

# **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: 860-559-5682 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:** ☐ Main room 1st floor ☐ Martino Room 1st floor ☐ 2nd floor room

date: \_\_\_\_\_ time in: \_\_\_\_\_ time out: \_\_\_\_\_ total hours: \_\_\_\_\_ rate: \_\_\_\_\_ charge: \_\_\_\_\_

Additional hours total hours: \_\_\_\_\_ rate: \_\_\_\_\_ charge: \_\_\_\_\_

Discount \_\_\_\_\_

Dedicated parking lot (if requested) Donation: \_\_\_\_\_

Cleaning / Security Deposit : \_\_\_\_\_

**Make Checks payable to: SVBA**

Total: \_\_\_\_\_

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**

### **First Floor:**

#### **Main Room:**

Capacity for 99 seated at tables, or 143 seated without tables, or 212 people standing, kitchen, handicapped accessible

Event rental (up to 6 hours)	\$300.00 lump sum**
Hourly charges in excess of 6 hours	\$35.00 hour.
Meeting rental (up to 2 hours)	\$65.00 lump sum

#### **Martino Room:**

Smaller room for meetings, capacity for 20 seated at tables or 30 seated without tables, handicapped accessible

Meeting rental (up to 2 hours)	\$65.00 lump sum
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### **Second Floor:**

Capacity for 55 seated at tables, or 82 seated without tables, or 118 people standing, kitchenette

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

### **Parking:**

Public parking is available on a first come basis, on the street, town parking lot and private parking lots. Parking fees may apply at the discretion of the Town or private lot operators

Dedicated Parking for up to 30 cars is available in a private parking lot across the street from the Community Center. Dedicated parking is available for a separate donation

Set-Up and Cleaning times are considered rental times and will be charged accordingly.

Cleaning / Security deposit (refundable)	\$200.00 lump sum
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#### **Center Accommodations include:**

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

**\*\*SOUND VIEW BEACH ASSOCIATION** members and Associate members discount  
20% discount applies to event rental only

**\*\*** Multiple event rentals: 2 or more from a single organization within a calendar year are entitled to a 10% when 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 NO SMOKING FACILITY**

### **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.

### **Public Parking Information**

- On street paid public parking is available during the day 9:00 am - 7:00 pm (May-September). Street parking is free evenings and anytime October-April.
- 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.
- 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.
- Dedicated Community Center parking lot is available with a separate donation to the Sound View Beach Association (SVBA) -Donations to the SVBA are tax deductible.

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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)