

## Wallingford Grange Hall Rental Agreement

This contract for the rental of the Wallingford Grange Hall is made this day, \_\_\_\_\_, by and between the Wallingford Grange, hereafter referred to as the "Owner", and \_\_\_\_\_, hereafter referred to as the "Renter".

**Whereas**, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 586 Center St, Wallingford, CT 06492 and known as the Wallingford Grange Hall.

**Whereas**, the Owner agrees to such rental, occupancy, and use in consideration of certain payments and covenants herein enumerated;

**Now, therefore**, the parties agree to the following terms and conditions:

**I. EVENT DESCRIPTION / VENUE ACCESS:** The Renter shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, for the purpose of hosting the Renter's \_\_\_\_\_ event. Owner shall provide to Renter access to the hall no later than \_\_\_\_\_.

**NOTE: FOR EVENTS LASTING MORE THAN A DAY, SEE ADDENDUM.**

**II. RENTAL COST:** The full rental fee for the use of the venue described in Paragraph I above shall be \$ \_\_\_\_\_. The balance of the rental fee due, less the deposit described below in Section III, shall be payable to the Owner at least 14 days prior to the start of the rental period described in Section I above.

**III. DEPOSIT:** The Renter shall pay the Owner 50% of the rental cost, \$ \_\_\_\_\_, on the same day the agreement is signed. This amount, \$ \_\_\_\_\_, will be applied to rental charges upon final settlement of accounts. In addition to 50% of the rental cost, a \$250.00 fee is due at the signing of this contract for damages/security deposit, which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates. Cancellations by the Renter at least 14 days before the event will receive a full refund. Any cancellations within 14 days of the event will forfeit half of the security deposit unless the event is rescheduled.

**IV. RETURN OF SECURITY DEPOSIT:** Upon Renter's completion of his/her obligations under Sections II & III above, and the completion of the provided Cleaning Checklist, the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent. The security deposit, less any amounts specified in the previous sentence, shall be refunded to the Renter within 7 days of the conclusion of the rental period. If funds are used from the security deposit, the Owner will provide an explanation and a copy of receipt(s) to the Renter. A \$50/hr. cleaning fee will be assessed for any cleaning.

**V. REMOVAL OF BELONGINGS:** Renter shall remove all personal property, trash, and other items that were not present at the venue when Renter took control of it by the end of the rental period.

**VI. LIABILITY:** Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Any disputes are subject to binding arbitration pursuant to the rules of the American Arbitration Association. A **certificate of insurance** must be provided to the Owner at the signing of this agreement, and Wallingford Grange must be named as additional insured, required as proof that the renter has liability insurance with a limit of at least \$1,000,000 covering the entire hours of the event. Renters will abide by and follow all local laws and ordinances.

**VII. FACILITY USE AND GUIDELINES:**

**Alcohol:** If the Renting Party intends to serve alcohol at its event, it shall obtain any licenses or permits required under applicable laws and regulations to do so and provide the Owner with copies of any such licenses or permits at least fourteen (14) days prior to the Rental Period. The certificate of insurance described in section VI should also include that the Renter is serving alcohol and that the Renter is responsible for their guests' actions. No alcoholic beverages are to be consumed outside the building.

**Fire Marshall's capacity rules will be observed.**

**Parking:** No parking will be allowed on the grass areas. Food trucks are allowed, but it is recommended that they park on the street.

**No Smoking:** The Wallingford Grange Hall is a "non-smoking" facility. Smoking is prohibited inside, and all users must comply with current smoking laws.

**No Food/Drink allowed upstairs** (only water allowed upstairs)

**Pets:** The only exception is service dogs as listed at [Service Animals | ADA.gov](#)

**Kitchen Use:** No deep frying or greasy cooking allowed.

**Decorations:** All decorations must be removed at the conclusion of the event. Decorations must not be attached to the buildings by using nails, staples, tacks, scotch tape, duct tape, or masking tape. Only painter's tape is allowed. Rice, confetti, glitter, gum, silly string and fog machines are not allowed inside the hall. No open flames are allowed in the building. No pyrotechnics are allowed on the property. (Sternos for chafing dishes are acceptable). Hall will be left as it was before rental.

**Youth:** Youth groups (aged 18 and younger) must have adult chaperones present.

**X. DISPUTES:** Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, Date  _____	Designated Agent of Wallingford Grange Signature, Date  _____
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code