**Town of harwinton, connecticut**

**hold harmless agreement**

Date of Rental:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize Harwinton Senior Center, (the “Premises”).

PLEASE PRINT:

Applicant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless, the Town of Harwinton and its officers, agents and employees, from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses, including but not limited to attorney’s fees, arising out of injuries to any person, part or entity, that may arise as a result of any occurrence, negligence or otherwise during Applicant’s use of the Premises.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SENIOR CENTER Use Guidelines**

1. Liability Waiver: Hold Harmless Agreement must be signed & returned with this application.
2. Insurance: A certificate of insurance naming the Town of Harwinton as an additional insured may be required. If so, it should be submitted at least one week prior to the reservation date.
3. Alcoholic beverages are not permitted in the building or on the grounds.
4. Smoking is not allowed in any part of the building.
5. The applicant is responsible for returning the hall to the Town in the same condition as accepted.

Tables should be wiped clean, floor should be swept and any spills cleaned.

All tables and chairs must be **returned to their original location.**

1. Users must provide their own garbage bags. All rubbish must be disposed of in the dumpster located in the rear parking lot.
2. Reasonable decorating of the hall for an event is allowed; however, all decorations including push pins, tac putty, string and signage must be removed at the conclusion of the event. NO TAPE ALLOWED.
3. Pets are not permitted.

1. Sound from evening events should not be loud enough to disturb the neighbors.
2. Please turn off all lights and lock all doors when exiting the premises.
3. The building is available for four-hour rentals.
4. The oven is for heating purposes only. No cooking is allowed per Health Department regulations.
5. The key can be picked up no sooner than 3 days before the event and must be returned no later than 3 days after the event.
6. The key may be used for the approved event only. Permission is required for any other use.

**HARWINTON SENIOR CENTER**

**EXIT CHECKLIST**

MAIN ROOM

* Floor swept/mopped
* Tables wiped down and returned to original position, 2 rows of 3
* Eight (8) chairs placed at each table
* Extra tables and chairs stacked against the wall **on the left side of the room**
* Electronic items shut off or unplugged
* Windows closed & latched
* Closet and basement doors closed
* Emergency Exit door locked
* All lights off

BATHROOMS

* Toilets not running
* Lights and fans off
* Doors are left open (besides handicapped bathroom)

KITCHEN

* Door to outside closed & locked
* Floor swept/mopped
* Trash bagged and disposed of in dumpster behind building
* Food removed from refrigerator
* Stove cleaned, including top surface and back splash
* Sinks empty and cleaned, counters and back splash wiped down
* Lights off

FOYER/HALL

* Interior doors to bathrooms & main room are left open
* Closet lights off
* Foyer lights off
* Front door locked

**RETURN KEY TO FIRST SELECTMAN’S OFFICE AT**

**HARWINTON TOWN HALL**

**HARWINTON SENIOR CENTER**

ITEMS YOU MAY NEED TO BRING FOR YOUR EVENT

* TRASH BAGS
* PAPER TOWELS
* PLATES
* CUPS
* NAPKINS
* COFFEE STIRRERS
* EATING UTENSILS
* COFFEE MAKER
* CAN OPENER
* PITCHERS
* SERVING TRAYS
* SERVING UTENSILS
* PUNCH BOWL
* POTS for heating food-NO cooking is allowed
* PANS
* UTENSILS
* POT HOLDERS
* DISH SOAP
* DISH TOWELS
* ALL FOOD AND DRINK, INCLUDING ICE CUBES, COFFEE, TEA, SUGAR, CREAMERS

A MOP, BUCKET, BROOM, DUSTPAN AND VACUUM CLEANER MAY BE AVAILABLE FOR USE WITH ARRANGEMENTS MADE PRIOR TO THE EVENT/MEETING.

THE DISH SANITZER AND THE FREEZER ARE NOT AVAILABLE FOR USE. THE REFRIGERATOR MAY BE USED DURING YOUR EVENT.

RENTAL OF THE BUILDING DOES NOT INCLUDE PROVISION OF ANY OF THE ABOVE LISTED ITEMS.