

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.

The venue rental fee is \$150. The guest limit is 40 people in a classroom setup and 27 seated at tables.

THE RENTAL INCLUDES: Pond Room, restroom building, parking attendants, garbage receptacles, refrigerator, WiFi. Water, multiple electrical outlets, and portable sink available at Pavilion. **(Booking of the Pond Room does not include full use of the pavilion.)**

OPTIONAL: dumpster use: \$100; The farm golf cart (3 passenger) is available to rent for \$150. Only farm personnel are drivers.

SCHEDULE: Events are no more than 3 hours, **with one hour prior for set up and one hour after for clean up.** Event activities must end by 10PM. Clean up must end by 11PM.

VENDORS: Licensed caterers, bartenders, food trucks, self-catered, pot luck options are all allowed with approval. Equipment rentals for dance floor, tables, chairs, heaters, fans, linens, etc. are acceptable with approval.

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**. 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. Smoking is prohibited everywhere on the property.

Caterers must remove all garbage from the area, unless dumpster fee paid.

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.

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 ADA-accessible and guest parking 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: 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, extra hours venue manager required (\$75/hour), damage to the buildings or property, and/or excessive clean-up. 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.

All changes to this contract must be in writing. Approved contract may be mailed or dropped off at **Town Clerk's Office, 323 Route 81, Killingworth, CT 06419**

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 and event fee 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