



Cannon Grange Rental Contract

Filling out this form does NOT guarantee rental. Please wait for the Grange Rental Manager to contact you before making full 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

	Rental	Security deposit (This fee will hold your event date in our calendar. This deposit is subject to any violation of the Rental 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	\$60/hr Minimum 3hrs	\$200	\$180
Weekend rental Friday – Sunday 8am – midnight	\$100/hr Minimum 3hrs	\$200	\$180
Trash disposal Fee	\$20		
Audio System (speakers/Mic		\$500	

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 (detail description of event)?

Renter's Name (must be over 21) _____

Renter's Phone Number _____

Renter's Email Address _____

Start Time (include set up time) _____ End Time (include clean-up time) _____ = _____ hrs

Hours of rental: 3 hrs minimum.

A) _____ hrs X \$ _____ = _____

B) Security deposit **\$200**. Date paid: _____

C) Trash disposal fee **\$20**.

E) $\frac{\$20}{\text{Trash}} + \frac{\text{Total of A}}{\text{Total of A}} = \text{TOTAL}$

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. Any violation will be subject to the rental hourly rate.
- 2. RENTER will submit contract and deposit to hold the date of the event. Rental Fee and COI are due at least 14 days prior to the event.
- 3. 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.
- 4. 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 by the shed. Do not relocate the bins.
- 5. RENTER will return all tables to their original location and chairs to the rack prior to departure.
- 6. 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.
- 7. RENTER will NOT use tape, tacks, nails, pins, or anything that will damage the chairs, tables, walls, or floors. These items are prohibited and subject to rental fine.

8. 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.
9. RENTER understands that exits may not be blocked by tables, chairs, staging, decorations, etc.
10. RENTERS are not allowed to sell any food or beverages.
11. RENTER Understands the GRANGE has limited number of parking places on its property (9). RENTER will use only designated parking spaces on the right side of the Grange. There is no parking on the grass areas. Your deposit will be deducted if you park on the grass. Event guest may use the railroad parking lot across the road from the Grange. No parking is allowed in the lot behind the Grange., violators will be towed by 27 Cannon Rd owners.
12. RENTER understands that illegal drugs, firearms, fireworks and nudity are not allowed on GRANGE property.
13. RENTER will keep underage individuals under their control at all times. Under age individuals are NOT allowed to operate the Audio System, TV or WIFI. Violations are subject to forfeit any and all deposits.
14. 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.

- Security Deposit \$200 check or via website, will hold your date in our calendar. (subject to any violations list on the Handbook).
- The \$20 trash disposal fee will apply to all rentals. This will allow you to use our garbage bins outside by the shed.
- Optional Cleaning Fee \$180.

Cannon Grange (2025/01)

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. Security 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, clear of decoration, 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 or all of the deposit may be held to cover the expenses. Security Deposit 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:

Rental 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.
- Spot clean spills & broom clean the Hall \$75
- Trash, food, beverages not removed from the Hall \$50.
- Do not relocate outside trash bins, they must remain by the shed \$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 (including ballons on the ceiling).
- Property damage cost dependent on damage.

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?
