



# TOWN OF COLUMBIA

## APPLICATION TO HOLD AN ORGANIZED ADULT ACTIVITY AT THE BECKISH SENIOR CENTER

**INSTRUCTIONS:** Complete the information requested below. Send completed applications to the Director of Senior Services. Include proof of insurance, a \$ 300 check made payable to the Town of Columbia, and a signed copy of the Hold Harmless Agreement, which is on the reverse of this form. The Town reserves the right to approve or disapprove of applications in accordance with the Board of Selectmen's policy concerning Organized Use of the Beckish Senior Center. A copy of the policy is attached to this form.

**APPLICANT:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**PURPOSE / EVENT:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **SET-UP TO BEGIN:** \_\_\_\_\_ **CLEAN-UP TO END:** \_\_\_\_\_

**APPROXIMATE NUMBER OF ATTENDEES :** \_\_\_\_\_  
(OCCUPANT CAPACITY: TABLES AND CHAIRS 130 – CHAIRS ONLY 255)

**ALCOHOL:**  Alcohol will be present at the event.  Alcohol will not be present at the event.

Note: All users are required to provide a certificate of insurance naming the Town of Columbia as additional insured. In addition, any user wishing to serve and/or allow consumption of alcoholic beverages in the Beckish Senior Center must provide a certificate of insurance showing host liquor liability coverage and naming the Town of Columbia as additional insured, per recommendation of the Town's insurance agent.

**FOOD:**  The kitchen will be used.  The kitchen will not be used.

Note: Use of the kitchen facility is prohibited unless the facility user is either utilizing the services of a caterer that is appropriately licensed with the State of Connecticut in the area of health safety, or utilizing the services of the Columbia Municipal Government's Senior Center Food Operators.

**KEY:**  A key to the Sr. Center will be needed  A key will not be needed.

Note: Use of the facility outside of normal facility hours requires that the applicant unlock/lock the facility. The applicant shall inquire as to whether a key is needed and shall obtain the key from Town staff. Keys shall be returned to the Town.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Signature indicates understanding of & agreement to abide by all applicable rules, regulations and procedures in effect for facility use, including being present for the entire duration of the event, removing all trash generated by the event, and leaving the facility in clean and orderly condition.

**NOTE:** The town requires a payment of \$ 300 (\$200 fee, \$100 refundable deposit) for rental of the Senior Center. The **\$100 deposit will be returned to the applicant ONLY if all rules and regulations are adhered to and the facility is left in clean and satisfactory condition.** In the event you / your organization request a fee waiver, please make such a request in writing and attach it to this form.

----- FOR OFFICE USE ONLY -----			
Director of Senior Services Approval (indicated by signature & date):			
Town Administrator Approval (indicated by signature & date):			
Check received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ins certificate received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Kitchen arrangements made: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Signed Hold Harmless & Indemnification Agreement received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to use Beckish Senior Center 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.

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Signature

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Date

<b>Approved</b>	9/03/85
<b>Amended</b>	9/18/90; 9/19/91; 6/17/03, 9/8/22