



Room Rentals

FOR OFFICE USE ONLY

MEMBER NAME:

EVENT DATE:

RENTAL CHECKLIST

Thank you for choosing the Newtown Community Center for your next event!

In order to help you secure the space for your next event, please use the checklist below. You may mail, email, or fax your completed rental forms to the Newtown Community Center. We cannot guarantee a reservation without deposit and/or payment and completed and signed paperwork. Please initial the following has been provided:

- _____ 1. Your rental paperwork must be completed and signed including liability and insurance waivers.
- _____ 2. Rental Deposit to hold (*this holds your space and date, a 25% deposit is due at this time*), Due with final payment.
- _____ 3. Security Deposit (*refundable*).
- _____ 4. Payment – Include your payment with your application. Check or CC is accepted. If you wish to pay by credit card you may complete a credit card authorization form which must be picked up. Having a credit card on file is required Checks are payable to: The Newtown Community Center. No cash. Credit Cards must be kept on file.
- _____ 5. Submit a Certificate of Insurance (COI) 30 days before your event (*qualifying events only*). If serving alcohol at your event, see insurance information to secure appropriate coverage.
- _____ 6. Room floor plan layout (*accepted by NCC no later than 72 hours before the event*).
- _____ 7. For 100 or more guests, a Fire Marshal application must be submitted along with a floor plan (*see attached blank floor plan*). Applications are available on our website and via the Fire Marshal's office. Our application is also subject to the approval of the Newtown Police Department.
- _____ 8. If serving food to the community or the public, you must submit a health form which is available on our website or via the Newtown Health Department.
- _____ 9. Facility Clean Up – checklist to clean room (*attached*).
- _____ 10. Submit completed application

CANCELLATION POLICY:

- A cancellation made 14 days or more before the scheduled event will result in a full refund.
- A cancellation made within 13 days of the scheduled event will forfeit your deposit.
- Inclement weather cancellations will be dealt with on a case-by-case basis by the Community Center Director.



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RENTAL REQUEST FORM

Contact Information:

Name of Renter/Group: _____

Rental Group: _____ Member _____ Non-Member _____ Non-Profit Organization

Contact Name: _____

Phone Number: _____ Fax No: _____

Email: _____

Contact Address: _____

Alternate Contact Name: _____

Alternate Contact Phone: _____

Event Details:

Event Type: _____

(Must include set-up and clean-up times)

Event Date: _____ Event Start Time: _____ Event End Time: _____

Room Reservation Details:

Room Requested: _____ Event Supervisor Required: Yes / No

Number of Attendees: _____ Kitchen Supervisor Required: Yes / No

Food Caterer: _____ Food Caterer Approved: Yes / No

Alcohol Caterer: _____ Alcohol Caterer Approved: Yes / No

Patio Requested: Yes / No

Audio Visual Equipment Required? (Microphone, Projector, etc.?) Yes / No



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RENTAL ROOM INFORMATION

Choosing the Right Space for your event

The Newtown Community Center is your affordable solution for all your affairs and events! Our centrally located building and air conditioned rooms can accommodate meetings and events of all varieties. Guests enjoy our beautiful space, parking, and the manicured grounds of the Fairfield Hills Campus. Availability varies by room and season. Please contact the Community Center Director for after-hours availability.

Rental Inclusions

All rentals will include:

- Setup/breakdown of tables and chairs.
 - Custodial cleanup following your event.
 - Free Wi-Fi as well as access to other technology-equipped areas.
- Tables and Chairs for up to 200 people will be provided.

Multipurpose Room 3 provides a projector screen and audio visual equipment.

- All building events/rentals are to end at midnight.
- All building event/rental guests must exit the building by midnight.
- Applicant is required to be in attendance the whole duration of the event.
- If a dance floor is needed it might restrict room capacity and seating.

Note: See layout design. Capacity estimates are dependant on actual event layout and design.

Security Deposit

The Security Deposit is a \$300.00 refundable deposit that covers any damages during setup and/or your event. Any damages over \$300.00 are the responsibility of the renter and will be charged to the credit card on file of the renter. A credit card must be on file for all events.

Other Fees

For parties over 100, a garbage fee of \$150.00 will be charged.

For parties past 9pm, a \$375.00 additional cleaning fee will be charged.

All cleanup/breakdown must be completed, and all renters and event materials must have left the building by 1am. If past 1am, an overtime fee of \$500/half hour will be automatically charged to the credit card on file. When an Event Supervisor is needed, a \$150 fee is charged to have an NCC staff member on site to ensure renters' safety and provide security.

Full Day Package

Time frame: 10 a.m. to midnight
Cost: \$2,000 and includes the garbage fee, additional cleaning fee, and access to patio fee, and event supervisor fee.

Allows renters option of renting MP rooms 1-3 for entire day to help with set up time.

Non-Profit Organizations receive an hourly discount. All organizations must provide a copy of their 501(c)3 status upon reserving.

Space	Hourly Rate	
	Weekday (M-Th)	Weekend (F-Sun)
Art Studio	\$35.00	\$45.00
Health/Wellness	\$45.00	\$55.00
Meeting Room	\$25.00	\$30.00
Kitchen	\$35.00	\$35.00
Activity Room A	\$45.00	\$50.00
Multi-Purpose 1	\$85.00	\$95.00
Multi-Purpose 2	\$95.00	\$105.00
Multi-Purpose 3	\$110.00	\$120.00
Multi-Purpose 1&2	\$135.00	\$145.00
Multi-Purpose 1,2&3	\$175.00	\$185.00

Full day MP (1,2,3) Room Package- \$2,000

Patio (\$75.00 with rental of Multi-Purpose Rooms)

Room	Seated	Lecture Style	Sq. Ft.
Multi-Purpose 1,2&3	200	618	4313
Multi-Purpose 1	40	133	927
Multi-Purpose 1&2	100	340	2372
Multi-Purpose 2	60	207	1445
Multi-Purpose 3	100-120	380	1941
Health/Wellness	N/A	N/A	1598
Meeting Room	14	N/A	498
Art Studio	30	N/A	654
Activity Room A	30	70	610
Patio	N/A	N/A	





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RENTAL INSURANCE INFORMATION

Fortunately, most businesses, churches, etc. already have in place an insurance policy that can be easily modified to provide coverage for your event. The policy is called a Commercial General Liability (CGL) policy.

1. If your entity currently has in place a CGL policy: Contact your insurance provider to issue a Certificate of Insurance for your event. Please request a certificate naming the "Newtown Community Center" as an additional insured.

2. If your entity does not currently have in place a Commercial General Liability Policy: You will be required to purchase a one-day Participant Accident Insurance Policy. This policy can be purchased through the Town of Newtown Insurance Policy which allows renters to purchase per event or on a per day basis.

To Register visit: www.intactspecialty.com

Venue ID: 0501-130 "Town of Newtown"

At the end of the process, you will be given a quote and the option to purchase the insurance. Be sure to hand in the insurance certificate you receive 2 weeks prior to your event. If there will be alcohol at our event, be sure to get the additional liquor liability insurance.

1. Upon arrival, NCC renters shall check in with the Front Desk or supervisor when entering the building.
2. Do not slide tables and chairs across the floor.
3. All local, state and federal laws and regulations must be obeyed.
4. Candles are permitted if contained (floating, votives, glass hurricanes etc.)
5. Renter must check out with the front desk staff prior to departing.
6. Smoking is not allowed in the building.
7. Do not prop doors open.
8. Tape is not allowed on the floor.
9. The use of propane gas or grills is strictly prohibited inside the building.
10. No pets/animals are allowed in the building. Working guide/assistance animals are permitted.
11. Capacity regulations as defined by the Fire Marshall are strictly enforced.



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ROOM RENTAL RULES

- Children require appropriate adult supervision at all times.
- All local, state and federal laws and regulations must be followed.
- Smoking is not permitted in the building.
- Alcohol service is only permitted in the Multi Purpose Room. Alcohol service must end no later than 11:30 p.m. (according to State Law alcohol must stop being served one hour prior to the end of the event)
- The consumption of alcohol is not allowed in the parking lot or any undesignated area.
- No Keg Beer or Kegs are allowed.
- Capacity regulations as defined by the Fire Marshal will be strictly enforced.
- The use of propane gas or grills is strictly prohibited inside of the building.
- No pets / animals are allowed in the building other than service animals.
- No cleats of any kind or sneaker "wheelie" (rollerblade / sneakers) are to be worn in the building.
- Patio doors must remain closed at all times and cannot be left ajar.
- Tables and chairs cannot be set up in front of any doorways and cannot block entrances and exits
- All set-up, decorating, and clean-up must be done within the user's rental hours.
- Only painter's tape or mounting clay (puddy) can be used on any of the building's surfaces including walls, window frames, doors, etc. Use of scotch tape, duct tape, thumb tacks or nails is strictly prohibited.
- Items may not be attached to ceilings due to the complexity of the ceiling tiles, lights and sprinkler system unless previously approved by the Rental Agent and installed by an insured professional decorator.
- Open flames are not permitted, candles are permitted if the flame is enclosed in a glass candle holder. All candles, sterno candle lamps etc. that will be ignited must be done so by an individual over the age of 18.
- No fire exit may be blocked by any decoration, table, chair, platform etc.
- Balloons may be used in the public areas of the facility. However, all balloons and ribbon/string must be removed at the end of the event.
- The use of confetti is prohibited.
- All decorations must be removed in their entirety at the end of usage of the facility.
- Renters shall not use tape of any kind to "tape down" / secure cords for amplifiers, sound system, etc.
- Multi-Purpose sound system/microphone can be used when renting the entire space. Must be returned to the front desk at the end of the event
- No Vehicles are allowed on the patio. Unloading of equipment should be done through the front doors or the East Wing door.
- Private rentals DO Not include use of locker rooms/changing areas



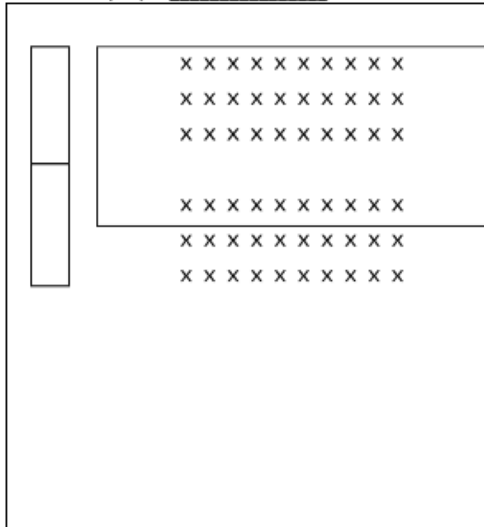
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SEATING ARRANGEMENT

Actual capacity will be determined by final design and layout used. Diagrams are not to scale.

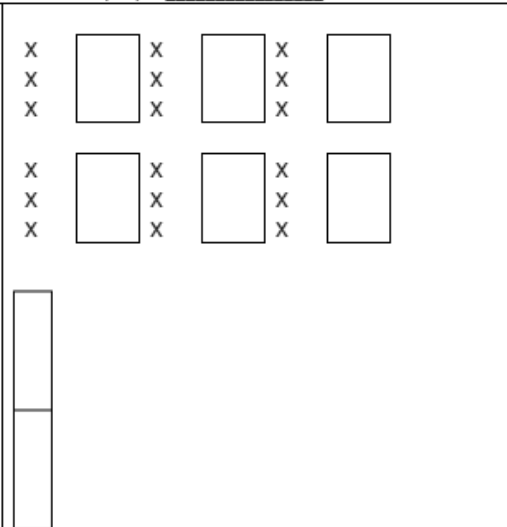
Theater: (maximum 100 per section)

Number of people: _____



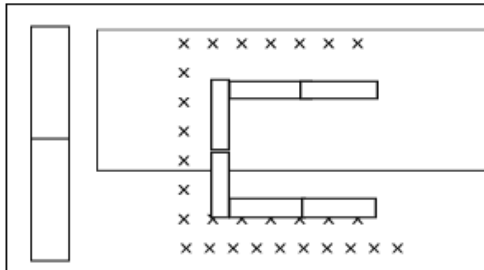
Workshop: (maximum 30 per section)

Number of people: _____



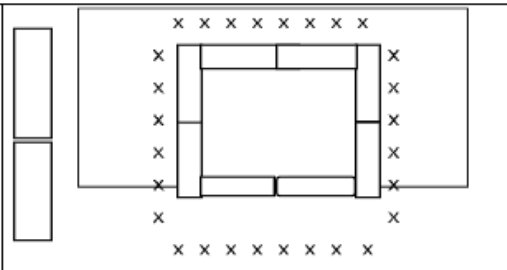
Horseshoe: (maximum 30 per section)

Number of people: _____



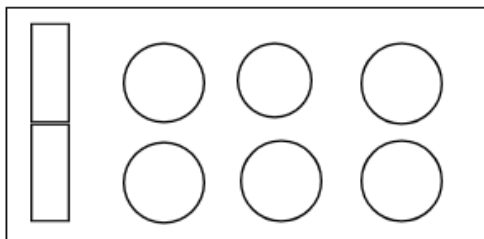
Discussion: (maximum 40 per section)

Number of people: _____



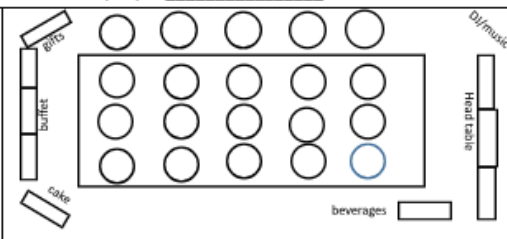
Banquet: (maximum 100 per section)

Number of people: _____



Entire Event Room – Reception A: (maximum 200 per section)

Number of people: _____



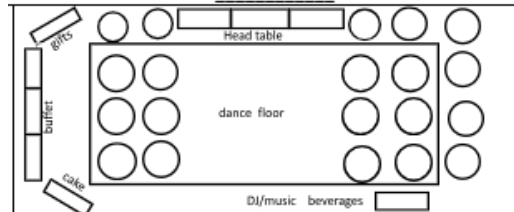
Setup Style: _____

Number of people: _____

Entire Event Room – Reception B: (maximum 200 per section)

Number of people: _____

Number at Head Table: _____





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FACILITY CLEAN-UP CHECKLIST

We recommend you allow the last 30-60 minutes of your event for cleanup. In general, the facility is expected to be left in the condition in which it was found. Mopping the floor will be done by Housekeeping staff. If you need additional supplies, please ask at the Front Desk.

MULTIPURPOSE ROOM

- ☐ Wipe off tables and chairs with a damp cloth.
- ☐ Clean up any large spills on the floor.
- ☐ Dispose of trash in the containers provided in the room or kitchen. (Please do not overstuff the containers; additional trash bags may be obtained at the Front Desk. If you have a large amount of trash, ask at the Front Desk for larger containers.)
- ☐ Whenever possible, leave trash bags in the containers.)
- ☐ Remove all decorations.

KITCHEN

- ☐ Wipe down countertops and stove top with a damp cloth and mop up any spills on the floor.
- ☐ Boxes and/or other delivery boxes must be broken down and laid out flat near the trash containers.
- ☐ All food must be disposed of or taken with you.
- ☐ Wipe down the fridge for spills.

GENERAL

- ☐ Any equipment checked out at the Front Desk should be returned there when you sign out.
- ☐ All rental items for furnishings must be removed from the Community Center immediately following the event unless previous arrangements have been made.
- ☐ The last person to leave the Center must sign out at the Front Desk.
- ☐ Shut doors and make sure all doors are locked.



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CREDIT CARD AUTHORIZATION FORM

Renter Name: _____

Renter Address: _____

Date of rental: _____ Room(s) rented: _____

The following is a breakdown of the rental costs and associated fees, where applicable, for your rental:

Room Rental (Base Cost): \$ _____

(Room Rate # of Hours Rented **OR** Full Day Rental Bundle)

+ Patio Usage fee: \$ _____

Sub-Total (Room and/or Patio): \$ _____

Additional Fees based on CAPACITY:

+ Event Supervisor: \$ _____

+ Garbage Fee: \$ _____

Sub-Total (Capacity/Alcohol fee(s)): \$ _____

Additional Fees based on EVENT END TIME:

+ Additional Cleaning Fee: \$ _____

Sub-Total (Event End time fee(s)): \$ _____

Rental Cost: \$ _____

Total Cost: \$ _____

25% Deposit of Rental Cost: \$ _____ Date deposit made: _____

Balance Due (including Refundable Security Deposit): \$ _____

Balance Due Date: _____ Date Balance Paid: _____

NOTE: Any event that runs beyond the midnight deadline is subject to a \$500.00/half-hour Overtime Fee (see Rental Information page). The fee will be automatically charged to the credit card on file the day of the event

Fees & Charges: (Please read and initial)

I agree to pay the fees and charges in accordance with the Fees & Charges, established annually by the Town of Newtown. If my organization qualifies for a room rental fee waiver, I agree to pay all other associated fees as stated and outlined in the Fees & Charges. I understand that all charges are by full hour of use, including set-up and clean-up times. Users, attendees and/or contractor entities arriving prior to, or staying beyond the scheduled time will incur additional hourly fees.

RENTERS INITIALS: _____