

TOWN OF BRISTOL COMMUNITY CENTER RENTAL AGREEMENT

Any resident or employee of the Town of Bristol may use the facility for social or recreational uses. Residents who are members of organizations who wish to use the facility must apply in advance for Town Board Approval.

RENTAL CAPACITY **140**

RESIDENT RENTAL FEE

Security Deposit	\$ 250.00
Rent	\$ 150.00

**YOUTH GROUPS, GOVERNMENT AGENCIES, AND NON-PROFIT
ORGANIZATIONS - NO CHARGE**

*Please write out two checks, one for the security deposit, which will be destroyed after the function if all requirements are met. *

MAKE CHECKS PAYABLE TO: TOWN OF BRISTOL

All fees must be paid before keys can be picked up. Please call ahead to make arrangements for picking up the keys. Keys can be left in the building on the Clerk's counter or in the Town's drop box outside the entrance door. The security deposit will not be returned until the office receives the keys.

Damages in excess of the Security Deposit will be billed to the individual using/renting the center.

The individual or group using/renting the center is responsible for the actions of all their guests or members while in the center or on the grounds.

***Garbage needs to be taken outside to the small dump cart (back of town hall).
Bring extra garbage bags in case you need them.***

**12 - 6 Ft Rectangle Tables
12 - 5 Ft Round Tables
100 Chairs**

GUIDELINES FOR THE USE OF THE TOWN OF BRISTOL COMMUNITY CENTER

1. No Smoking in the center.
2. No decorations which cause damage to walls or ceiling, no glitter or confetti.
3. No one may drive nails, tacks, staples, screws or other type fasteners on or into any of the walls, ceilings, floors, or woodwork of the community center.
4. Beer is allowed. Beer in kegs must be placed on tile surfaces. **NO GLASS BOTTLES AND NO HARD LIQUOR.**
5. All kitchen utensils must be brought. Also bring towels and dishcloths. (Dish soap furnished)
6. Coffee Pots Available: Regular 12 Cup and a 100 cup - bring your own coffee.
7. Recycling is required: paper, plastic, cans etc. Trash containers are provided but bring your own *garbage bags*. **Garbage should be taken outside to the dump cart.**
8. Disposable diapers and sanitary products must be placed in the wastebasket in the bathrooms.
9. The inside and outside of the community center should be as clean as when you arrived. This includes the bathrooms.
10. Mops, pails, and vacuums can be found in the storage area in back of the community room. Please rinse mops before leaving.
11. **LIGHTS:** Kitchen lights and bathroom lights are automatic, please do not touch switches. All other lights must be turned off before leaving the building.
12. **EMERGENCY NUMBERS CAN BE FOUND IN THE KITCHEN POSTED ON THE REFRIGERATOR.**
13. **NO LONG-DISTANCE PHONE CALLS.**
14. **THE TOWN IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED PERSONAL PROPERTY.**
15. A signed contract, fee and security deposit must be made to hold a reservation for the Community Center.

**TOWN OF BRISTOL
COMMUNITY CENTER RENTAL CONTRACT**

_____ hereby agrees to rent the Bristol Community Center
NAME

on _____ at
DATE DAY

STARTING TIME

We, as renters, hereby agree to pay for any damage to the building or its contents while it is being rented and used. A certificate of insurance may be requested.

Anticipated Use

Number of people expected

Renters Home Address

Phone Number

Email Address

HOLD HARMLESS AGREEMENT

I AGREE TO INDEMNIFY, DEFEND AND HOLD THE TOWN OF BRISTOL AND ITS OFFICERS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS DAMAGE, OR EXPENSE INCURRED BY THE TOWN ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH I AM RENTING THE FACILITY.

I have read, understand and agree to all rules and regulations as outlined for use of the Town of Bristol Community Center.

Signature of User/Renter

Date

Signature of Town Representative

Date

FOR OFFICE STAFF ONLY:

SECURITY DEPOSIT: _____ FEE PAID _____