



Name of Group _____

Contact Name _____ Purpose of Rental _____

Street, City, State, Zip _____

Phone(s) _____ E-mail _____

Dates Requested _____ Times Requested _____

Areas Requested Gym Aux Gym Cafeteria Splash Pad & Pavilion

Indoor Rentals Only Tables, # Needed: _____ Chairs, # Needed: _____

Notes _____ # of Participants *Children* _____

_____ *Adults* _____

Will admission be charged? Yes No *Spectators* _____

Boys & Girls Club's approval signature _____

Staff Assigned to Event _____

RULES

- Minimum 2-hour rental for building, 3 hour minimum for Splash Pad/Pavilion
- For rentals 3 hours or longer, a non-refundable, 50% deposit is required. If more than one date is required, this non-refundable, 50% deposit is required for every rental date
- Rental starts when renter enters the building/splash pad for set up and ends when renter leaves after cleaning up.
- Staff fee starts 30 minutes before renter arrives and ends 30 minutes after renter leaves, unless otherwise specified
- Renter is solely responsible for the complete set up and clean up of event. An additional \$25 per hour fee will be charged to your group if the facility is not cleaned properly
- Renter is responsible for any damage to the Boys & Girls Club facility and property due to the renter's negligence
- Renter will be charged a \$25 no-show fee if renter does not speak with staff to cancel a rental
- No food or beverage allowed in carpeted areas
- Sale of food and beverage not permitted without written consent
- Children and alcohol functions not allowed at the same time
- The Club will not be responsible for lost or stolen items
- The Club will not be responsible for any injuries unless the injuries are due to the Club's negligence.
- The Club may require a Certificate of Insurance for certain activities
- Tables may be rented for \$10 per table, chairs may be rented for \$1 per chair. No other equipment is available. Tables and chairs are available for indoor rentals only.
- **Safety Information:** In the event of a fire, the double doors in the hall outside the gym will automatically close. Exit through the gym or exit through the Emergency door next to the kitchen.
- **ALL INDIVIDUALS MUST BE OUT OF THE BUILDING by the end of your contracted rental time to avoid additional fees.** For example, do not end your party or practice at the end time of your rental—plan for enough time to clean up and leave the premises.

Notes

Continued on page 2



Fees – Building (To be completed by club staff)

Gym - \$50 x Hours = \$ _____

Other Rooms - \$25 x Hours = \$ _____

Deposit \$ _____

Subtotal \$ _____

Building fee starts when renter arrives and ends when renter leaves. Paid to Boys & Girls Club of the Lower Naugatuck Valley. 2-hour minimum rental.

Fees – Splash Pad/Pavilion (To be completed by club staff)

\$125 x Hours = \$ _____

Deposit \$ _____

Subtotal \$ _____

Splash Pad/Pavilion fee starts when renter arrives and ends when renter leaves. Paid to Boys & Girls Club of the Lower Naugatuck Valley. 3-hour minimum rental.

Fees – Staff (To be completed by club staff)

Staff - \$25 x Hours = \$ _____

Staff fee includes 30 minutes before renter arrives and 30 minutes after renter leaves. Mandatory. Paid to staff working event.

Balance Due

Splash Pad Rental Balance Due: \$ _____

Building Rental Balance Due: \$ _____

Staff Fee Due: (Paid to staff working the event) \$ _____

Date Paid ____ / ____ / ____ **Amount** \$ _____ Cash Check # _____

Certificate of Insurance Required? Yes No **Date Received** ____ / ____ / ____

Renter's Printed Name (please print neatly) _____ Rental Date ____ / ____ / ____

Renter's Signature _____

We agree to obey all the rules as stated in this Rental Agreement

