

# PARMELEE FARM EVENT AGREEMENT

## POND ROOM

Name of Organization/ Individual \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Event \_\_\_\_\_

Number Attending \_\_\_\_\_

Date(s) \_\_\_\_\_ Time: From \_\_\_\_ To \_\_\_\_\_

Set up/Clean Up \_\_\_\_\_ Time: From \_\_\_\_ To \_\_\_\_\_

Event Planner/Caterer \_\_\_\_\_ Phone: \_\_\_\_\_

Events are booked for set time slots, including cleanup. Extended hours only by prior approval.

### **CURRENT PROPERTY RESTRICTIONS: PLEASE READ CAREFULLY**

**All events must end by 10:00 PM. The guest limit is 40 people in a classroom setup and 27 seated at tables.**

**Please inform guests that the venue is a short walk from the parking area. There is no parking directly at the pavilion.**

**At no time are cars or trucks allowed to drive or park on the grass. The renting group is responsible for notifying vendors of this policy. Parking on the access road should be limited to two vehicles.**

All buildings, except the restroom building (if applicable), and the gardens are **off limits**.

**Booking of the Pond Room does not include full use of the pavilion.**

The farm will remain open to the public during events. Parking and access to certain areas may be restricted.

No open flames, candles, bonfires, fire pits, or charcoal grills.

Caterers must remove all garbage from the area

Smoking is prohibited everywhere on the property.

All decorations must be removed following the event. No nails, screws or other fasteners are to be used. No aerosol string (such as Silly String), rice, bird seed, oats, or confetti may be used for any event.

Tables, benches, and any other farm property must be returned to their original location.

Any rocks on the property that are moved must be returned to their original location. **Do not remove stones from walls.** Keep off the stone walls.

Signage at the road front must stand alone and not be affixed to any farm trees or signage .

No food or drinks may be sold or distributed at public events without approval of the Committee and the Killingworth Health Director.

**Parking:** The farm has a limited number of parking spaces. ADA-accessible and guest parking is limited to 50 spaces. All other guests and visitors must park offsite. **At no time should cars be parked in the driveway or block the entrance.**

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## FEES:

**The Pond Room venue rental fee is \$150 for a 3-hour event.** One hour prior and following is allowed for set up and cleanup. unless prior approval. The fee includes the use of the restroom, parking, and garbage bins.

**A Refundable Security Deposit of \$100** must be submitted with the application. **Dates are not held or guaranteed without application and security deposit.**

This deposit will apply toward extra hours that the property is used, damage to the buildings or property, and/or excessive clean-up, if needed. The security deposit will be returned to the person or group renting the facility if the premises are not damaged and are left in the condition they were in upon entry, per rental inspection, normal wear and tear excepted.

Any group or person using the facility will be held responsible for all participants, the return of all equipment to the proper location, and the replacement of any damaged equipment, fixtures, or structural damage. If equipment used, including chairs, tables, etc., is not returned to the original location, a fee will be deducted from the security deposit. The amount will be determined by the Parmelee Farm Committee.

If excessive cleaning of the restroom is needed, the amount will be taken from the security deposit.

**Make Check Payable to** The Town of Killingworth, with Parmelee Farm Event in the notes.

**Insurance:** Alcohol is permitted for special events, with prior authorization. Renters must provide a written liquor liability insurance certificate naming the Town of Killingworth as additional insured, at least thirty days before the event. Homeowner's insurance is not sufficient. A copy of the caterer's liability insurance, with the Town of Killingworth named as additional insured, is required and must be forwarded to the Parmelee Farm representative.

**Loss / Liability:** The Town is not responsible for any lost, stolen, or damaged property. Use of the property is at your own risk. The renter agrees to indemnify, hold harmless and defend the Town of Killingworth and its officers, agents, employees, and authorized volunteers from any and all claims by renter or other parties resulting from injuries, damages, and losses caused by renter arising out of, connected with, or in any way associated with the activities at Parmelee Farm.

Parmelee Farm shall be used so as to comply with all state, county, and municipal laws and ordinances. Renters shall not use the property and buildings or permit them to be used for any unlawful purpose or in an unlawful manner.

The Parmelee Farm Committee reserves the right to decline to permit use of the farm if it is not in the best interest of the Farm and the community, or for any other reason.

## Confirmation /Cancellation:

**Full Payment is due 21 ( three weeks) days prior to the event. Cancellations require 14 (fourteen) days notice from scheduled day of event for refund of security deposit. A \$50 administrative fee will be assessed if event is canceled.**

**Weather related cancellations:** If the event must be cancelled due to weather conditions, every effort will be made to reschedule. If that is not possible, the security deposit, event fee and restroom charge will be returned.

**Initial \_\_\_\_\_ I have read and agree to the terms of this agreement regarding alcohol and liquor liability insurance. I understand that homeowner's insurance is not sufficient.**

Check Amount:

Date Signed

Renter

Address

Signature

Phone

Email