

TOWN OF POMFRET SENIOR CENTER FACILITY USAGE CONTRACT

Located at: 207 Mashamoquet Road, Pomfret Center, CT

Mailing Address: 5 Haven Road, Pomfret Center, CT 06259

Let it be recognized that this is an agreement between the Town of Pomfret and
(Please type or print clearly below)

Organization/Person:

Organization/Person Address:

What is the number of persons using the facility?

What type of event is to be held?

What is the date of the event? _____

What is the time span you are requesting? _____ am/pm to _____ am/pm

Phone #, Cell Phone #, and e-mail address to reach you: _____

Please list names and contact information of any other persons responsible for arranging this event: _____

Fee per hour: \$25.00 per hour x number of hours _____ = \$ _____

Refundable security deposit due is \$100.00 + \$ _____

Total Due: \$ _____

**Please provide a current Certificate of Insurance with your payment.
(See item 7, User Responsibility – attached)**

POMFRET SENIOR CENTER RENTAL – USER RESPONSIBILITIES

- 1. Agree to and abide by the Rules and Responsibilities as listed throughout this document.**
- 2. Provide a responsible person as listed in contract to oversee your event.**
- 3. Contact the First Selectman immediately in the event of any serious injury or emergency.**
- 4. Contact the First Selectman or the Selectmen’s office with any maintenance issues or aspects of the facility that may need attention or repair.**
- 5. Keep the facility clean and return it to original format before exiting.**
- 6. User may be required to pay for related maintenance fees above security deposit if damage is done during your event.**
- 7. User shall provide the Town of Pomfret with a Certificate of Insurance showing at least \$1,000,000 general liability coverage with the Town of Pomfret, 5 Haven Road, Pomfret Center, CT 06259 listed as additional insured.**

If you are not a business you can request assistance from your insurance provider – or follow the steps on the attached ‘Tenant User Liability Insurance Program.’ This program will allow you to purchase single day insurance to cover your event.

TOWN OF POMFRET RESPONSIBILITIES

- 1. The Town of Pomfret reserves the right to supply appropriate staff to check permits and ensure the user is adhering to the Facilities Use Policy.**
- 2. The Town of Pomfret will provide a safe and adequate facility including general maintenance of all areas.**
- 3. The Town of Pomfret will make every attempt to notify the group contact person at least 24 hours prior to emergency closing for unforeseen maintenance issue or other purposes unless obvious weather or emergency situations force an unforeseen closure.**

Signature of Lessee _____

Today’s Date _____

Town of Pomfret First Selectman Signature _____

Date _____ **Approved** _____ **Not Approved** _____

Reason _____

TO ENSURE ACCURATE PROCESSING OF YOUR REQUEST PLEASE COMPLETE THE FOLLOWING STEPS:

Visit or call the Selectmen's Office to obtain a contract and confirm availability of the date you would like to hold your event.

Complete the Usage Contract and return it to the Selectmen's Office with payment, security deposit, insurance binder, and a self-addressed, stamped envelope.

Your date will be locked in and you may pick-up rental key at the Selectmen's Office for use at the Center.

After your event the rental key must be returned to the Selectmen's office. Once received your security deposit will be mailed back to you.

BY SIGNING THIS CONTRACT YOU ARE AGREEING TO FOLLOW THE RENTAL RULES AND RESPONSIBILITIES FOR THE POMFRET SENIOR CENTER AS LISTED:

- 1. A signed contract must be granted in order to use the Center**
- 2. The facility must be clean at all times.**
- 3. You may not adhere anything to the walls, ceilings, etc.**
- 4. All decorations must be confined to the tables.**
- 5. No alcoholic beverages are permitted on the premises unless a licensed bartender is hired. A copy of any such license must be submitted with the Contract.**
- 6. No smoking is permitted anywhere on the premises.**
- 7. No loitering or littering.**
- 8. Whatever you bring to the Center, you must bring away with you – including any trash that is generated by your event.**
- 9. Return the room/furniture/kitchen area to the state in which you found it.**

The premises consist of the building and the parking area.

TENANT USER LIABILITY INSURANCE PROGRAM HOW-TO-GUIDE

The Town of Pomfret has enrolled in a program which allows you, the “user” of a municipal facility or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

How it works

1. Log on to www.ebi-ins.com
2. Enter the Entity ID-Code: _____ 3392-000 _____
3. Select the Type of “Event” or “Activity” from the drop down window, e.g., wedding or festival.
4. Answer the questions that follow such as:
 - Have you held this event before?
 - If yes, were there any losses or claims?
 - Will there be armed private security at this event or activity? (Off duty police not included)
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point, you are able to receive a quick quote by clicking on:

Get your premium now with | Quick Quote

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
8. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* or 1-800-507-8414 (8:30 AM – 5:00 PM PST).