

Town of Columbia
323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Fax: (860) 228-1952

CONTRACT/AGREEMENT - USE OF YEOMANS HALL

Rental agreement should be completed one month in advance of use. The Board of Selectmen has the authority to deny any request for use.

Applicant Name (must be a Columbia resident) _____

Applicant Group (if applicable) _____

Street/Mailing Address _____

Phone #(s) _____

Date Requested _____ **Time- from:** _____ **to:** _____

Event (please be specific) _____

Approximate # of Attendees _____ Capacity of Yeomans Hall is 140 for events per order of Fire Marshal (strictly enforced)

Do you plan to serve or allow consumption of alcoholic beverages? Yes No

All renters are required to provide a certificate of insurance naming the Town of Columbia as additional insured. In addition, any renter wishing to serve and/or allow consumption of alcoholic beverages in Yeomans Hall must provide a certificate of insurance showing host liquor liability coverage naming the Town of Columbia as additional insured, per recommendation of the Town's insurance agent. Certificate Received Date _____

I certify that the requested use of the hall is for a local function only and that a majority of those attending will be Columbia residents (#5 Ordinance 20-2). I further certify that I (applicant named above) will be in attendance during the entire period of use.

Applicant Signature _____ **Date** _____

Rental of Yeomans Hall (upper & kitchen) requires a refundable deposit of \$100 plus a rental fee of \$150 = total of \$250, due with application. The requested date is not secure until the total is received and application is approved. The deposit will be returned to applicant only if all rules and regulations are adhered to, and the hall is left in clean and satisfactory condition, and the key is returned.

For Office Use Only					
Approved by First Selectman/Town Administrator:				Date:	
Amount received:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	Date Received:	Date Returned:	Note:

Rules:

1. All damages occurring from use of the hall will be reimbursed by the leasing organization or individual. Any leasing local organization, civic group, or otherwise, is responsible for leaving the hall in the same condition it was found. Should it be deemed that the hall was left in unsatisfactory condition; the applicant will be billed for janitorial services for the actual cost of cleaning the hall.
2. The affair or function shall end no later than 2 a.m.
3. Applicants may sign out a key up to 48 hours in advance of the event.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to use Yeomans Hall hereinafter called the "Premises", the undersigned agrees to indemnify the Town of Columbia and save it harmless from any and all suits, actions, damages, liability and expense in connection with loss of life, personal injury or property damage arising from or out of any occurrence resulting from the occupancy or use by the undersigned of the Premises or occasioned wholly or partly by any act or omission by the undersigned, his/her agents, employees, servants, or guests, resulting in damage or injury. The undersigned further agrees the Town of Columbia shall not be responsible or liable at any time for any loss or damage to the undersigned or the equipment or other personal property of the undersigned. In the event the Town of Columbia shall without fault on its part be made a party to any litigation commenced by or against the undersigned, the undersigned shall protect and hold the Town of Columbia harmless and shall pay all reasonable costs, expenses and attorney's fees in connection therewith.

Signature

Date

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Instructions for the Use of Yeomans Hall

All users of Yeomans Hall are responsible for leaving the hall in the same condition it was found. Reimbursement for all damages is the responsibility of the person or group using the hall.

-  Use only masking tape for decorations (**NO nails, staples, Duct Tape or other adhesive**)
-  Secure balloons so they don't get caught in the ceiling fans
-  Read posted instructions for the stove prior to use
-  Wipe up all spills immediately, using only water
-  All furniture set up or moved from its original location must be replaced
-  Clean all tables
-  Clean kitchen (leave in original condition)
-  Dust mop floors and Push sweep carpeted areas
-  Dispose of garbage- **** Trash Bags must be tied and placed in the Tan plastic flip-top container** and bottles and cans are to be placed in trash cans in the white wooden flip-top container** Trash Bags are located on top of coat rack
-  Check all bathrooms thoroughly before leaving
 - ◆ Faucets off
 - ◆ Lights off
 - ◆ Floors swept
 - ◆ Toilets flushed
-  Turn off
 - ◆ Lights
 - ◆ Ceiling fans
 - ◆ Exhaust fan
-  Close inside doors to hall
-  Close all windows
-  Return thermostat to 65 degree
-  Lock all outside doors

Cleaning Supply Locations

- Dust mops, dustpan, brooms and carpet sweeper located in stairway to attic

Should there be an emergency situation (blown fuses, no water, toilet troubles) contact:

1st contact: Bud Meyers: 227-8441

2nd contact: Matthew Jorgensen: 428-1337

George Murphy, Director DPW: 428-1107

Please notify the First Selectman's office of any non-emergency problems noted during use. Deposit fees will be returned once the facility is determined to have been left in satisfactory condition and the key has been returned.

We Appreciate Your Cooperation

Disposal of Waste from Use of Yeomans Hall

1. WE RECYCLE – You must separate bottles/cans from the solid waste (garbage) there are blue recycling containers located in Yeomans Hall at the entrance and in the kitchen.
2. There are containers located in back of Yeomans Hall near the kitchen door. The white wooden bin is for recycling bottles and cans and the tan plastic bin is for tied trash bags only. Please DO NOT dump loose trash into either location.

**WE ASK FOR YOUR COOPERATION IN THIS MATTER
THANKS**

