 **Windsor Locks Senior Center**

41 Oak Street Windsor Locks, CT. 06096 Tel: (860) 627-1425 Fax: (860) 292-6947

 E-mail: Seniorcenter@wlocks.com

**Facility Rental Agreement**

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

StartTime:\_\_\_\_\_\_\_\_\_\_\_EndTime:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Guests:\_\_\_\_\_\_\_\_\_ Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Capacity: 180 ~ *Internet Access Available: Senior Center Guest (no password)***

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| **Room Fee $200.00** **(4 hour maximum) $75.00 per hour additional hour** | **Security $200.00** | **Kitchen $75.00** | **Additional Hours $75 per hr.**  | **Additional open/close****$50** |

**A security deposit is required with the application. It will be returned if there is no damage or clean up required after your event. Upon receipt of this application and the security deposit, the room requested will be reserved. Full payment is required at the time of rental agreement. Your check is cashed and security deposits returned after the date of the event and the facility has been inspected for damage.**

Groups/persons must fill out this application, which is subject to approval. A security deposit is required with all applications. It will only be returned if the facility is cleaned and there is no damage after your event. A building monitor will be assigned to your event. The monitor will be responsible for opening, closing and inspection for security deposit release. The monitor will be on call to resolve any building issue that may occur. When booking events, we will need to know a definite time for opening, including need for decoration or set up time. (decorating/set up time is not included in the 4 hour room fee)

* *Renters are required to supply their own kitchen equipment, supplies/and cleaning supplies. All areas are to be cleaned upon leaving.*
* *The stage, bingo machine, microphone and desk area are off limits to everyone. All Senior Center furniture, equipment, decorations etc., with the exception of the tables and chairs, are not to be moved.*
* All trash must be removed and placed in the dumpster located at the front right side of the building.
* Smoking is not allowed in the building.
* Alcohol is not permitted.
* No confetti allowed.
* Chaperones must be 21 years old & listed on the application and be present throughout the entire event.

The Windsor Locks Senior Center is not responsible for items left in rooms or hall.

Adult supervisors are responsible for the youth until they leave the property. There is to be no loitering outside the Windsor Locks Senior Center including occupying vehicles in the parking lots. Damage to personal or public property will not be tolerated. I hereby release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, which may be sustained in the use of the Windsor Locks Senior Center.

 *I HAVE READ THE ABOVE POLICIES AND PROCEDURES AND ACCEPT THE CONDITIONS OF THE RENTAL AGREEMENT AND WILL BE LIABLE FOR DAMAGE. I UNDERSTAND THAT VIOLATION OF THESE RULES MAY RESULT IN LOSS OF MY DEPOSIT.*

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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**