

# PARMELEE FARM EVENT AGREEMENT

## NON-PROFIT EVENTS

Please allow 30 days for us to consider your application.

Contact Person \_\_\_\_\_

Group \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

Appx. Number Attending                      Date(s)    Time: From                      To

Events are booked for set time slots, including cleanup. Extended hours only by prior approval.

**The Farm Committee will provide garbage receptacles, and open and close the event. The Pavilion and the Pond Room (if used) should be swept after the event, any spills should be cleaned up immediately. All decorations, equipment and rentals must be removed the same day.**

**YOUR GROUP IS RESPONSIBLE FOR SUPPLYING PARKING ATTENDANTS.**

If proper supervision or parking attendants are not provided, the Organization will be charged \$100 per attendant to cover the cost and inconvenience to the committee.

All events must end by 10:00 PM. The guest limit is 150, unless given prior approval. Events are no more than 3 hours, with one hour prior for set up and one hour after for clean up.

Please inform guests that the venue is a short walk from the parking area. **There is no guest parking directly at the pavilion, but drop off and pick up is allowed for loading and unloading, and those with special needs.**

All garbage from your event must be removed from the property.

At no time are cars or trucks allowed to drive or park on the grass unless prior approval given. The renting group is responsible for notifying vendors of this policy. Parking on the access road should be limited to two vehicles.

All buildings, except the restroom building (if applicable), and the gardens are **off limits**.

The farm will remain open to the public during events. Parking and access to certain areas may be restricted.

No open flames, candles, bonfires, fire pits, fireworks or charcoal grills. Gas grills may be used for food preparation.

No alcohol or food may be left on the premises overnight.

Smoking is prohibited everywhere on the property.

All decorations must be removed following the event. No nails, screws or other fasteners are to be used. No aerosol string (such as Silly String), rice, bird seed, oats, or confetti may be used for any event.

Tables, benches, and any other farm property must be returned to their original location.

Any rocks on the property that are moved must be returned to their original location. **Do not remove stones from walls.** Keep off the stone walls.

Signage at the road front must be stand alone and not be affixed to any farm trees or signage .

No food or drinks may be sold or distributed at public events without approval of the Committee and the Killingworth Health Director.

**Parking:** The farm has a limited number of parking spaces. ADA-accessible and guest parking is limited to 50 spaces. All other guests and visitors must park off site. **At no time should cars be parked in the driveway or block the entrance.**

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**Property Usage:** What are you planning for your event?

**Fees:** Non-Profit groups must submit an application in order to book date. The \$150 fee includes restroom cleaning prior to and after the event.

**Make Check Payable to The Town of Killingworth, with Parmelee Farm Event in the notes.**

All changes to this contract must be in writing. Approved contract may be mailed or dropped off at

Town Clerk's Office, 323 Route 81, Killingworth, CT 06419

*The group or person renting the facility will be held responsible for all guests, the return of all equipment to the proper location, the replacement of any damaged equipment, fixtures, or structural damage. The property is expected to be left in the condition it was on entry, per rental inspection; normal wear and tear excepted. A fee will be assessed to mitigate or manage any damage, extra cleaning or extra effort on the part of the committee, its venue manager or parking attendants.*

*The amount will be determined by the Parmelee Farm Committee.*

**Insurance:** Alcohol is permitted for special events, with prior authorization. Renters must provide a written liquor liability insurance certificate naming the **Town of Killingworth as additional insured**, at least thirty days before the event. A copy of the caterer's liability insurance, with the Town of Killingworth named as additional insured, is required and must be forwarded to the Parmelee Farm representative. **Public events require an event liability policy from hosting organization.**

**Loss / Liability:** The Town is not responsible for any lost, stolen, or damaged property. Use of the property is at your own risk. The renter agrees to indemnify, hold harmless and defend the Town of Killingworth and its officers, agents, employees, and authorized volunteers from any and all claims by renter or other parties resulting from injuries, damages, and losses caused by renter arising out of, connected with, or in any way associated with the activities at Parmelee Farm.

Parmelee Farm shall be used so as to comply with all state, county, and municipal laws and ordinances. Renters shall not use the property and buildings or permit them to be used for any unlawful purpose or in an unlawful manner.

The Parmelee Farm Committee reserves the right to decline to permit use of the farm if it is not in the best interest of the Farm and the community, or for any other reason.

**Confirmation /Cancellation:**

**Payment is due 21 ( three weeks) days prior to the event. Cancellations require 14 (fourteen) days notice from scheduled day of event, or an administrative fee of \$50 will be assessed.**

**Weather related cancellations:** If the event must be cancelled due to weather conditions, every effort will be made to reschedule. If that is not possible, the security deposit, event fee will be returned.

**Initial \_\_\_\_\_ I have read and agree to the terms of this agreement regarding alcohol and liquor liability insurance.**

**Fee: \$150** ( an additional surcharge may be applied for outside groups, or groups that need additional volunteer supervision)

**Phone:**

**Signature:**

**Date:**