

SHORELINE COMMUNITY CENTER RENTAL AGREEMENT

SOUND VIEW BEACH ASSOCIATION, INC.

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39 Hartford Avenue, Old Lyme, CT 06371-2227

www.soundviewbeach.com

Contact: Frank - phone: 860-871-7582 or info@soundviewbeach.com

Organization / Individual Name: _____

Address: _____

(Town) _____ (State) _____ (Zip) _____

Type of Organization : Civic / Club / Association Private / Individual Municipality / State Government

Organization phone: _____

Representative Contact Person: _____ (title) _____

Phone: Day: _____ Evening _____ Cell _____

Alternate Representative Contact Person: _____ (title) _____

Phone: Day _____ Evening _____ Cell _____

Event Name: _____ Type: Meeting Fund Raiser Social

Describe Function: _____

Number of guests: _____ DJ / Band / Entertainment PA system required

Kitchen use required Caterer Contact _____ phone _____

Kitchen use and cleaning rules are posted in the kitchen and must be adhered to

Alcohol served and/or BYOB: Yes No Insurance Certificate required if Alcohol served (page 4 of agreement)

List Any Special Requests: _____

RENTAL CHARGES:

Make Checks payable to: SVBA

date: _____ time in: _____ time out: _____ total hours: _____ rate: _____ charge: _____

Additional hours total hours: _____ rate: _____ charge: _____

Discount _____

Cleaning / Security Deposit : _____

Total: _____

Rental Deposit amount: _____ Date: _____

Cleaning/Security Deposit: _____ Date: _____ Balance due: _____ Date: _____

I, the above person and group representative (herein after referred to as "renter" or "you"), hereby agree to assume the risks of injury or damage and to hold harmless the Sound View Beach Association, Inc., its Directors, Officers, and agents (herein after referred to as "Association: or "Center") from any liability or negligence whatsoever resulting from my use of the Shoreline Community Center for any activities during or associated with my rental. I understand and will adhere to the rules and regulations established by the Association for the use of the above facility. In the event that the facility is abused or left in a fashion that requires additional maintenance, all or part of the security deposit will be forfeited. If the cost of additional maintenance or repairs exceeds the deposit, the signature person will be billed accordingly and is responsible for prompt payment. A finance charge in the amount of 1½% per month shall be charged and added to the agreement price on all amounts not paid within terms this agreement. The failure of Renter to pay any amount due during the course of this agreement shall be deemed sufficient cause for the Association to cease all use of facilities under this agreement until such amount due shall be paid. The Renter shall pay, on demand, all costs and expenses of collection, including reasonable attorneys' fees incurred or paid by the Association in the collection of any amounts due under this agreement.

Signature of Renter Representative responsible: _____ Date: _____

Association approved: _____ Date: _____

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FEE SCHEDULE

Event rental (up to 6 hours)	\$250.00 lump sum**
Hourly charges in excess of 6 hours	\$35.00 hour.
Meeting rental (up to 2 hours)	\$65.00 lump sum
Set-Up and Cleaning times are considered rental times and will be charged accordingly.	
Cleaning / Security deposit (refundable)	\$200.00 lump sum

Center Accommodations include:

- Rental includes Rectangular or Round tables and folding chairs.
- Use of Kitchen (warming)
- House PA system suitable for meetings

****** SOUND VIEW BEACH ASSOCIATION members and Associate members 20% discount

****** Multiple event rentals: 2 or more from a single organization within a calendar year are entitled to a 10% Discount. Applies to rental rate booked at the same time.

Discounts are not applicable towards Cleaning / Security Deposit and / or may not be combined.

CLEANING / SECURITY DEPOSIT: A Cleaning / Security deposit for damage and clean-up is required and due at time of booking. This deposit will be refunded after the event and building inspection. Cleaning / Security Deposit refunds will be returned within 7 business days after your event. If clean-up / damage occurs, the Cleaning / Security deposit will be used to clean, repair or replace property as needed. If cleaning / damage exceeds deposit amount, renter is responsible for additional costs. The minimum Cleaning fees are \$100.00 per event. Excessive damage and / or cleaning fees will be assessed on a case-by-case basis. The Renting organization and the Renter representative individual as stated on page one of this agreement are jointly severally liable for any and all additional charges and fees. Payment is due upon receipt of invoice.

CANCELLATION POLICY: Rental deposits are not refundable; Cleaning / Security deposits will be refunded with 7 days written notice.

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RULES AND REGULATIONS

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THIS IS A HANDICAPPED ACCESSABLE AND NO SMOKING FACILITY

CAPACITY: Maximum – 99 seated at tables, 143 seated (no tables), 212 standing

APPROVED RESERVATIONS

Once a facility reservation has been approved, a deposit equaling 50% of the rental charge and the Security deposit must accompany the returned signed acceptance copy of the form. Bookings will not be taken on a “hold basis.” All remaining fees and certificate of insurance (when required) are due to the Sound View Beach Association, Inc. 7 (seven) business days prior to the event.

RENTAL RESTRICTIONS

- No masking/duct or other marring/sticky tape or tacks may be used on any surface .ONLY an approved removable, non marring, “blue” painters tape shall be used
- No activity that may damage the Center interior/exterior, fixtures, appliances, and/or furnishings.
- No open flame candles are allowed in this building.
- All decorations must be removed following event.
- Youth parties (under 21 years of age) require supervision minimum 1 adult to each 10 youth.
- Music or loud function activities must be in compliance with the noise ordinance in effect in Old Lyme. Windows and doors must remain closed. Please be considerate of our neighbors.
- Throwing / disbursement of rice, birdseed, or other abrasive material is not permitted
- Events shall comply with all applicable laws and regulations of the State of Connecticut and the Town of Old Lyme including, but not limited to: Alcohol consumption, Safety, Fire and Zoning Laws and Regulations.
- No person under the age of 21 years shall be served or consume any alcoholic beverage at the facility. Serving and consumption of alcoholic beverages must occur within the Shoreline Community Center building. Insurance Certificate is required if alcohol will be served. Beer kegs are prohibited.

OPENING/CLOSING OF FACILITY

The building facility shall be opened and secured by an Association representative at the agreed upon times. This facility must not be left unattended and unlocked and if left unattended and unlocked, renters will forfeit future use of this facility and all deposits. An Association representative and contact information will assigned prior to the rental date.

SET-UP and CLEAN-UP PRIOR TO and FOLLOWING THE EVENT

Set-up is your responsibility (tables / chairs, etc.) and is included in the rental time. Any additional time required for set-up and/or cleaning shall be chargeable as additional time.

Clean-up is your responsibility. Trash must be bagged and placed in proper receptacles in back of building. Kitchen, Restrooms, Stove and Refrigerator must be cleaned, floors swept and/or washed, and all decorations removed. No food items are to be left on premises after the event. Tables and Chairs must be returned as found. Additional rules are posted in the Kitchen.

PARKING

- Two-hour on street paid public parking is available during the day 9:00 am - 7:00 pm (May-September) and unlimited time on street free parking evenings.
- Town parking lot – the town of Old Lyme operates a public parking lot 2 blocks south of the Community Center. Special arrangements should be made directly with the Town of Old Lyme, Sound View Commission.
- Private parking lots – several privately owned and operated parking lots exist in the Sound View Area. Charges vary, arrangements should be made directly with the parking lot operator.

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ALCOHOL CONSUMPTION FORM

Group Name: _____

Event Date/Day: _____

I, the above person or group representative (Renter), understand and will adhere to the rules and regulations established by the Sound View Beach Association, Inc. (Association) for use of the above facility. It is expressly understood that no person under the age of 21 years shall be served or consume any alcoholic beverage at the Association's facility. In addition, it is also understood that the serving and consumption of alcoholic beverages will occur within the Shoreline Community Center building. By signing this form, the renter will take direct supervisory responsibility over the availability and disbursement of such alcoholic beverages to insure that none is available to, or consumed by persons under 21 years of age. Expense of Police supervision, as required by the town of Old Lyme, to be provided by Renter.

Events must comply with all applicable laws and regulations of the State of Connecticut and the Town of Old Lyme including, but not limited to: Alcohol consumption, Safety, Fire and Zoning Laws and Regulations.

Kegs are prohibited.

Signature of person responsible: _____ Date: _____

Print name: _____ Title: _____ Phone: _____

Insurance Requirements

The Renter shall purchase insurance from and maintain in a company or companies lawfully authorized in the State of Connecticut. The Renter will provide a properly executed Certificate of Insurance for the duration of the rental period, for the amounts listed below, and naming the Sound View Beach Association, Inc., its Directors and Officers as additionally insured.

Insurance specified includes but is not limited to:

Comprehensive General Liability with at least the following limits;

\$1,000,000 - Bodily injury each person, \$1,000,000 - aggregate

\$1,000,000 – Property Damage, \$1,000,000 - aggregate

Workers Compensation – Statutory (if required)