



Cannon Grange Rental Request and Contract

Filling out this form does NOT guarantee rental. Please wait for the Grange Rental Manager to contact you before making any payment. Please allow 48hrs.

Today's Date _____

Please read the Cannon Grange Hall Rental Handbook before completing this form. [Handbook*](#)

I have read the Cannon Grange Hall Rental Handbook and understand the requirements and conditions.

Rental Fee Chart

	Hold the Date deposit NON-REFUNDABLE (this will be applied to the rental balance)	Rental	Refundable Rental Deposit check (This deposit is subject to any violation of the Refundable Rental Deposit Fines listed in pg2 & 3 of the 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		

This Rental Agreement is between the Cannon Grange N152, Inc, hereinafter called the GRANGE, and the RENTER. The RENTER must be at least 21 years of age.

Date of Rental _____

The RENTER will use the GRANGE for the sole purpose of (reason RENTER is renting the GRANGE)?

Renter's Name (must be over 21) _____

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Renter's Phone Number _____

Renter's Email Address _____

Renter's Mailing Address _____

Event Start Time (This will include set up time) _____

Event End Time (This will include clean-up time) _____

Maximum number of attendees anticipated: _____

- 1. RENTER agrees that set-up and clean up times are part of the rental time. The start time on the rental contract is the start of the RENTER'S set- up time and RENTER must be cleaned up and off the property by the end time of the contract.
- 2. RENTER will submit all required forms (contract, COIs, Fidelco Form) and fees at least 14 days prior to the event.
- 3. RENTER understands that the Hold Deposit is non-refundable. It will be applied to the rental balance and in case of cancellations of 10 days or less prior to event.
- 4. RENTER understands, 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.
- 5. The RENTER will be required to bag and remove all trash and decorations from the building (even if paying the Cleaning Fee) before departure. Trash to be placed in the trash bins outside.
- 6. RENTER will return all tables to their original location and chairs to the rack prior to departure.
- 7. Restrooms will be stocked with paper supplies by the GRANGE before the use of the Hall. Any additional supplies for the event will be provided by the RENTER.
- 8. RENTER will NOT use tape, tacks, nails, pins, or anything that will damage the chairs, tables, walls, or floors. These items are prohibited.

- 9.** RENTER understands the following requirements:
- that all decorations will be placed on the floor, on the tables, tied to the chairs, or designated wall hooks. Nothing is to be suspended from the ceiling lights and fans.
 - that no rice, birdseed, sparklers, confetti, artificial flower petals or glitter are allowed inside or outside the GRANGE.
 - that no signage will be allowed on the outside of the GRANGE building or fence except during the event.
 - that sports equipment (balls, sticks, disks, etc) are for decoration only and NOT active play inside the GRANGE.
- 10.** RENTER understands that exits may not be blocked by tables, chairs, staging, decorations, etc.
- 11.** RENTERS are not allowed to sell any food or beverages.
- 12.** RENTER Understands the GRANGE has limited number of parking places on its property (6). RENTER will use only designated parking spaces. There is no parking on the grass areas. Your deposit will be deducted if you park on the grass.
- 13.** RENTER understands that illegal drugs, firearms, fireworks and nudity are not allowed on GRANGE property.
- 14.** RENTER will keep underage individuals under their control at all times.
- 15.** RENTER will comply with the Town of Wilton Zoning Regulations.

All Fees must be received by GRANGE at least 14 days prior to the event.

I will pay via the Cannon Grange website and subject to the processing fee of 2.9% +.30cents or I will pay by Check and mail it to PO BOX 23, Wilton CT, 06897. No other forms of payment will be accepted.

- Hold the Date Deposit is non-refundable weekday \$200 or weekend \$300, goes toward the rent, needed 14 days in advance.
- Rental fee (deduct the Hold the Date Deposit).
- Refundable Rental Deposit \$200 check or via website. (subject to any violations list on pg2 &3 of the Handbook).
- Optional Cleaning Fee \$180.

Copy of Liability Insurance must be provided 14 DAYS prior to the event. A Liability and Damage Insurance policy must be provided by the RENTER. RENTER can arrange for insurance by contacting their home owner's insurance company.

I understand and will send the copy to Rentals@cannongrange.org no less than 14 DAYS before my event. Refundable Rental Deposit is returned after inspection of the building and grounds by the GRANGE. If it is determined that there is no damage, the building is clean, and all tables and chairs are returned to their original location, the full amount will be refunded. If there is some damage or cleaning to be done, some of the deposit may be held to cover the expenses. All damage deposits will be refunded via check mailed to the person and address entered here. WHO WILL BE RECEIVING THE REFUND? ENTER THEIR NAME AND ADDRESS BELOW:

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.
- 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.

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I have read, understand, and agree to abide by the REQUIREMENTS and CONDITIONS stated in the enclosed, attached or online statements & documents for renting the Cannon Grange Hall. I will be the responsible person associated with this rental.

It is understood that I/We shall save, hold, and keep Cannon Grange N152 Inc., its Officers and Members, safe, harmless and indemnified from and against any and all claims, demands, actions, causes of actions, penalties, judgement, court cost, attorney's fees and liabilities of every kind and description arising out of injury to and/or death of persons(s) and arising out of damage to and/or loss of property which occur on or about the site. The Cannon Grange reserves the right to approve or decline rental request.

Signature

Any other comments or things we need to know?
