



North Barn Pavilion Rental Application

Contact Information:

(If wedding or wedding reception rental please include both the bride & groom's names)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: 1. _____ 2. _____

All event coordination will be made through the main contact person designated above.

Event Information:

Purpose of North Barn Pavilion Room Rental: _____

Outside grounds to be used? Y N (Description of Use): _____

If outside grounds are used renter shall be responsible for cleanup of grounds and for any damages that may be incurred during rental use

of guests expected: _____ # of Tables: _____ # of Chairs: _____

Event Date: _____ (Maximum Room Occupancy 125 with tables/chairs)

Rental Time From: _____ To: _____ # of Hours: _____

Rental Fees:

Weekend Large Event (1 Day, 8AM-12AM, includes kitchen, bar, tables, chairs) _____ days x \$2000 = _____

Weekend Small Event (1 Day, 8AM-12AM, includes kitchen, bar, Max. 65 people) _____ days x \$1700 = _____

Weekday Event Rate (\$175 per hr, min. 3 hrs) _____ hrs x \$175 = _____

Event Set Up/Take Down beyond .5 hr before & .5 hrs after (\$75 per hr) _____ hrs x \$75 = _____

Use of Prep Kitchen (\$100 per event) _____ = _____

Use of Town Rental Chairs _____ chairs x \$3 = _____

Use of Town Rental Tables _____ tables x \$5 = _____

Security fee: \$25/hr. For youth oriented events _____ hours x \$25 = _____

Youth oriented events where majority of event attendants are under age 21 will require on site security fee of \$25/hr

Civic Use Fee: (Determined by Town Manager) + Additional Set Up Fee \$ _____

TOTAL: _____

Reservations and Payments

Payment Amount for **Rental Fee**: \$ _____ Method: Cash Credit Card _____

*Deposit Amount: \$500.00 Method: **Credit Card only** _____

Rental Use Fee Amount: \$ _____ Security Fee: _____ Total: _____

Youth oriented events where majority of event attendants are under age 21 will require on site Security Fee of \$25/hr
(Copy of use fee receipt must be presented to Reservation Coordinator when event set-up arrangements are made)

Checklist for Return of Deposit - to be initialed by Event Monitor

Renter has stayed within allotted use time

Kitchen Counters and Sink Cleaned

All decorations/personal affects removed

Fridge emptied and wiped out

Renter has complied with all conditions of
the North Barn Pavilion Use Agreement

Are there any damages? Yes No If yes, please specify: _____

Signature of Renter/ Responsible Person(s)

Date

Print Name

North Barn Pavilion Use Agreement

Facility Rental:	Facility use includes the banquet room, bar area, public restrooms, and the outdoor patio areas. Prep kitchen use, tables and chairs are available at additional fees. Other space in Main Barn, loft & office space are not to be used during any rental-use of these areas & will forfeit the deposit. (NOTE: Renter must meet for a tour in person with the Reservation Coordinator prior to booking an event). Any table and chairs to be set-up outside must be delivered by renter and are the responsibility of the renter—facility tables and chairs are not to be removed from the North Barn. If outdoor grounds are used as part of rental, the renter is also responsible for clean of the outdoor grounds and securing permits/insurance for any tents if necessary. Maximum North Barn Seated Occupancy is 125+ in accordance with state fire code.
Hours of Use:	The Renter will have the use of the facility for their reserved time (refer to North Barn Rental Application). These hours include set-up, photography sessions, the event, and clean up. Morning events may begin at 8:00 a.m. Evening events must conclude no later than 11:00 p.m. and conclude clean-up no later than 12:00 a.m. Surcharge of \$75 hr or part hour will be assessed for additional set-up or clean up time .(Use after 11:00 pm. may forfeit the deposit.)
Catering/Food & Beverage:	No food preparation will take place on site—food must be brought ready to serve. If catering is desired, Renter may choose a caterer or chef, at their discretion, proof of catering license will be required. All food product and waste is to be removed off site following the event.
Alcohol/ Smoking/ Pets:	No alcohol is permitted on site without prior permission and proof of insurance. Smoking is not permitted in public buildings. Illegal drugs are strictly prohibited. Pets are not to be brought to the facility or grounds. Please advise your guests of our policies. Subject to citation if abused and a shut down of the event.
Decorations:	The specified venue will be available for decorations to be provided by outside vendors or self. All decorations and other preparations must be set up and removed within the time period reserved. No decorations may be affixed to any walls, ceiling, light fixtures or structures without the expressed, specific approval of the Reservation Coordinator/Event Monitor. No lighted candles are allowed in the building unless placed in votive holders with permission.
Music/Entertainment:	Some restrictions are required in the set-up of equipment and sound level. The Town of Granby, through our Event Monitors reserve the right to regulate the level of the music deemed applicable during your function as well as placement of instruments. If this factor becomes a problem at any time during your event, the Town of Granby representatives reserve the right to end your function. Full charges will still apply. Friday and Saturday events, music must be turned off at 10p.m. Sunday-Thursday events, music must be off by 9:00p.m.
Set-Up/Deliveries:	Due to other functions being held in our facility, we are not able to provide set-up of the room the night prior to your event. Specific approval from Reservation Coordinator is required for access to the facility before your designated time and additional room rental charges will apply if the hours specified in your contract are exceeded before or after your event. Flowers, cakes, decorations, gifts, and clothing may be delivered anytime within the Renters designated time frame. Town of Granby Staff will be present during the setup, event, and breakdown of all events.
Parking:	Free parking is available in the parking lots of the Holcomb Farm Facility.
Cancellations:	Cancellations must be received 7 days prior to the Renters scheduled event. Any cancellation within 7 days will forfeit the Reservation Deposit and 1/2 of the rental fees.
Etiquette/ Children/ Liability for Guests:	Individuals making reservations are responsible for any damage to/or items taken from the facility by anyone attending the event. Please watch children as they are not permitted to roam the building unattended. All children 12 and under should remain in the rented area(s) or be supervised by an adult 18 or older. Renter agrees to abide by the determination of Town of Granby staff in their assessment of damages and special clean up caused by the event to Town property. Renter agrees to be responsible for assessed damages and clean up.
Reservation Deposit:	To confirm a date, time, and proper clean up, a separate security deposit of \$500.00 by credit card or certified check is required with the signed agreement. The reservation is not secured until the deposit is paid in full. This will be returned to the Renter if the cleaning/damage checklist is satisfactory to the Room Monitor and/or Town staff and the Renter has stayed within their allotted time frame and has complied with all the conditions of the North Barn Use Agreement. If cleaning, damage or use time exceeds the deposit amount the renter's credit card will be charged for those additional fees.
Billing Information:	Final Payment, proof of liability insurance, and desired room arrangement are required fifteen (15) business days prior to your event. If additional charges are incurred during the event, collection of balance will be due the following business day. If payment and required forms are not turned in, deposit may be forfeited. Renter agrees to pay all costs of collections, including reasonable attorney's fees.
Additional Information:	Absolutely no confetti rose petals, birdseed, rice, or similar decorative items may be used on the property. Failure to adhere to this policy may result in full loss of deposit. Patrons and guests <u>are not allowed</u> to access areas of the facility other than those designated in the rental agreement.
Banquet Room Contact:	For further information contact: Reservation Coordinator at 860-653-8947. Contact information for the Event Monitor will be given upon final payment of fees. The Event Monitor will be responsible for room arrangements, such as temp. controls, gas fireplace, set-up & take down of facility chairs and tables, & serve as the general contact during the event.

The undersigned have read and understand the terms and conditions of the North Barn Pavilion Rental Application, Use Agreement and Rental Indemnity Agreement and North Barn Pavilion Facility and Fee Policies established by the Town of Granby and are incorporated by reference herein. Any additions, deletions, or revisions to this Agreement must be made in writing and approved by all parties. This Agreement constitutes the extent of all obligations of the Town of Granby to the Renter. Renter agrees to abide by these terms and conditions and to obey all applicable federal, state, and local laws.

Signature of Renter/Responsible Person(s) _____
Phone Number _____

Date _____ Print Name _____
Email Address _____

Street _____ Town _____ Zipcode _____



North Barn Pavilion Rental Indemnity Agreement

In consideration of the agreement of the Town of Granby, CT to rent space to the undersigned on _____ at the _____ North Barn Pavilion, I/we agree to take full responsibility for all claims of costs, losses, or damages that may occur due to the use of the premises, or any damage or injury to property or persons on the premises during my/ our rental of the North Barn Pavilion space, kitchen, public restrooms, lobby area and the outside grounds by our guests and event related staff. Accordingly, I/we agree to indemnify and hold harmless the Town of Granby, CT from all such claims and agree to also defend any such claims, including the payment of all reasonable attorney's fees and costs.

Signature of Renter / Responsible Person(s)

Date

Print Name