

## CANNON GRANGE HALL RENTAL HANDBOOK

Cannon Grange appreciates your selection of our facility for your event. This handbook was developed to help answers questions you may have about the GRANGE and assist you in the planning of your event. These rules apply to anyone on GRANGE property. In addition, the RENTER must obey all laws and regulations of the State of Connecticut and the Town of Wilton.

### **Mailing Address**

PO BOX 23  
Wilton CT, 06897

### **Physical Address**

25 Cannon Road  
Wilton CT 06897

### **Website/Email**

Cannongrange.org  
Rentals@cannongrange.org

### **Rental Procedures**

1. Check the calendar on our website to see if your date is available. [Events - cannongrange.org](https://www.cannongrange.org/events)
2. Read the Rental Handbook available in our website.
3. Watch the walk-through videos to see what the space looks like.
4. Complete the Rental Request & Contract online. Previous versions of rental form will not be accepted.
5. (Optional) Contact the Grange to set up a tour [Rentals@cannongrange.org](mailto:Rentals@cannongrange.org)
6. To Reserve your date, pay the Hold the Date Deposit.
7. Complete all payments: Rental fee, Refundable Rental Deposit, and Trash Disposal fee at least 14 days prior to the event.
8. Payments can ONLY be made in our website or by mailing a check to the PO BOX 23 Wilton CT, 06897. We will not accept cash or other forms of payment.
9. Certificate(s) of Insurance to the Grange and Fidelco form & COI (if applicable and available in our website) submitted at least 14 days prior to the event.

The GRANGE will accept rental requests up to 12 months prior to the event.

RENTER will be required to submit a signed Rental Agreement and deposit at least 14 days prior to the event to hold the desired date.

If FEES and DEPOSITS are not received in time, the contract may be terminated with no refunds.

### **Number of Guests**

The maximum number of guests at any event shall not be more than 120 people seated at tables or seated auditorium style or 257 standing, per Wilton Fire Marshall.

**Rental Fees**

	Hold the Date deposit NON-REFUNDABLE (this will be applied to the rental balance)	Rental Fee	Refundable Rental Deposit (This deposit is subject to any violation of the Refundable Rental Deposit Fines listed in pg2 & 3 of this handbook)	Cleaning fee (Optional) (This option does not exclude Renters from removing all trash and decorations from the Grange)
Weekday rental Monday – Thursday 8am – midnight	\$200	\$60/hr Minimum 3hrs	\$200	\$180
Weekend rental Friday – Sunday 8am – midnight	\$300	\$100/hr Minimum 3hrs	\$200	\$180
Trash disposal Fee		\$20		

**Long Term Rental**

Long-term Rentals will be given special consideration. Please contact [Rentals@cannongrange.org](mailto:Rentals@cannongrange.org) with request.

**What’s included in the Rental fee**

- 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, 3-bay sinks, large garbage containers with plastic liners, and recycle bins.
- 9 Round tables (60-inch diameter), 4 Rectangular tables (29” x 96”).
- 83 Folding chairs.
- High-speed WiFi.
- Large wall-mounted projection screen.
- Wall-mounted emergency Automated Electronic Defibrillator (AED).

**Available Rental Times**

The GRANGE can be rented as early as 8:00am and no later than 12 midnight.

**Set-up and Clean-up**

Setup and clean up times are part of the rental time. The start time on the rental contract is the start of the RENTER’S setup time and RENTER must be cleaned up and off the property by the end time of the contract.

**Refund of Hold the Date Deposit and Rental Fees Policy**

If the RENTER cancels the event less than 10 days before the event, the Hold Deposit is non-refundable. In the event the GRANGE property is destroyed or damaged by fire, or any other cause, or if any other casualty or unforeseen occurrence shall prevent the fulfillment of this rental agreement by the GRANGE, then thereupon this agreement shall be terminated, and the deposit will be refunded to the RENTER.

**Refundable Rental Deposit Fines.**

I understand:

- Building not locked/secured properly, including locking all windows \$100.
- Dirty tables \$5 each.
- Tables or chairs not stacked \$1 each.
- Bathroom surfaces (counter, floor, toilets, etc) not clean \$75/each bathroom.

## CANNON GRANGE (2024/03)

Kitchen surfaces (counters, floor, metal table and kitchen sink) not clean \$75.

Trash not removed from the Hall \$50.

Confetti, rice, birdseed, poppers, glitter or similar used inside or outside \$150.

Heat not turned down to 50 degrees \$75.

Failure to remove all decorations \$150.

Property damage cost dependent on damage.

### **NSF Checks**

If any checks are returned because of insufficient funds, the RENTER will be required to pay all rental fees in advance by Cashier's check. In addition, a \$50.00 fee will be charged for all returned checks.

### **Certificate of Insurance**

A Certificate of Insurance "COI" is required to rent the GRANGE. The Cannon Grange N152, Inc. must be named as additional insurance, required as a proof that the RENTER has the liability with a limit of at least \$1,000,000 covering the entire duration of the rental. If Serving alcohol, it must be included in the COI.

If applying to use the Fidelco parking lot between the GRANGE building and the Fidelco building, a separate Certificate of Insurance is required.

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

Fidelco Guide Dog Foundation  
27 Cannon Road  
Wilton, CT 06897

Cannon Grange N152, Inc.  
25 Cannon Road  
Wilton, CT 06897

Date of Event  
Description of Event/  
Activities

### **Smoking & Vaping**

Cannon Grange N152 is a smoke and vaping free facility.

### **Alcohol**

Alcohol may be served to guest that are at least 21 years old. Please ensure that your Certificate of Insurance shows that you are serving alcoholic beverages and that you are responsible for your guests' actions.

### **Cleaning the Grange after a Rental**

The GRANGE will be stocked with paper supplies (toilet paper and bathroom towels) and a cleaning kit (sponge, cleaning spray, broom, mop, floor cleaner) by the GRANGE before the use of the Hall. Any additional supplies for the event must be provided by the RENTER.

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The RENTER will be required to bag all trash and place it in the bins outside of the kitchen. (even if paying the additional cleaning fee).

The chairs and tables should be returned to their original location. 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.

Nothing is to be suspended from the ceiling lights. Do not tape or attach by nails, screws or stick-on hooks/pins anything to the walls. No open candles or flames are permitted inside or outside.

All decorations shall be removed before departure. Failure to comply with these requirements will result in the GRANGE retaining a portion of the Refundable Rental Deposit to cover the additional cleaning costs.

The RENTER will be required to clean the GRANGE building and grounds and leave it in the condition when was rented. See last page for a list of cleaning tasks that must be completed by RENTER by the end of their rental time. Any items not completed satisfactorily will result in a loss of partial, or all, of the Refundable Rental Deposit. Alternatively, the RENTER can pay the additional \$180 for the GRANGE to hire a cleaner.

### **Property Damage**

RENTER will not damage, mar, or deface GRANGE property or permit anyone to damage, mar, or deface GRANGE property. If any damage occurs, the RENTER will be responsible for the cost of repair. No rice, birdseed, sparkles, confetti, artificial flower petals or glitter are allowed inside or outside the GRANGE.

### **Parking**

The GRANGE has limited number of parking places on its property (6). Spaces located near the side hall entrance, between the GRANGE and the Norwalk River. Use only designated parking spaces. There is no parking on the grass areas. Your deposit will be deducted if you park on the grass. Event guests may use the railroad parking lot across the road from the GRANGE. There is a marked crosswalk in front of the GRANGE.

Parking is not allowed at the Cannondale Village.

The large parking lot behind the GRANGE is owned by Fidelco Guide Dog Foundation (Fidelco). Renters may use this lot ONLY with approval from Fidelco by submitting a Certificate of Insurance that names Fidelco as additional insured 14 days in advance of the event date and also completing their Premises Use Form (no additional fee for this form).

No Parking is allowed overnight on any part of the property. Vehicles left overnight will be towed at owner's expense.

Do not block driveway egress and ingress.

### **Signs & Banners**

Signs and banners cannot be placed on the GRANGE building without permission. All must be removed at the end of the event.

### **Photography**

The GRANGE uses photos of events for our marketing, social media and website. We may take a photo of the set-up prior to your event starting for those purposes and we welcome any photos you would like to share with us. Please email your event pictures to [secretary@cannongrange.org](mailto:secretary@cannongrange.org).

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**Key Policy**

If a key is assigned to the RENTER, the key will be left in the GRANGE at the desired location at the end of the event. If the key is not returned, \$100 will be retained from the deposit. If a key pad is used instruction will be provided.

**Outside Equipment**

The GRANGE will not be responsible for any equipment lost or damaged before, during or after the event.

**Rental Equipment**

Arrangements to drop-off and to pick-up rented items for your event MUST be made with the GRANGE prior to your event date.

**Stage**

The stage may be used. It is a permanent fixture and may not to be moved or removed.

**Safety**

If at any time you find any condition on the GRANGE property that could be hazardous or unsafe, report it immediately to the GRANGE rental Manager so the condition can be corrected. Exits may not be blocked by tables, chairs, staging, decorations, etc.

**Accidents/Injuries**

In the event of an injury or accident, emergency aid personnel can be summoned by dialing 911. All accidents and injuries with information regarding the description of the accident/injury, how the injury incurred, name and addresses of victim and witnesses, and first aid given should be reported to the GRANGE.

The Grange First Aid kit is located in the kitchen by the exterior door. There is a defibrillator device in the main hall by the kitchen door.

**Under Age Individuals**

Renters and their guests are advised to keep underage individuals under their control at all times. There are areas on the grounds that are unsuitable when unattended.

**Illegal drugs, Firearms, Fireworks or Nudity**

No illegal drugs, firearms, fireworks or nudity are allowed on the GRANGE property.

**Regulations**

Renter must comply with the Town of Wilton Zoning Regulations.

The GRANGE can terminate the rental agreement immediately and without notice for failure to comply with these rules and requirements.

### Cannon Grange Renter Cleaning Checklist

#### Kitchen

- Clean the kitchen surfaces and sinks with degreaser/disinfectant spray and sponge.
- Sweep kitchen floor.
- Spot clean any spills.
- Remove items from refrigerator.
- Wipe out refrigerator with disinfectant cleaner and sponge.
- Gas valve to kitchen range is turned off
- Wastebaskets must be emptied and all garbage bagged & removed.
- Wipe down stainless-steel worktable.

#### Main Hall Area

- Wipe down tables with degreaser/disinfectant cleaner and dishcloth.
- Wipe down chairs with degreaser/disinfectant cleaner and dishcloth.
- Stack chairs on rack (butt out).
- Sweep main hall area floor.

#### Bathrooms

- Wipe down bathroom surfaces with disinfectant spray.
- Check toilets are clean and flush properly.
- Ensure that all sink faucets are turned off and no toilet is running.
- Sweep bathroom floors.
- Spot clean accidents and spills.

#### Additional Must Dos – **EVEN IF CLEANING FEE WAS PAID**

- Pick-up any broken glass from the parking lot, put in bins. Pick-up area around the picnic table, put in bins.
- Remove all garbage from the Hall.
- Reduce heat to 50F.
- Turn off lights.
- Lock ALL exterior doors (kitchen, front door, river-sidedoor) and windows.
- key to be returned to agreed location.