

TOWN OF BRISTOL COMMUNITY CENTER RENTAL AGREEMENT

Any resident or employee of the Town of Bristol may use the facility for social or recreational uses. Residents who are members of organizations who wish to use the facility must apply in advance for Town Board Approval.

RENTAL CAPACITY **140**

RESIDENT RENTAL FEE

Deposit	\$ 250.00
Rent	\$ 125.00

**YOUTH GROUPS, GOVERNMENT AGENCIES, AND NON-PROFIT ORGANIZATIONS.
NO CHARGE**

Please write out two checks, one for the security deposit, which will be returned after the function if all requirements are met.

MAKE CHECKS PAYABLE TO: TOWN OF BRISTOL

All fees must be paid before keys can be picked up. Please call ahead to make arrangements for picking up the keys. Keys can be left in the building on the Clerk's counter. The security deposit will not be returned until the office receives the keys.

Damages in excess of the Security Deposit will be billed to the individual using/renting the center.

The individual or group using/renting the center is responsible for the actions of all their guests or members while in the center or on the grounds.

TOWN OF BRISTOL
COMMUNITY CENTER RENTAL CONTRACT

_____ hereby agrees to rent the Town
NAME

of Bristol Community Center on _____
DATE DAY

STARTING TIME

We, as renters of the community center, also hereby agree to pay for any damages to the building or its contents while it is being rented and used. A certificate of insurance may be requested.

Anticipated Use Number of people expected

Renters Home Address Phone Number

Name of Company or Business (if for commercial use)

Signature of Town Representative Date

I have read, understand and agree to all rules and regulations as outlined for use of the Community Center.

Signature of User/Renter Date

FOR OFFICE STAFF ONLY:

SECURITY DEPOSIT: _____ FEE PAID _____

THE COMMUNITY CENTER MUST BE CLEANED AND LOCKED BY 12:00 A.M.

GUIDELINES FOR THE USE OF THE TOWN OF BRISTOL COMMUNITY CENTER

1. No Smoking in the center.
2. No decorations which cause damage to walls or ceiling, no glitter or confetti.
3. No one may drive nails, tacks, staples, screws or other type fasteners on or into any of the walls, ceilings, floors, or woodwork of the community center.
4. Beer is allowed. Beer in kegs must be placed on tile surfaces. **NO GLASS BOTTLES AND NO HARD LIQUOR.**
5. All kitchen utensils must be brought. Also bring towels and dishcloths. (Dish soap furnished)
6. Coffee Pots Available 100 cup - bring your own coffee.
7. Recycling is required paper, plastic; cans and trash bring your own garbage bags trash containers will be provided. Garbage should be bagged and left outside of the community room. Bags must not be leaking if questionable please double bag.
8. All disposable diapers, and sanitary products must be placed in the wastebasket in the bathrooms.
9. The inside and outside of the community center should be as clean as when you arrived. This includes the bathrooms.
10. Mops, pails, and the vacuum can be found in the storage area in back of the community room. Please rinse mops before leaving.
11. **LIGHTS:** Kitchen lights and bathroom lights are automatic please do not touch switches. All other lights must be turned off before leaving the building.
12. **EMERGENCY NUMBERS CAN BE FOUND IN THE KITCHEN POSTED ON THE REFRIGERATOR.**
13. **NO LONG DISTANCE PHONE CALLS.**
14. **THE TOWN IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED PERSONAL PROPERTY.**
15. A signed contract, fee and security deposit must be made to hold a reservation for the Community Center.