

**PERMIT**  
**Ledyard Parks and Recreation**  
**Gales Ferry Community Center**  
 18 Hurlbutt Road  
 Gales Ferry, CT 06335  
 860-464-9112

Person Responsible (Signee): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 Start Time (to include set up): \_\_\_\_\_ End Time (to include clean up): \_\_\_\_\_  
 Approximate Attendance: \_\_\_\_\_ Client(s)/Corporation: \_\_\_\_\_  
 Will food be served? \_\_\_\_\_ Will paid entertainment be provided? \_\_\_\_\_  
 Entertainment Name and Contact Information: \_\_\_\_\_  
 Equipment: \_\_\_\_\_  
 Name of Insurance Carrier: \_\_\_\_\_  
 Deposit: \_\_\_\_\_ Check# \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rental Fee: \_\_\_\_\_ Check# \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date Security Deposit was Returned: \_\_\_\_\_ Amount Returned: \_\_\_\_\_  
 Security Deposit Returned By: \_\_\_\_\_  
 Renter: \_\_\_\_\_ Date: \_\_\_\_\_

This permit is issued in accordance with the policies adopted by the Ledyard Parks and Recreation Commission. All policies can be obtained at the Office of the Parks and Recreation Department located at 12 Van Tassel Drive, Gales Ferry, CT 06335.

In consideration of being granted permission by the Town of Ledyard to enter and use Ledyard facilities, Ledyard, CT; I/we hereby understand and agree that the Town of Ledyard or the Parks and Recreation Department does not:

1. Make any representation that the premises are safe for any purpose or
2. Confer upon me/us the legal status of an invitee or licensee to whom a duty of care is owed or
3. Assume responsibility for or incur liability for any injury to any person or property caused by an act or omission of the Town of Ledyard and the Parks and Recreation Department Staff.

I have read the above Rules and Regulations concerning the use of this Town's facilities. I, my guests and others in this group will abide by them.

I \_\_\_\_\_ shall fully indemnify, defend and hold harmless the Town of Ledyard and/or the Ledyard Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by \_\_\_\_\_, and even if caused by the negligence of the Town of Ledyard or Ledyard Board of Education or any of their officers, employees, agents, servants and volunteers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Signee, per State of Connecticut State Statutes, is responsible for all guests, damages, accidents, behavior, trash, etc.**

\_\_\_\_\_ Permission for request NOT APPROVED.  
 \_\_\_\_\_ Permission for request APPROVED.

\_\_\_\_\_  
 Ledyard Parks and Recreation Director/Designee

\_\_\_\_\_  
 Date

# Gales Ferry Community Center Agreement and Contract

## RENTAL FEES AND SECURITY DEPOSIT

- Residents:** \$100 for four hours with an additional \$100 security deposit  
\$35 per additional hour thereafter
- Non-residents:** \$150 for four hours with an additional \$100 security deposit  
\$35 per additional hour thereafter

Businesses, non-profits, religious organizations, profit making events, etc., will be assessed a separate fee based upon an admission fee, use of vendors, or number of attendees/spectators and/or participants and the discretion of the Director. All fees must be payable to Ledyard Parks and Recreation. A security deposit check, along with this signed agreement, is required to reserve the date and space. Payment must be made by check. Please note that this deposit is separate from the payment to secure the date and space. This deposit will be refunded within five (5) days following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to the Parks and Recreation staff. However, if any cleaning or repairs are deemed necessary due to damage beyond that caused by normal use (i.e. paint damage and floor gouges), renter will be charged, and payment may be deducted from the security deposit. Renter must remove all trash, and place in the outside dumpster. Failure to remove trash or clean the facilities will result in additional fees. If the building or any part of the premises or its historic contents, including furniture and fixtures, is damaged during the event, renter will be solely responsible for such damage.

## CANCELLATION

From seven (7) days prior to event: 50% of the security deposit (\$50) will be refunded. Six (6) days or less prior to the event: NO REFUND.

## CAPACITY

Renter understands that **(75) people is the maximum standing capacity** of The Gales Ferry Community Center and **WILL NOT exceed this limit.**

### General Policies

1. **Smoking is prohibited in all Town of Ledyard buildings. If smoking outside, you must avoid doorways and dispose of smoking materials in the appropriate receptacles.**
2. Beer and wine are allowed upon the approval of the Parks and Recreation Director or his or her designee.
3. Decorations: Only free standing and/or table top decorations may be used. Nothing may be taped, glued, nailed, stapled, and/or attached in any way to any part of the P & R facility including the walls, ceilings, windows, pillars and/or light fixtures.
4. Applicants must restore facility to its original condition. All decorations must be removed and all trash must be bagged and taken to the dumpster. Entertainers must remove all equipment, goods and/or trash.
5. Children must be supervised by adults at all times.

## CONDITIONS OF AGREEMENT

The Town of Ledyard Parks and Recreation Department prohibits discrimination based on race, color, age, religion, sex, disabilities, national origin, ancestry, marital status, and/or any other protected status under state and/or federal law.

- Rental applications must be made in the name of an individual or a duly-authorized representative of an established organization. That person on behalf of the organization, shall agree to be responsible for any damage to equipment, furnishings and building.
- The Applicant is responsible for the conduct of all those in attendance, in addition to any loss or damage to the facility caused by attendees. The Applicant and/or their representative(s) must remain on the premises throughout the function and must maintain control of attendees at all times.
- P & R reserves the right to refuse and/or cancel rental of the facility, and/or change dates as appropriate or necessary.
- Reservations are considered finalized when a rental agreement is approved and completed, the rental fee is paid in full, and the insurance certificate, if required, is received.
- The Applicant must notify P & R of any changes in date(s), times, or set-up requirements. Additional fees may be required.
- When an organization employs an entertainer, the entertainer or the renter shall furnish all necessary supplies and equipment. A Certificate of Liability Insurance shall be required.
- P & R reserves the right to approve or reject equipment and/or items brought into the building by the Applicant. It is the responsibility of the Applicant to gain the necessary approval(s) in advance of the event date.
- Rentals are limited to the use of the specific areas agreed upon and are prohibited from using other areas of the P & R facility.
- P & R reserves the right to remove any person or persons from the premises whose activities are detrimental to the health and safety of the community and/or the condition of the premises and/or to deny future rentals to groups and/or the general public who do not conduct themselves in accordance with the provisions of the Building Use Policy and Room Rental Application.
- Applicants must clearly identify themselves in any event publicity being held at Ledyard Parks and Recreation facilities. All publicity must include the statement: "This program is not sponsored by Town of Ledyard Parks and Recreation." Publicity for the event must not include any Town of Ledyard Parks and Recreation telephone numbers and/or mailing address.