City of Torrington

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Superintendent

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.....Explore the possibilities

COE MEMORIAL PARK CIVIC CENTER
RENTAL AGREEMENT

Kindly complete the rental agreement contract and return it to the Torrington Parks & Recreation Department. All paperwork and payment in full must be returned to the office by the 4th Friday of the month in order for your date(s) to be held and your request to be reviewed by the Parks and Recreation Commission. Once your request is reviewed by the Parks and Recreation Commission, the staff at the Recreation Department will notify you of the decision. Rental fees and deposits will be refunded in full, should your request be denied. The Parks & Recreation Commission meets on the first Wednesday of the month at 6:00 PM at the Torrington Armory. A representative from your organization must be present at the meeting to answer any questions.

Please check with Fire Marshall Tim Tharau at 489-2534 should you need to arrange for fire watch, and the Torrington Police Department at 489-2019 in regard to police coverage. They will provide you with fees and any other information. Please be sure to indicate yes or no on the Facility Request Application as to whether or not you have arranged for these services. Please note facility rental fees listed below.

Capacity without tables, chairs, etc. is approximately 250 people. Available to the lessee are a limited number of tables and chairs, a sound system, movie screen, indoor stage, and outdoor stage. Coe Memorial Park Civic Center is located in a beautiful downtown park setting featuring gardens and a fountain.

RENTAL FEES & REQUIREMENTS

CIVIC CENTER RENTAL FEE

All checks must be made out to the City of Torrington.
***Payment must be made in full for all hours requested.**
***Refunds will not be granted within 60 days of the event date(s).**

$ 500.00 per day for rental of the Auditorium
$ 200.00 per day for rental of the Portico

MAINTENANCE AND SECURITY FEE

$ 50.00 per hour

For the convenience of the lessee and the security of our facility, an attendant will be provided during facility use.

TAX EXEMPT STATUS

Valid holders of 501(c) 3 tax status are exempt from the rental charge; however maintenance and security fees apply. Copies of any documents must be enclosed.

INSURANCE

Minimum insurance needed is $1,000,000.00 (One Million Dollars – general liability). **In remarks block of policy, it must read: "City of Torrington, and its employees and agents, as additional insured." Effective dates of event must be on policy.**

ALCOHOLIC BEVERAGES

Per City Ordinance alcoholic beverages are prohibited on City property.

TRASH & CLEAN-UP

It is expected that Coe Memorial Park will be returned to its original condition. All trash must be placed in the containers provided. The lessee is responsible for all trash removal.

Note: Coe Memorial Park Rules & Regulations must be strictly adhered to by profit and non-profit organization lessees. Violations may jeopardize future rentals.

COE MEMORIAL PARK CIVIC CENTER

RULES AND REGULATIONS

- Event signs shall be limited to sandwich boards only, on the day of the event, within the confines of said event. Signs of any type shall not be tethered to Connecticut DOT signs, utility poles, lampposts, trees, or benches in Coe Memorial Park. No signs shall be permitted prior to any event, and all must be removed immediately following the event.

- Banners are permitted on tables or to the front of a booth as long as the size is confined to 3’ x 6’, NO LARGER. Banners may not be affixed to the Coe Memorial Civic Center, Coe Carriage House, benches, trees, or lampposts.

- All tents must be freestanding, with no spikes allowed for any tethering.

- No open fires shall be allowed in Coe Memorial Park.

- Formal, organized sporting events shall not be permitted.

- Entry into fountain pool area is strictly prohibited.

- Parking or driving of any type vehicle on the lawn is not permitted.

- All fees collected must be returned to the Coe Godfrey Fund, minus 15% to the Parks and Recreation Department for fees incurred.

- **Rental options are granted by the Parks and Recreation Commission.

- Per City ordinance, absolutely no alcoholic beverages are allowed at the Coe Memorial Park or Civic Center.

- Per City ordinance, all dogs must be on a leash. Owner is responsible for picking up any excrement.

- All existing City ordinances apply.

Approved: _____ Denied: _____ Fees: Rental: _____ Date Received: _____
Attendants: _____
NC = Fees Waived Employee Initials: _____

_____ _____
Commission Signature Date

COE MEMORIAL PARK CIVIC CENTER

FACILITY REQUEST APPLICATION

APPLICANT'S NAME (Local Contact): _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

REQUESTING ORGANIZATION: _____

FUNCTION: _____

DATE(S) REQUESTED:	ARRIVAL TIME:	DEPARTURE TIME:

INDOORS? _____ OUTDOORS? _____

IF NECESSARY, PLEASE WRITE ADDITIONAL DATES ON A SEPARATE SHEET AND ATTACH.

TOTAL NUMBER OF HOURS: _____ NUMBER OF PERSONS EXPECTED: _____

WILL FACILITY BE DECORATED? _____ WILL FOOD/OTHER ITEMS BE SOLD? _____

WILL ADMISSION FEES BE CHARGED? _____ WILL YOU NEED THE PA SYSTEM? _____

FACILITY REQUIREMENTS:
AUDITORIUM? _____ CONFERENCE ROOM? _____ STAGE? _____ PORTICO? _____

FIRE DEPARTMENT REQUIRED? _____ POLICE DEPARTMENT REQUIRED? _____

I have read and understand the policies adopted by the Torrington Parks and Recreation Department and agree to abide by those policies as stated in the Coe Memorial Park Rental Agreement and Rules and Regulations.

_____ _____
Signature of Applicant Date

OFFICE USE ONLY

Insurance Form Received: _____ Copy of 501 (C) 3 Form Received: _____

Payment Received: _____ Check #: _____ Cash: _____ Amount Due: _____
:
_____ _____ _____

_____ _____
Recreation Department Signature Date

Amended 6/30/14