



# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237  
(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)** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**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.

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Signature

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Date

Revised 2/10/04  
Revised 12/6/01  
Approved – Rescind alcohol ban; require insurance certificate – 2/20/01 BOS  
Approved – No Alcohol 1/2/01 BOS  
Approved – revised edition 10/7/97 BOS  
Contract 10/1/97