

Permit Received

Date: _____

Deposit

Date: _____

Rental Payment

Date: _____



CITY OF GROTON
AUDITORIUM USE PERMIT
295 MERIDIAN STREET, GROTON, CT 06340
TELEPHONE: (860) 446-4128

DATE OF USE: _____ RENTAL HOURS: _____

TYPE OF FUNCTION: _____ NUMBER ATTENDING: _____

GRANTEE: This person needs to be present during event. If not present, premises must be vacated within 15 minutes. The \$100.00 cash deposit will be forfeited if premises are not vacated.

GROUP OR ORGANIZATION NAME: _____

GRANTEE NAME: _____

DAYTIME PHONE: _____ HOME PHONE: _____

ADDRESS: _____

EMAIL: _____

CONDITIONS OF USE

Rental of the facility is for the **Auditorium of the City Municipal Building**

RENTAL RATES:

Fees and Deposits

- Base Rental Fee
 - City residents - \$50 per hour
 - Non-residents - \$75 per hour
- After-hours Fees (after 4:30 on weekdays or on any weekend, holiday or when the building is closed to the public):
 - Prevailing hourly wage (\$18.00 per hour) for a staff person who will be on duty for general building supervision starting 15 minutes prior to the event and ending 15 minutes after the event.
 - The staff person will inspect the premises using the checklist provided with this contract before and after the event for cleanliness and damages.
- Organizations who use the auditorium on a regular basis may leave the deposit on file for an extended period, providing that the deposit does not have to be used for custodial or staff services.
- Police, Fire, Electrical Technician and custodial services, provided by the City of Groton when required by the Parks and Recreation Department or Mayor and when available, must be paid for at the prevailing labor rates prior to the event.
- Fees and conditions of usage may be changed as needed
- Parking during normal business hours is in the **OVERLOW PARKING LOT ONLY.**

DEPOSITS:

The booking date will be guaranteed **only when the security deposit of \$100 cash and the hourly rental fee are paid. The hourly fee is due TWO WEEKS PRIOR to your event.** The security deposit will be due to ensure the building is left clean and that all conditions of the permit have been met. Deposits will be refunded **the next business day in our office after your event** provided all conditions of the permit have been satisfactorily met. Deposits will be forfeited after 1 year from the date of the event if not picked up from our office.

All checks are to be made payable to **City of Groton.**
There will be a \$25.00 administrative fee for any check returned by the bank.

GRANTEE RESPONSIBILITY:

- Grantee is required to be on the premises during the entire event. The person signing Use Permit will be held responsible for the group/organization using the building. Sponsors are responsible for assuring that the facility is returned to its condition upon arrival. The grantee is responsible for leaving room clean, and putting tables and chairs back in proper order. This includes the placing of trash in proper receptacles and removing it from the building to the dumpster located outside the back door of the Municipal Building at the conclusion of the event. **Tacks and nails** in any wall, trim work or ceiling panel is strictly prohibited. Decorations can be used with scotch tape only. No duct or other types of tape are permitted. The grantee is responsible for removing all decorations.
- If event is during hours of operation for the Municipal Building Grantee must inform attendees that they are to parking in the overflow parking area at Washington Park. No on attendee should park in the front of the Municipal Building, as those parking space need to be left open so business can be conducted.

DAMAGE, THEFT OR PERSONAL INJURY:

Should there be any damage or theft, the deposit will be forfeited and the event grantee will be held liable. Should the cost for damage and/or theft (building, furniture, photographs, etc.) exceed the deposit, the grantee will be responsible for the additional costs. The City of Groton, its officers, directors, employees, volunteers or other representatives, will be held harmless should any item of the event organizer and/or their function be stolen, damaged or misplaced. The grantee assumes financial responsibility for any damage to City of Groton property or injury to persons resulting from the use of this building. Any accidents must be reported in writing and signed by person or persons involved, and submitted to Parks & Recreation Office, 295 Meridian Street, Groton, within 24 hours of the incident. See Appendix A

BUILDING OPENING:

A Building Monitor will open the building 15 minutes prior to the start of rental time. If you arrive more than 15 minutes past your rental start time, you will have to call the contact number on this permit to have the building opened. The Building Monitor will arrive 15 minutes prior to the END of your rental time to ensure that you are cleaned up and ready to lock up on time. Not abiding by the rental hours will result in loss of your security deposit.

CONDITIONS OF USE:

- Individuals or organizations wishing to use the auditorium must make their request in writing through the office of the Parks and Recreation Office. Requests must specify the date, time and type of function, services required and whether the use is for a profit or non-profit organization. In addition, a sponsor must be identified who is responsible for meeting the conditions of this agreement.
- Minors must be under direct, adult supervision at all times. The Mayor, the Parks and Recreation Department, and/or Police may order the auditorium vacated when the absence of adult supervision or loss of control results in actual or potential injury to persons or property. It is the responsibility of the sponsor to ensure that all members of their party stay within the specified area.
- The following are among the prohibited activities:
 - Gambling or games of chance
 - Discharge or sale of firearms, weapons, fireworks, incendiaries or explosives
 - Open flames, flammable substances, or make-shift electrical runs and apparatus unless cleared through the Fire Marshall
 - Chemicals or substances which produce objectionable or injurious fumes or odors in significant amounts
 - Alcohol use
 - **NO SMOKING** in building
 - Acrobatics, sports or other activities involving risk of injury to performers or damage to the facility
 - Loud music or noise during regular business hours

NOTE: this list may not be all inclusive and the City of Groton reserves the right to determine appropriate use of the facility on a case by case basis.

The City reserves the right to require general liability insurance for public events.

Any infraction of this Auditorium Use Permit will result in the loss of the security deposit and may result in permanent loss of use of the Auditorium

This includes the Grantee not being present throughout the entire event.

The City reserves the right to cancel any reservation, at any point, for any reason.

The Parks & Recreation Office is open 8:00 am – 4:00 pm Monday through Thursday
If any problems arise after 4:00 PM or on the weekend, you may contact
Mary K. Hill, Director of Parks and Recreation at 860-460-2995.

I, _____, the undersigned agree to the above conditions of use and take full
(Please Print)
responsibility for the premises. I will be refunded the \$100.00 cash security deposit once the after- party status of the building has been determined to be satisfactory.

TERMS ACCEPTED BY:

PERMIT ISSUED BY:

(Signature of Grantee - Authorized Representative
of Group/Organization)

(Grantor - Authorized Representative
of City of Groton)

After Event Checklist:

- ___ Sweep the floor
- ___ Wet mopping the floor areas that may have had spilled food, beverages or grease
- ___ Wipe tables, if necessary
- ___ Tables and chairs put away in racks or neatly set to the side of the room
- ___ Trashcans emptied, new liners used as necessary. Trash put into dumpster located behind the building.
- ___ Clean any spills from trash bags on loading dock
- ___ Lobby, when needed, swept or wet mop.
- ___ Restrooms should be free of debris (paper towels etc.) on the floor and sinks/stalls in good working order

Appendix A: Indemnification/Hold Harmless

THIS IS AN IMPORTANT LEGAL DOCUMENT, IN WHICH THE SIGNER MAKES SIGNIFICANT AND POTENTIALLY COSTLY FINANCIAL COMMITMENTS TO THE CITY OF GROTON. NO ONE SHOULD SIGN THIS DOCUMENT WITHOUT FIRST CONSIDERING HAVING LEGAL COUNSEL OF HER OR HIS CHOICE REVIEW IT.

This Agreement to Defend, Hold Harmless, and Indemnify the City of Groton, Connecticut is made by the undersigned _____ (“Grantee”), of _____, City/Town of _____, County of _____ and State of _____, in favor of the City of Groton, a municipal corporation located in New London County and State of Connecticut (“the City”), its successor and assigns.

In consideration for the City’s permitting Grantee to host a private function or event, specifically a _____, on City-owned property, specifically on/at _____, on _____ 20____, which I acknowledge to be good and valuable consideration for the undertakings I make here, I, the undersigned Grantee, do hereby promise and covenant that I will defend and hold harmless the City, its officers and officials, employees, volunteers, agents, and representatives, and its and their successors and assigns (“City Parties”), from and against any and all actions, causes of action, suits, claims, proceedings, judgments, losses, recoveries, damages and expenses of every kind, including, but not limited, to attorney’s fees, reasonable investigative and discovery costs, and court costs, as well as for injunctive or non-monetary relief, arising in any way from the use of the property described above on the date(s) stated above and that I will indemnify the City Parties for all sums that it or they may pay or become obligated to pay, to anyone or any entity on account of or arising in any way whatsoever from the use of the property described above on the date(s) stated above; and I further say that I understand and intend that this commitment can and will be enforced against me to the maximum extent allowed by law, and without regard to whether a claim (or cause of action, etc., as described above) arises out of contract or negligence, including but not limited to claims for property damage or death, and without regard to whether any such claim arises from or is alleged to arise in part or in whole from the negligence of the City Parties.

If I sign below in a representative capacity, then I represent and personally warrant that I am duly authorized to sign in that representative capacity, and I acknowledge, understand, and agree that by signing I bind the entity for which I sign, and its successors and assigns, to every undertaking in this document.

In witness whereof, I acknowledge that I have read and executed this Agreement to Defend, Hold Harmless, and Indemnify the City Parties, at the place and on the day appearing below, that I fully understand its terms and understand that I am making a substantial, binding legal commitment, constituting a potentially financially expensive commitment, by signing it, and that I intend my signature to evidence this undertaking on my commitment and intention to defend and to hold harmless, and to indemnify as described above, and in all instances and in any event, to the greatest and fullest extent allowed by law, and I intend my commitment to be enforceable against me, the Grantee, to that same extent.

Grantee (Print Name): _____
Signature: _____
Capacity of signer, if other than as individual:

Date: _____

Grantor (Print Name) _____
Signature: _____
Title: _____
Date: _____

Witness (Print Name): _____ Signature: _____