

**CITY OF NORWICH
ROSE CITY SENIOR CENTER ROOM USE/RENTAL
CONTRACT
8 MAHAN DRIVE, NORWICH, CT 06360
860-889-5960, FAX: 860-885-1160**

Name of Group/User _____ **Event** _____ **Event Date (s):** _____

Rental Group: A (Town Organizations/Depts.) B (Norwich Non-Profit) C (Regional Non-Profit) D (Private)

Number of Attendees: _____ **Start time:** _____ A.M. P.M. **End Time:** _____ A.M. P.M.

Contact Name: _____ **Phone #:** _____

Fax #: _____ **E-MAIL:** _____

Address: _____ **Town/City** _____ **State:** _____ **Zip Code:** _____

Alternative Contact: _____ **Phone #:** _____ **E-MAIL:** _____

Room (s) Requested: _____

Food Caterer: _____ Approved: Yes No Kitchen Supervisor Required Yes No

Alcohol Caterer: NOT APPLICABLE AT THIS TIME Approved: Yes No Event Supervisor Required Yes No

FEES & CHARGE

I agree to pay the fees and charges in accordance with the Fees & Charges Schedule B, established annually by the City of Norwich. If my organization qualifies for a room rental fee waiver, I agree to pay all other associated fees as stated and outlined in the Fees & Charges Schedule B. I understand that all charges are by full hour of use including set-up and clean-up. Users, attendees and/or contracted entities arriving prior to or staying beyond the scheduled time will incur additional hourly fees. _____ (Initial)

Rental Fee: \$ _____

Rental Fee Waived/Reduced: Yes No

Refundable Deposits:

Event Supervisor \$ _____

Non-Profit: B C

* **Damage:** \$ _____

Custodian: \$ _____

501©(3) Submitted: Yes No

* **Cleaning:** \$ _____

Kitchen: \$ _____

* *Refundable Deposit will be refunded within 30 days following the event provided no additional charges, damage or excess cleaning was required due to rental*

Other Fees: \$ _____

\$ _____

\$ _____

TOTAL CHARGES: \$ _____ - **Room Deposit:** \$ _____ = **BALANCE DUE:** \$ _____ **DATE DUE:** _____
(See Below)

(25% of Total Charges is required with signed contract in order to book the Dining Room or Program Room 1 & 2.

PAYMENT IN FULL PLUS REFUNDABLE DAMAGE/CLEANING DEPOSIT ON Dining Room or Program Room 1 & 2 RENTALS ARE DUE 30 DAYS PRIOR TO EVENT DATE.

PAYMENT IN FULL PLUS REFUNDABLE DAMAGE/CLEANING DEPOSIT ON ALL OTHER ROOM RENTALS ARE DUE 30 DAYS PRIOR TO EVENT DATE.

The following agreement (“the Agreement”) is made this _____ day of _____, _____, Between _____ (“Building User”) and the City of Norwich (the “City”) and is intended to establish the responsibilities of the Building User as follows:

RESERVATIONS, BUILDING USE & ADMINISTRATIVE POLICIES

All policies as set forth in Reservations, Building Use Policy and Administrative Policies will be strictly adhered to.

I, _____, representing _____, have received, read, understand and agree to comply with the City of Norwich Reservation, Building Use & Administrative Policies as described.

Signature: _____ Print Name: _____ Date: _____

KITCHEN USE:

The use of the commercial kitchen must be requested at time of application and appropriate fees will be charged. ***The kitchen can only be used by City of Norwich Approved Caterers or when arrangements and payment have been made.*** Kitchen use is limited to the appliances in the serving area including the ovens, microwave, sinks, counter tops, ice machine, and dishwasher. ***(Kitchen rental does not include use of our Reach In Refrigerator, Walk In Refrigerator or Walk In Freezer.)***

The Building User is responsible for understanding the Kitchen User’s role, responsibilities and obligations. Kitchen use policies are strictly enforced. If building user has not secured an approved licensed and insured caterer, building user must provide proper permits and a qualified kitchen supervisor is required. Failure to do so will result in non-use of kitchen.

**See Rental Agent for a copy of the Approved Food Caterers, Procedures and/or Kitchen Use Policies.*

CANCELLATION AND/OR CHANGE OF EVENT DATE FEES:

Any Applicant canceling an event or changing their event date will be eligible for a refund of fees paid according to the following schedule.

Dining Room & Program Room 1 & 2:	30 or more calendar days prior to the event – Full Refund
	15-29 calendar days prior to the event – 50% Refund
	Less than 29 calendar days prior to the event – No Refund

Exception to cancellation fees: The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather. In the event of a snow storm or severe inclement weather or other City emergency in which the City deems necessary to close, the contract fee and cancellation fee would be waived. Building user should call the Rose City Senior Center at 860-889-5960 during regular business hours, after hours 860-710-6065.

FUNDRAISING ACTIVITIES:

If building use is for a fundraising event, the following conditions must be met by the Building User. The Building User certifies that all proceeds from the event will be used for a recognized educational, civic, or charitable purpose. The Building User will inform the Human Services Department of the proposed fundraiser, which will determine the appropriateness of the function as defined by the City policy. When admission is charged to an event using City facilities, the Building User will be responsible for the collection and payment of any and all taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms and paying any applicable taxes to the State. Non-profit users charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut Department of Revenue Services.

CONDUCT AND SAFETY:

The Building User is responsible for the conduct of all participants and/or guests. The Building User and/or their representatives must remain on the premises throughout the function and must maintain control at all times. The number of required representatives will be designated by the Human Services Department. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the conduct of the participants and any property damage. City staff members are not supervisors of children or adults. Parties involving large numbers of youth will require an appropriate number of chaperones which will be set forth by the City. The City reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the condition of the premises.

PROHIBITED USES:

Activities which will not be permitted include, but are not limited to activities which are unlawful in nature and/or activities which are inconsistent with the health and welfare of the general public and/or the policies delineated by the City of Norwich.

LIABILITY AND INSURANCE:

Building Users, as required by the City Manager or his designee, not included under the City of Norwich Blanket Liability insurance coverage, will be required to furnish evidence of insurance coverage, meeting the City's requirement for Personal Injury and Property. Damage Single Limit Liability, in the amounts/limits established by the City, to which the City will be an additional named insured. Any activities which are specifically excluded by the City of Norwich insurance policies are prohibited.

FAILURE TO COMPLY:

Failure to comply with this policy and all applicable procedures, rules and regulations related to the use of the building and grounds may lead to one or more of the following actions by the City of Norwich: immediate removal of the individual and/or group of individuals responsible for the conduct without a refund of fees charged for use; notification to Norwich Police Department, loss of any or all deposits charged for building use; denial of future use privileges for the individual or organization; and/or fee assessment to cover any damages or loss of income/usage of the building to the City.

I, _____, representing _____, have received, read, understand and agree to comply with the City of Norwich-Rose City Senior Center's Use Policy.

Signature: _____ Print Name: _____ Date: _____

INDEMNIFY:

The Building User agrees to indemnify and hold harmless the City of Norwich, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of the Building User or of the Building Users contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Building User, its contractors, licenses, agents, employees or invitees. The Building User also agrees to indemnify the City of Norwich, its employees, agents, and representatives for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I, _____, representing _____, do hereby certify that I have read, understand and agree to abide by the guidelines, regulations and instructions governing the use of the City's property, and agree to be held responsible for the facilities and property entrusted to me (us). I realize that I must be approved by the City Manager or his designee if I am to serve as the responsible party for this use. I further agree to hold the City of Norwich harmless for any loss and/or liability arising from my (our) use of the building and facilities.

Signature: _____ Organization: _____

Print Name: _____ Title: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

CITY OF NORWICH CONTRACT APPROVAL:

Rental Agent, Rose City Senior Center
City of Norwich

Date: _____

Assigned Building Supervisor:

Contact Phone: _____