



# Tolland Recreation Department

21 Tollard Green Tollard, CT 06084—(860)-871-3610



## The Lodge at Crandall Park II Rental Application

### EVENT & CONTACT INFORMATION

EVENT DATE: \_\_\_\_\_

Rental Time: Doors Open: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Out of Building By: \_\_\_\_\_

Purpose of the Lodge Rental: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ (Maximum Building Occupancy 100 people)

Applicant Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event coordination of table set-up will be made with Person in Charge via email .

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

### RENTAL FEES

\*Will you be bringing in and serving beer and/or wine at your event?

(Check One) Yes \_\_\_\_\_ No \_\_\_\_\_ Renter's Initials \_\_\_\_\_

**A \$200 Security Deposit is required at time of application.**

The hourly rental fee is separate and is due in full 30 days prior to the event.

**\*Any time required for decorating and clean-up must be included in your facility rental time\***

**MINIMUM RENTAL REQUIREMENTS**  
Monday-Thursday (minimum 3 hours)  
Friday-Sunday (minimum 4 hours)

<u>RENTAL FEE STRUCTURE</u>	<u>WITHOUT ALCOHOL</u>	<u>WITH ALCOHOL</u>
Tollard Resident Fee:	\$55 per hour	\$80 per hour
Non Resident/Business:	\$80 per hour	\$105 per hour
Tollard School/Tollard Nonprofit:	\$50 per hour	\$75 per hour

**The Town of Tollard retains the right to deny any application or to cancel any permit issued prior to the event. The Town also reserves the right to suspend or terminate any scheduled activity while in progress if the Town deems that continuance of the activity will be harmful to the Lodge or persons in attendance.**

### OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Date: \_\_\_\_\_ Deposit Received \_\_\_\_\_

Pay Worker: \_\_\_\_\_ Amount \_\_\_\_\_

Pay Worker: \_\_\_\_\_ Amount \_\_\_\_\_

Return Deposit: Y/N \_\_\_\_\_ Amount to Withhold \_\_\_\_\_ Amount to Return \_\_\_\_\_



# Tolland Recreation Department

## The Lodge at Crandall Park II Disclaimers

**Lodge users must agree to abide by and enforce all rules and regulations in effect to insure proper safety, sanitation, and the protection of Town property.**

1. **The renter of the facility shall be totally responsible to the Town of Tolland for the care of the facility and for the control and supervision of people in attendance at their event. The renter is responsible for any damage to Town property that occurs as a result of building use. The person responsible for the activity must be in attendance. Transferring or assigning of permits is strictly prohibited. Cancellations must be in writing.**
2. The Town will not be responsible for the loss of or damage to any property brought in for any event. All such property must be removed promptly after the event.
3. Gambling, sale of alcohol, and adult entertainment of any kind is strictly prohibited. Overnight parking is not allowed. No pets of any kind will be allowed in the Lodge.
4. No hard alcohol is allowed. The consumption of beer and/or wine products requires permission and extra staff. The additional hourly charge for alcohol will be deducted from security deposit.
5. It is the responsibility of the renter to restore the facility to its original set-up and to clean up at the conclusion of their event. The use of confetti is prohibited, as is the use of nails, pins, scotch tape or duct tape to decorate. Painters tape or masking tape can be used. The removal of all food products, recyclables, and decorations are the renters responsibility, including taking garbage to dumpster. Failure to do so will result in additional custodial charges and may result in loss of deposit.
6. Smoking is strictly prohibited in the Lodge. Candles or other open flame displays will not be allowed. Candles must be in size appropriate votive holders. All fire safety regulations must be observed.
7. Town property shall not be used by any business for profit. The collection of admission fees by a non-profit group or individuals is prohibited unless approved in advance by the Recreation Department.

### **THE KITCHEN IS YOURS TO USE. PLEASE FOLLOW ALL RULES.**

1. There can be no food preparation of any kind in this facility. ALL food preparation must be completed, in its entirety, before it is brought to the facility. Only heating/warming of food is allowed.
2. No overnight storage of food. The refrigerator is for short- term storage only. No freezer is available at the Lodge.
3. No food contact surfaces can be presoaked, washed, or sanitized at said facility. This includes all utensils, plate ware, pots, pans, and all other types of food containers. The septic system is not capable of handling this usage.

### **This is by Order of the Town of Tolland Sanitarian's Office**

The kitchen must be left exactly how you found it. This includes clean counters, clean appliances, and clean floors. If you should need any assistance, or have any questions please ask. Someone from the Town will be at the Lodge at the time of the event.

The Town of Tolland retains the right to deny any application or to cancel any permit issued prior to the event. The Town also reserves the right to suspend or terminate any scheduled activity while in progress if the Town deems that continuance of the activity will be harmful to the Lodge or persons there.

I have read and fully understand the conditions for renting the Lodge that appear above and hereby certify that the intended activity meets all conditions. I agree to follow all rules and procedures stated and further agree to reimburse the Town of Tolland in full for any and all damages to Town property resulting from this use as requested herein.

**Applicant Acknowledges Policies By Initialing \_\_\_\_\_ Renter's Initials**



## Tolland Recreation Department The Lodge at Crandall Park II Terms & Conditions

Initials: _____	I understand as the renter of this facility, I must be in attendance at the event and agree to abide by and enforce all rules and regulations in effect to insure proper safety, sanitation and for the protection of Town property and my guests. Furthermore, I will be totally responsible for the control and supervision of people at the event and for any damage to Town property that results from this use.
Initials: _____	I agree to restore the facility to its original setup and to clean up after the event. This includes taking out the garbage and removing any recyclable materials. I understand failure to do so will result in my paying custodial charges. <b>Renter agrees to be responsible for assessed damages and clean up.</b>
Initials: _____	I understand that hard liquor is not allowed on Town property. Permission to serve beer and or wine must be requested on the application. I will be charged for additional staff which is required. The Town will determine the number of personnel needed and I the renter will be billed at an hourly rate after the event. <b>Please advise your guests of our policies.</b>
Initials: _____	I understand as the applicant that I must provide the Town with proof of insurance with a minimum coverage of \$300,000 for bodily injury and property damage. If I use a caterer they must
Initials: _____	If food is served I will make the food provider(s) aware that cooking is not allowed in the Lodge and that the rinsing or washing of dishes or utensils is prohibited.
Initials: _____	All decorations used must be non-marking. No pins, nails or scotch tape. <b>ABSOLUTELY NO GLITTER OR CONFETTI ALLOWED</b>
Initials: _____	I understand smoking is strictly prohibited in the Lodge, as is the use of open candles or other flame displays. All fire safety regulations must be followed.
Initials: _____	I understand that the following are also prohibited on Town property: pets in the Lodge, overnight parking, gambling, the sale of alcohol and adult entertainment including movies, dancers
Initials: _____	I understand that Town property shall not be used by any individual or group for their personal profit. The collection of admission fees or donations in conjunction with the use of Town
Initials: _____	I agree that the Town will not be responsible for the loss of or damage to any property brought in for the event. All such property must be removed promptly after the event.
Initials: _____	I understand that this permit is being issued to me for the listed use only and that the transferring or assigning of permits is strictly prohibited.
Initials: _____	I understand if I cancel my event, there is a \$25 processing fee. To be eligible for a refund I must notify the Recreation Department in writing at least 30 days prior to the actual event date. Cancellations received with less than 30 days notice will be pro-rated. (less than 30 days 50%) (less than 15 days <b>No Refund will be given</b> ).

Signature \_\_\_\_\_

Date \_\_\_\_\_