



Penfield Pavilion Rental Agreement

323 Fairfield Beach Road, Fairfield, CT 06824

Applicant Information

Name:		DOB:	Age: (must be 21)	
Address:		City:		State:
Phone:	E-Mail			
Organization:			Phone:	
Address:		City:		State:
				ZIP:

Rental Information

Date of Function:	Day of Function:	TIME: (Check One) <input type="checkbox"/> 11a-3p <input type="checkbox"/> 7p-11p		
Type of Function:				
Will Alcoholic Beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will Guest be charged an admission? <input type="checkbox"/> Yes <input type="checkbox"/> No		A Liquor Permit must be secured from the State if BOTH answers are YES
How did you hear about us?			No. of Guests: Adults _____ Children _____ Total _____	

Payment / Damage Bond Information

I authorize and verify the information provided on this form as well as my **credit card information below** and understand that, if I have failed to pay the balance of my contract by 60 days prior to the function, my credit card will be charged for the remaining balance following attempts by the Parks & Recreation Department to contact me. I understand I am providing this information as stipulated in Rule 12 (Damage Bond) and that I have received and reviewed a copy of this application in addition to the Rules & Regulations as set forth by the Parks & Recreation Commission.

A 50% **Non-Refundable Deposit** is required to make this reservation. Final payment is due 60 days prior to the event. Any cancellations must be done in writing within 60 days of the function and will result in forfeiture of the entire payment. A date change is considered a cancellation.

Rental Fee	\$
Supplemental Charge: Equipment Storage (Dependent upon availability)	\$
Supplemental Charge: Additional Hour (s) (Dependent upon availability)	\$
Supplemental Charge: Police Officer (Required for parties over 125; fee subject to change by Fairfield Police Dept.)	\$
Maximum Capacity: 180 Guests Seated Function / 300 Guests Non-Seated Function	Total Rental Fee \$
Credit Card Type: Amex: Visa: MasterCard: Discover:	
CC #:	Exp. Date: Copy of Government Issued Photo ID

Hold Harmless & Insurance Requirements

The undersigned, in requesting the use of a Town of Fairfield Parks and Recreation facility, agrees to defend, indemnify and hold harmless the Town of Fairfield, Fairfield Parks and Recreation Department, its officers, directors or employees, for all costs relating to any suit, damage, loss or injury of any kind, in connection with the use of the facility. This would include damage to Town property and injuries to Town employees but exclude any damage or injury caused solely by the negligence of the Town.

I further agree to maintain the following minimum insurance and to provide a certificate of insurance.

Insurance Requirements:

Personal Rental: Personal Liability: Bodily Injury, Personal Injury and Property Damage - \$500,000 Each Occurrence
 If Alcoholic beverages are sold or served by a vendor provide Liquor Liability coverage - \$1,000,000 Each Occurrence
 In lieu of Personal Liability, an event policy may be obtained, contact the Town of Fairfield for TULIP program coverage.

Commercial Rental: Commercial General Liability - \$1,000,000 Each Occurrence, for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations and Contractual Liability.

Automobile Liability - \$1,000,000 Single Limit Each Accident, including Hired and Non-Owned Autos

Worker's Compensation – CT Statutory coverage is required if the organization will have employees at a Town facility.

Excess or Umbrella - providing additional limits may be required depending on the nature of the facility use.

All policies except Worker's Compensation will include as named additional insured: The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards and Commissions and be primary and non-contributory. All insurers will have no right of recovery or subrogation against the Town of Fairfield. The outside group shall assume any and all deductibles in the described insurance policies.

If the organization uses any outside vendors on Town property, certificates of insurance conforming to the above will be required from the vendor, as well. If alcohol beverages will be served, vendor must have CT liquor permit and Liquor Liability, \$1,000,000 Each Occurrence.

Signature:

Date: