



COLCHESTER RECREATION CENTER

FACILITY RESERVATION REQUEST

Date Received: _____

Staff Initials: _____

The Colchester Recreation Center is open for rentals quarterly to our community members, local businesses, non-profit groups, and government partners. We encourage all applicants to complete their request online as you are required to create an account and keep a credit card saved. Please complete this request form if you are interested in reserving space at the Colchester Recreation Center. All rental requests are subject to approval by our Assistant Director of Recreation.

Fee Schedule:

Activity Room 1 (kitchen): \$45/hr
Activity Room 2: \$50/hr
Activity Room 1 & 2: \$65/hr
use of kitchen extra \$25/hr
TV Monitor (adult mtg only): \$25/hr

Gymnasium: (Full): \$75/hr
Gymnasium: (Half): \$40/hr
Scoreboard Use: \$25/hr

Reservations can be made:

Dec 1st (Jan 1 – March 31)
March 1st (April 1 – June 30)
June 1st (July 1 - September 30)
September 1st (October 1 - December 31)

Maximum occupancy by space:

Activity Room 1: 25
Activity Room 2: 50
Activity Room 1 & 2: 75
Gymnasium: 100

Applicant Information

Name: _____ Date of Birth: _____

Business/Organization(if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Certificate of Insurance, if applicable (please check one): _____ Enclosed _____ Emailed _____ N/A

Type of Credit card: VISA MASTERCARD DISCOVER AMEX CCV# _____
Credit Card Number: _____ Exp. Date: _____

All Payments made by Credit/Debit Cards will be charged a 3% Service Fee

Rental Request Information

Event Date(s): _____ Use Fee Amount: \$ _____

Start Time: _____ End Time: _____ Expected # of people: _____

Type of Event: Meeting Birthday Other: _____

3rd Party Vendor hired for your event (caterer, rentals, music etc) if applicable: _____

Space Requesting (Check all that apply):

Activity Room 1

Activity Room 2

Activity Room 1 & 2

Scoreboard (training required)

Kitchen

Gym(1/2 court)

Gym (Full court)

TV Monitor (Adult Mtg only)

Purpose(if you are reserving the gym, please specify which activity/sport you will be hosting and/or special gym setup): _____

If you are reserving one of our Activity Rooms, please select what style you would like the room to be setup:



Banquet



Conference



Theatre



Classroom

Other - Setup Notes if Needed _____

AV Needs: _____ Will there be music? ____ Yes ____ No

Will there be food? ____ Yes ____ No Is your event catered? ____ Yes ____ No **If yes, a Certificate of Insurance must be provided

Name of Catering Service: _____ Phone Number: _____

Please complete information on the back →

Rental Policies & Procedures

Payment: is due within 48 hours of notification from the Assistant Director of Recreation that your reservation has been accepted. Payment must be made with a credit card and the card must be included in your profile within the CivicRec Reservation System. The card will be used for payment and to keep on file in case of damages. The card will be charged for damages if assessed and the renter will be notified of what they will be charged. All events will be charged for the town's additional costs to clean after the event if required.

Timing of Event: **Time reserved must include time to set-up and clean-up. Early access is not allowed.** The undersigned or hired vendors or caterers cannot occupy the facility prior to, or after their contracted time. All event settings, food, catered supplies, event equipment must be removed from the facility by the end of your contracted time. Failure to comply may result in additional fees. No refunds due to partial use of reserved time.

Cancellation: Request for cancellation of this agreement must be delivered via email within 15 business days prior to the reservation to receive a full refund less a \$25 processing fee. Notification not meeting this requirement will result in the loss of a one-day rental if multiple days or the cost of your event if less than a day's rental. All cancelled reservations will incur a minimum of a \$25 processing fee.

Capacity: The undersigned agrees to not exceed the maximum person capacities as defined on the Town of Colchester's website. Exceeding these numbers could result in the loss of your deposit.

Certificate of Insurance: is required if the event is open to the public or not by invitation only. \$1,000,000 of general liability coverage indemnifying the Town of Colchester shall be provided by the undersigned.

Cleaning: You will be charged if the space your rented is not left how you found it. A limited supply of cleaning supplies will be left to ensure the area is clean after your event. Please wipe down all tables and make sure all trash and recycling is disposed of properly in the receptacles. You will be responsible for additional fees in the event this clause is not met. Damages are the responsibility of the undersigned.

Decorations: No GLITTER, No CANDLES, no nails, screws, tacks, staples, hangers, tape, push pins, or other materials considered harmful or defacing to the facility structure are permitted. Decorations are not permitted on the ceiling or walls. Tables & chairs are not permitted outside of the designated room.

Technical Support is NOT PROVIDED outside of the Town's normal working hours; Support consists of ensuring the Town provided equipment is working but is not guaranteed. The Town does not provide support of equipment not owned by the Town.

Food and Drinks are not permitted in any areas other than the activity rooms. Water is permitted in all other spaces.

Sale of Goods: If you will be selling any items to the public, it must be listed in detail in the application and approved by our staff prior to your event.

Release of Liability: The undersigned indemnifies and holds harmless the Town of Colchester and its officers, agents, and employees from any, and all liability, damages, loss, cost, and expenses on account of any claim, suit or action made or brought against the Town, its officers, agents, or employees for the death of or injury to persons or destruction of property arising out of or claimed to arise out of the use of the facilities of the Town pursuant to this Facility Use Agreement.

Unforeseen Circumstances: In the event of mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the Town of Colchester impossible or impractical, this agreement shall be terminated or suspended at the Town's option, and the undersigned waives any claim for damage or compensation should this agreement be terminated.

Kitchen rental: consists of access to sinks, ice machine, microwave and refrigerator and freezer. Adults are only allowed to access the kitchen during the events. Youth are not permitted in the kitchen at anytime. Use of the stove & oven is not permitted. Renters will be responsible for providing all their own serving utensils, dishes, glasses, and linens. It is the responsibility of the renter to leave the kitchen in a clean and orderly condition. Kitchen appliances, sinks, counters must be wiped down (with provided cleaner) and sweeping of the floors must occur. It is the responsibility of the renter to remove all event items from the community refrigerator, freezer, kitchen, and rented room(s) by the end of the reservation time. No items are to be left in the building nor outside by the dumpsters.

Signature of Rentee: _____

Date: _____

A COMPLETED AND SIGNED RENTAL AGREEMENT IS REQUIRED TO COMPLETE A RESERVATION

OFFICE USE ONLY:

AMOUNT PAID: _____

PAYMENT TYPE: _____

APPROVED

DENIED

Damage/Cleaning Fee: _____

SIGNATURE OF REC CTR APPROVER

DATE