



CANNON GRANGE HALL RENTAL INFORMATION

Mailing Address:

25 Cannon Road
Cannon Grange, Wilton, CT 06897

Email:

rentals@cannongrange.org

RENTAL FEES

Weekday Event Hours:

- **\$60/hour:** 3-hour minimum
- Monday-Thursday: 8 AM – 12 Midnight
- Friday: 8 AM – 12 Noon
- TV/VIDEO use **\$30**
- Trash disposal fee (unless you take away)**\$20**

Weekend Event Hours:

- **\$100/hour:** 3-hour minimum
- Friday: 12 Noon – 12 Midnight
- Saturday: 8 AM – 12 Midnight
- Sunday: 8 AM – 12 Midnight

OTHER FEES:

Security Deposit - **\$200** (refundable pending premise inspection following event)

Long-term Rentals will be given special consideration.

Amenities:

- **Maximum Capacity:** 120 seated at tables or seated Auditorium style.
- Hall (30' x 60') with 2 restrooms
- Full kitchen with 2 refrigerators (top freezer), Propane Range with 6-burners and 2-ovens. Stainless Steel worktable and 3-bay sinks, large garbage containers with plastic liners, recycle bins.
- 9 Round Tables (60-inch diameter), 4 Rectangular Tables (29" x 96"). Other tables are available.

Amenities continued:

- 80 Folding Chairs .
- High-Speed WiFi
- Large wall-mounted projection screen
- Wall-mounted emergency Automated Electronic Defibrillator (AED)
- Large TV/VIDEO screen with HDMI cords

REQUIREMENTS:

Reserve date(s): First, email query@cannongrange.org to check availability and to reserve date. Second complete and submit [Rental Agreement](#) to confirm.

Final Confirmation: Submit [Certificate of Insurance \(COI\)](#) at least 14 days prior to the event date. Jenny: can the [Certificate of Insurance\(COI\)](#) can be uploaded.

PARKING:

Cannon Grange Hall has a limited number of parking places on its property. The large parking lot to the south of the Grange Hall is owned by Fidelco Guide Dog Foundation (Fidelco). Renters may use this lot ONLY with approval from Fidelco by submitting a separate Certificate of Insurance that names Fidelco as additional insured 14 days in advance of the event date and also completing their Premise Use Form. (There are no fees for Fidelco.) Event guests may use the Railroad parking lot across the road from the Grange Hall. There is a marked crosswalk in front of the Grange Hall.

RENTAL AGREEMENT:

Certificate of Insurance may be emailed to query@cannongrange.org mailed to:
Cannon Grange, 25 Cannon Road, Wilton, CT 06897

SECURITY DEPOSIT:

A refundable security deposit of **\$200** is required at the time of booking. Upon satisfactory inspection of the premises following the rental, the security deposit fee will be returned. ***Cancellations received 14 days or less prior to the event will result in forfeiture of the deposit.***

CERTIFICATE OF INSURANCE:

Cannon Grange 152 Inc. must be named as additional insured, required as proof that the renter has liability insurance with a limit of at least \$1,000,000 covering the entire hours of the event. If applying to use the Fidelco parking lot between the Grange Hall and the Fidelco building, a separate Certificate of Insurance for Fidelco is required.

*** The following details must be shown on the respective Certificate Of Insurance:**

Cannon Grange 152 Inc.
25 Cannon Road

Wilton, CT

Fidelco Guide Dog Foundation
27 Cannon Road
Wilton, CT 06897

Date of Event
Description of Event/
Activities

RENTAL FEE:

Must be received in full 14 days prior to the event. If the event is canceled, the rental fee, if paid, will be returned. Events that are canceled 14 days or less prior to the event will forfeit the security deposit fee.

CONDITIONS:

- Rental Time: Arrive and Depart with the times you have contracted. (This includes time for set up and clean up.)
- Key: A Grange rental agent will meet you prior to your rental time to provide instruction on opening, closing and final drop-off of key.
- Parking: use only designated parking spaces. There is no parking on the grass areas. Your deposit will be withheld if you park on the grass. If you have not applied or received permission to use the Fidelco parking lot, please use the Railroad parking lot across the road. Violators using the Fidelco lot will be towed at owners' expense.
- Use of outdoor Grange area: Do not block driveway egress and ingress. The rental agent will point out boundaries between the Grange and Fidelco properties.
- Garbage: All wastebaskets must be emptied. All garbage must be removed from the premises by the renter if the trash remdisposal fee was not paid.
- Tables & Chairs: All tables are to be folded down and placed back in their location, and all folding chairs are to be folded down and re-hung on the chair rack.
- Decorations: Nothing is to be suspended from the chandeliers. Please do not tape or attach by nails, screws or stick-on hooks/pins anything to the wooden walls. No open candles or flames are permitted. No glitter is allowed.
- Alcoholic Beverages: These may be served to appropriate-aged guests. Please ensure that your certificate of insurance shows that you are serving alcoholic beverages and that you are responsible for your guests' actions.
- Smoking: Cannon Grange Hall is a smoke-free facility.

- Rental Equipment: arrangements to drop-off and to pick-up rented items for your event MUST be made with us prior to your event date.
- Music & Dancing – these are allowed, and the stage may be used. The stage is a permanent fixture and not to be moved or removed.
- Final Check:
 - The renter is responsible for leaving the Cannon Grange Hall clean, i.e. floors swept and any spills wiped up. Floor mops, brooms and dustpan are all available in the kitchen by the first aid box.
 - All tables and chairs are to be returned to appropriate locations.
 - Ensure that all sink faucets are turned off and no toilet is running, gas valve to kitchen range is turned off, and kitchen sinks cleaned out
 - Wastebaskets must be emptied and all garbage bagged & removed.
 - Thermostat must be returned to 50^o.
 - All lights must be turned off.
 - All doors must be locked securely (kitchen, front door, river-side door) and key left is to be at agreed location.
 - No food left in the refrigerator or anywhere in the building.