\_\_\_\_ **Rental #** \_\_\_\_\_  
Date Date

**Security Deposit Received:** \_\_\_\_\_ **Rental Payment Received:** \_\_\_\_\_ **Key issued:** \_\_\_\_\_  
Date Date Date

**Copy of Driver's License:** \_\_\_\_\_ **Inspection performed:** \_\_\_\_\_  
Date Date By

Key Returned to Town: \_\_\_\_\_

Date

Deposit Returned to Renter: \_\_\_\_\_

Date

**TOWN OF HARWINTON**  
**HOLD HARMLESS AGREEMENT**

Date of Rental: \_\_\_\_\_

This Hold Harmless Agreement must be completed and signed by the individual or the representative of the organization seeking to utilize Town of Harwinton Properties.

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 Town of Harwinton Property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read and agree to comply with the "Town of Harwinton Municipal Areas & Buildings Regulations for Use".

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**TOWN OF HARWINTON**  
**MUNICIPAL AREAS & BUILDINGS REGULATIONS FOR USE**

1. Liability Waiver: The Hold Harmless Agreement must be signed & returned with the application.
2. Insurance: A certificate of insurance naming the Town of Harwinton as an additional insured is required of all organizations using the buildings. Insurance certificate may also be required of individuals. It should be submitted at least two weeks prior to the reservation date.
3. The buildings may not be available for use when schools are closed due to bad weather. There is no weekend snow removal, and use of the buildings is at your own risk. If you cancel your event due to weather, your rental fee and security deposit will be returned.
4. The buildings are not available on legal holidays.
5. Buildings and grounds are available for a maximum six-hour rental. This includes time for set-up and clean-up, so please plan accordingly.
6. All parking at Community Hall is on the street. **Do not park in the driveway.** Parking at the Senior Center, Town Hall and the Conservation/Recreation Area should be in adjacent parking lots.
7. Alcoholic beverages are not permitted in Town buildings or on Town properties.
8. Smoking is not allowed in any Town building or on Town property.
9. Sound from events should be kept low enough so as not to disturb the neighbors.
10. Reasonable decorating of the space is allowed. All decorations and/or signage must be removed at the conclusion of your event.
11. The applicant is responsible for leaving the facility in the same condition or better condition than accepted.
12. There is NO storage space for equipment and supplies in buildings. Any items left behind will be removed and disposed of at the renter's expense.
13. Pets/dogs are not permitted in the municipal buildings or on the grounds of Town buildings. Pets/dogs are allowed at the Conservation/Recreation Area - they must be leashed at ALL times.
14. All tables, chairs and equipment 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 buildings.
17. The building key should be picked up at Town Hall during regular office hours no more than 5 business days in advance of the rental date. The key should be returned to Town Hall within **3 business days of the rental date or the security deposit will not be returned.**