OLD TOWN HALL RENTALS - FEES, FACILITIES AND REQUIREMENTS

FEES:

Weekdays: $35 / hour
Hourly rate includes SET-UP and TAKE-DOWN times. Three hours minimum required.
Monday to Thursday 9:00 AM - 11:00 PM
Friday 9:00 AM – 12:00 noon

Weekends: $60 / hour
Hourly rate includes SET-UP and TAKE-DOWN times. Three hours minimum required.
Friday 12:00 noon – 11:00 PM
Saturday 9:00 AM – 11:00 PM
Sunday 12:00 PM – 11:00 PM

Fees for long-term rentals and NOT-FOR-PROFIT organizations will be given special consideration. For long-term renters, monthly rental fees are due 10 days prior to the 1stt of the month. If rental is more than 60 days in arrears, contract will automatically be ended.

FACILITIES: **Maximum Capacity:** 53 Seated at tables, 72 Seated Auditorium style, or 114 Standing.

Facilities available to Renter:

Hall (25' x 33') with two bathrooms and kitchen
Refrigerator, full-sized with top-freezer
Electric range (four-burner with oven) and a microwave oven
Coffee pots, two 30-cup and one 50-cup; & one 30-cup and one 50-cup hot-drink pots
Limited number of dishes and cups and saucers
Ten (10) rectangular folding tables – 30" wide x 6' long
Seventy-two (72) folding chairs
Telephone (local calls only)
Parking for up to 40 cars
Trash and garbage dumpster (NO RECYCLABLES)
Coat closet, hangers for 40
Heated and air conditioned
Handicapped accessible

REQUIREMENTS:

The completed & signed **Rental Agreement** & **Security Deposit** will reserve your date(s). **Certificate of Liability Insurance** & full **Rental Fee** must be received at least 10 days prior. Final confirmation of your rental is subject to the receipt of these required documents and fees. Send to: **Old Town Hall Rentals, P.O. Box 121, Wilton, CT 06897.**

RENTAL AGREEMENT: Complete the Rental Agreement with renter's name, contacts, rental details and agreement signature. Renter must also be the insured, as named on the Certificate of Liability Insurance.

SECURITY DEPOSIT: A deposit of $150 (payable to: **Old Town Hall**) is required at the time of booking. Upon satisfactory inspection of premises following rental, the deposit will be returned within 2 weeks after date of rental. Cancellations received 10 days or less prior to the event will result in forfeiture of the Security Deposit. Note: Deposit for long-term renters will be deposited and, upon approval, refunded at the end of the rental term.

CERTIFICATE OF LIABILITY INSURANCE: The **Town of Wilton and Wilton Garden Club** (owner/lessee) must be named as 'additional insured' on the Certificate of Insurance, required as proof that the renter has liability insurance with a limit of at least $500,000 to cover the event. The certificate must include date, Old Town Hall location & description of the event. May be emailed to Rentals Chairman: gblundin@yahoo.com.

RENTAL FEE: For hours used, as per the agreement, payable to: Old Town Hall. Due at least 10 days prior to the event. Send to: **Old Town Hall Rentals, P.O. Box 121, Wilton, CT 06897.**

OLD TOWN HALL - Rental Conditions & Information

1. **Keys:** Pick up and drop off the keys to the Old Town Hall kitchen door & the dumpster with the Wilton Garden Club's authorized agent. Contact OTH Rentals Chairman: Gladys Blundin, 203-762-5601, gblundin@yahoo.com.
2. **Rental Time**: Arrive & depart within the times specified. Limit the use of the facilities to your Agreement's stated purpose.
3. **Parking:** ALL parking must be in the parking lot behind the Old Town Hall, **accessed from Belden Hill Road/Lane**. NO PARKING IS ALLOWED IN THE CHURCH LOTS unless lessee obtains permission from the Congregational Church before the scheduled event (203-762-5591). NO ENTRY or PARKING is permitted in the neighboring driveway. Please inform your guests and provide directions ahead of time.
4. **Heating & Air Conditioning**: The thermostat is located on the hall's inside wall. Adjust as necessary upon arrival.
5. **Lighting**: The parking lot/driveway/walkway spotlight timer-switch is located outside the kitchen door (in a box at eye level). *Exterior* door light switches are located inside the doors. *Interior* hall light switches are located inside the front door.
6. **Decorations:** Make no changes or alterations to the building, its accessories, or its fixtures. No open-flame candles are allowed unless used with hurricane covers or in votives. No fresh or living greens (trees, wreaths, garlands) are permitted aside from those in flower arrangements, container pots, and vases. Artificial decorations may be hung from the balcony bannister and only on the existing hooks. **Do not use tape or any stick-on hooks or pins, as it removes the paint.**
7. **Balcony**: The Balcony may NOT be used for guests.
8. **Size of Group:** The maximum number in your party may not exceed the Fire Marshal's posted limits: 53 seated at tables, 72 seated lecture style, or 114 standing.
9. **Smoking:** No smoking permitted anywhere in the building.
10. **Charcoal Grills**: No grilling inside or outside of the building.
11. **Alcohol:** Ensure that the use of alcohol in this historic Town Facility will be kept in moderation and good taste. No alcohol may be served to individuals below the legal drinking age.
12. **Music & Dancing:** No fast dancing, nor loud or amplified music, is permitted.
13. **Telephone:** Local calls only… no toll calls can be made. The telephone number at the Old Town Hall is 203-834-1032.
14. **Rental Equipment:** For rentals exceeding 5 hrs, arrangements to drop off and pick up rented items (glasses, dishes, cutlery, linens, tables, chairs, etc.) must be cleared with the Rentals Chairman, assuring the hall is available. Drop-offs should be no earlier than 24 hours before the event, if approved, and pickup must be as soon as possible after the event.
15. **Table & Chairs:** There are 72 chairs and 10 tables available to renters in Old Town Hall. Please return to their proper place.
16. **Garbage:** All wastebaskets are to be emptied and re-lined. Extra plastic bags are stored in the kitchen. All garbage and trash must be bagged and placed in the dumpster in the upper parking lot. Use key to unlock dumpster. DO NOT place recyclables in the dumpster. The lessee must remove Recyclables from the premises since there is no collection for them.
17. **Storage:** Long-term renters may store equipment in the Old Town Hall if areas are available, as arranged with the OTH Rentals Chairman. THE WILTON GARDEN CLUB WILL NOT BE RESPONSIBLE FOR THE CARE, POSSIBLE DAMAGE, OR THEFT OF ANY ITEMS STORED BY THE RENTER. TOTAL RESPONSIBILITY LIES WITH THE RENTER TO WHOM PERMISSION FOR STORAGE WAS GRANTED.
18. **Snow policy:** The parking lot, drive, and walkways are plowed regularly.
19. **Final Check:**
    - The renter is responsible for leaving the Old Town Hall broom clean and spills must be washed up. The vacuum cleaner and broom are in the closet with the tables; mops and bucket are in the furnace room off the rest room, and other cleaning supplies are under the kitchen sink.
    - Check that faucets are turned off and toilets are not running; hot water switch in the kitchen (*to the right of the sink*) is turned off, oven and cook top are turned off, and coffee pots are unplugged and cleaned.
    - Lights should be turned off (*inside&outside*). The front lamppost is on an automatic light-sensitive switch; *do not touch.*
    - Thermostat is turned to 55 degrees in cold weather; turn to 78 degrees in warm weather.
    - All trash is bagged and removed to the dumpster. Recyclables must be removed by the renter.

Old Town Hall is a historic treasure of the Town of Wilton. Please do your part in following these simple procedures so that others may be able to rent and enjoy Old Town Hall, too. Thank You!

Old Town Hall, located at: 69 Ridgefield Rd, Wilton, CT 06897

Rev July 2016