



DEPARTMENT OF PARKS, RECREATION, & FACILITIES

460 LIBERTY STREET
MERIDEN, CT 06450
(203) 630-4259
(203) 634-7500 FAX

CHRISTIAN BOURDON
DIRECTOR
CBOURDON@MERIDENCT.GOV

AUGUSTA CURTIS CULTURAL CENTER HALL RENTAL AGREEMENT

This Rental Agreement shall evidence the complete terms and conditions upon which the parties whose signatures appear below have agreed. The City of Meriden shall be referred to as "OWNER" and the below named Renter shall be referred to as "RENTER." As consideration for this agreement, OWNER agrees to rent to RENTER and RENTER agrees to rent from OWNER for use solely as a private rental, the premises known as the Augusta Curtis Cultural Center, located at 175 East Main Street, Meriden, Connecticut 06450 ("the Venue").

Renter Name: _____

Contact: _____

Address: _____

Contact Phone Number: _____ Contact E-Mail Address: _____

Specific Area **(Check All Applicable)** Main Floor Kitchen
 Rotunda Rosa Ponselle Memorial Garden

Description of activity: _____ Number of Attendees _____

Date Requested: _____ Start Time: _____ End Time: _____
(Include setup and cleanup in time)

Rental Fee –Includes access to Venue and custodial staff

- Monday – Saturday: \$115/hr
- Sundays: \$130/hr

Total Number of Tables _____ Total Number of Chairs _____

Questions/comments: _____

Certificate of Insurance received: _____

Fee	Amount	Paid
Venue Use		
Custodial Staff		

RENTAL RULES

RENTER affirms that they are 21 years of age or older and fully understands the terms and conditions set forth in this Agreement. In consideration for being granted access to the Venue, **RENTER** agrees to abide by and be legally bound by all the provisions of this Agreement.

1. Assumption of Liability

By renting the Venue, **RENTER** assumes full responsibility for any damages to the Venue, its contents, and any surrounding areas. Additionally, **RENTER** shall bear full responsibility for any violations of this Agreement or any actions that occur during the rental period, whether caused by the **RENTER** or participants in the event.

2. General Regulations

- **Smoking:** Smoking is strictly prohibited inside the Venue at all times.
- **Alcoholic beverages** are only permitted on the premises with prior written approval from the Director of Parks, Recreation, and Facilities.

3. Decorations and Modifications

- **Freestanding Decorations:** Decorations must be freestanding and may not be affixed to the walls, fixtures, ceilings, fans, or doors.
- **Prohibited Materials:** Nails, packing tape, duct tape, push pins, or any other adhesive materials may not be used to attach decorations to surfaces.
- **Hanging Decorations:** No items, including balloons and streamers, may be hung from the ceiling or fans.
- **Lighting Restrictions:** Open flames, including candles and lanterns, are prohibited. Battery-operated or electric candles and lights are permissible.

4. Kitchen Use

- **Food Warming Only:** The kitchen's food warming equipment may be used only for warming purposes. Cooking or frying of food is not permitted.
- **Kitchen Access:** The use of the microwave, refrigerator, sink, and counter space is subject to **OWNER's** prior approval.

5. Obligation to Inspect

RENTER agrees to inspect the Venue prior to the start of the event. Should **RENTER** identify any safety hazards or concerns, **RENTER** must immediately notify the **OWNER**. The event may be delayed, postponed, or canceled until any necessary corrective actions are taken.

6. Assumption of Risk

RENTER acknowledges and assumes all risks, known or unknown, associated with participation or attendance at the Venue. **RENTER** accepts full responsibility for any injury, loss, or damage arising from the rental.

7. Liability for Damage

RENTER is financially responsible for any damage to tables, chairs, or other property caused by moving furniture outside of the Venue.

8. Compliance with Laws

- **Permits and Licenses:** RENTER is solely responsible for obtaining and displaying all necessary permits and licenses at their own expense, including those related to the sale and consumption of food and alcohol.
- **Legal Compliance:** RENTER agrees to comply with all applicable federal, state, and local laws, ordinances, and regulations, including but not limited to those concerning health, safety, and fire codes.
- **Prohibited Activities:** The use of illegal drugs or the consumption of alcohol by underage individuals is strictly prohibited on the premises, including the parking lot and surrounding areas.
- **Non-Discrimination:** RENTER shall not discriminate against any individual or group based on sex, sexual orientation, race, color, age, religion, gender, or national origin.
- **501(c)(3) Non-Profit Status** (charitable, educational, religious, and other tax-exempt organizations): Meriden-based organizations are eligible for a discounted rate or may qualify for no-charge usage of the facility, subject to review of their application.

10. Rental Period and Late Fees

- **Setup and Breakdown:** RENTER must include time for setup and breakdown in their reservation.
- **Late Fee:** A fee of \$50 will be charged for every 15-minute period that extends beyond the agreed rental time.

11. Non-refundable Security Deposit

A non-refundable security deposit is required to confirm the rental. This deposit includes an additional hour beyond the original rental time, consisting of a half-hour buffer on both the start and end of the reservation to accommodate custodial preparation and venue closure.

12. Owner’s Liability

OWNER is not responsible for any latent defects in the Venue or any damages caused by the failure of utilities, weather conditions, or the actions of others in the Venue. OWNER’s liability is limited to instances where negligence on the part of OWNER or its representatives directly causes the damage.

13. Waiver, Release, and Indemnification

RENTER agrees to indemnify, defend, and hold harmless the City of Meriden, its employees, agents, and volunteers from any and all claims, damages, or liabilities arising from the RENTER’s use of the Venue. RENTER will provide proof of liability insurance coverage, as required by the OWNER.

14. Entire Agreement

- This Agreement constitutes the entire understanding between the parties. Any modifications to this Agreement must be made in writing and signed by both parties.
- If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will continue in full force and effect.

14. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ABOVE.

Renter Signature: _____ Date: _____

City of Meriden: _____ Date: _____

EXHIBIT A

CITY OF MERIDEN INSURANCE REQUIREMENTS

BUSINESS REQUIREMENTS:

Business organization, Corporation, or LLC Certificate of Insurance requirements for use of City of Meriden property:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the *City of Meriden as Additional Insured* on a primary or non-contributory basis to all policies. All policies should also include a *Waiver of Subrogation*. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-”VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000.00
	General Aggregate	\$2,000,000.00
	Products/Completed Operations Aggregate	\$2,000,000.00
	Liquor Liability	\$1,000,000.00
Umbrella /	Each Occurrence	\$1,000,000.00
Excess Liability	Aggregate	\$1,000,000.00

Original completed Certificate of Insurance must be presented to the City of Meriden prior to contract issuance. User agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies

RESIDENT/SMALL VOLUNTEER GROUP REQUIREMENTS:

Resident of Small Volunteer Group Certificate of Insurance requirements for use of City of Meriden property:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the City of Meriden as Additional Insured. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best’s Rating of “A-”VIII. In addition, all carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	1,000,000.00
General Aggregate		2,000,000.00
Products/Completed Operations Aggregate		2,000,000.00
Liquor Liability		1,000,000.00

Original completed Certificates of Insurance must be presented to the City of Meriden prior to the contract issuance. User agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of policies