

**TOWN OF CHAPLIN, CONNECTICUT  
CHAPLIN VOLUNTEER FIRE DEPARTMENT ASSEMBLY HALL  
106 PHOENIXVILLE ROAD  
CHAPLIN, CT 06235**

**APPLICATION and CONTRACT**

Application is hereby made for the rental and use of this hall and kitchen on

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

Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

It is understood and agreed that if permission is granted, all Town of Chaplin REGULATIONS for the use of this facility must be strictly complied with without fail. A copy of the REGULATIONS is attached hereto and incorporated by reference herein.

The applicant certifies that they will be legally responsible for the conduct of anyone using the hall and kitchen per this application, will ensure that the attached REGULATIONS are complied with, and will be responsible to the Town of Chaplin for any damage to the premises or to any person who suffers loss or injury resulting from such use.

The applicant has read the REGULATIONS, understands them, and agrees to fully comply with the REGULATIONS in return for being able to use the facility.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Town Sponsor Board/Commission/Department:** \_\_\_\_\_

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

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Name: \_\_\_\_\_

Security Deposit (refundable):	\$150.00
Hall/Kitchen Rental:	
<b>Total:</b>	

Deposit Returned to: \_\_\_\_\_  
 (name/address) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OFFICE USE ONLY		
<b>Approved by (print):</b>		
<b>Approval signature/date:</b>		
<b>Payment Received:</b>	Check#/Amount:	
	Cash Amount:	
<b>Certificate of Insurance:</b>	Date Received:	or N/A
<b>Key Return:</b>	Yes/No	(See Log Sheet/Key Box)
<b>Cleaning Complete:</b>	Yes/No	Date:
<b>A/P Deposit Form:</b>	Yes/No	Date:

***In the event of an emergency, please contact the  
 First Selectman at (860)942-0022***

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**REGULATIONS FOR USE OF HALL and KITCHEN**

*In the event there are issues with the building (i.e. heat, air-conditioning, etc.) please contact the First Selectman at (860)942-0022*

1. Rental Fees:
  - **Security Deposit:** a deposit of \$150 is required on all rentals. If the hall and kitchen are not clean or if there is damage upon inspection, the \$150 deposit will be retained by the Town. Clean up shall be completed on the day/evening of the event. Checks should be made payable to the Town of Chaplin, and one check shall be submitted, covering both the security deposit and hall/kitchen rental.
  - **Chaplin Residents and Chaplin Businesses:** Hall and kitchen rental for a Chaplin resident (21 years or older) and Chaplin businesses is \$300.00 per day plus security deposit and certificate of insurance is required.
  - **Members of the Fire Department, Hampton/Chaplin Ambulance Corps, and Town Employees** may rent the hall and kitchen for \$100.00 plus security deposit and a certificate of insurance required.
  - **Memorials:** A \$50.00 donation is suggested for rentals pertaining to a funeral for the hall and kitchen and security deposit required. Rental must be for or by a Chaplin resident and a certificate of insurance is required.
  - **Non-Profit Organizations in Chaplin:** no rental fee for non-profit organizations in Chaplin for the hall and kitchen, but security deposit and certificate of insurance is required.
  - **Town sponsored events:** events sponsored by a Board, Commission, or Department of the Town of Chaplin there is no rental fee or Certificate of Insurance required but the security deposit is required.
2. Renter must be present for the duration of the event or function.
3. All events that are not sponsored by a Town agency must provide a certificate of insurance per CIRMA's requirements. The name of the person/organization renting the hall must be named on the Certificate of Insurance.
4. All rentals must be paid for in advance, both deposit and rental fees, no later than 14 days prior to the event.
5. Volunteer Fire department members, Hampton/Chaplin Ambulance Corp members, and Town employees are limited to 2 rentals per calendar year.
6. Hall rentals are per day, not per hour. Rental periods during the day are from 6am until midnight.
7. No smoking is allowed anywhere in the building. Smoking is permitted outside. Please use ashtrays provided.

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8. Alcoholic beverages may be consumed only inside the hall. Alcohol sales are prohibited. All alcoholic beverages must be removed from the premises right after the event.
9. Parking is permitted in marked areas only. **THERE IS ABSOLUTELY NO PARKING ON ANY LAWN AREA AT THE FIREHOUSE.**
10. The telephones in the hall and kitchen are for emergency calls only. There are limited services on these telephones.
11. No tape, tacks or staples are to be used on any walls, wood, ceilings or other surfaces.
12. If the kitchen is used, all facilities must be left clean (floors, stove, refrigerator, counters, sinks, etc.) The use of the pantry does not come with the use of the hall/kitchen.
13. Floors shall be swept. Supplies will be provided (brooms and other cleaning supplies).
14. All tables and chairs shall be put back in the condition found (either set up or back in the storage closet).
15. Outside areas shall be picked up and cleaned. No debris shall be left.
16. No one is allowed on the Fire Department side of the building unless they are accompanied by a member of the Fire Department. You must supervise your children.
17. All rubbish shall be discarded in the dumpster located outside.
18. Renters must clean the bathrooms (flush toilets, wipe up counters, etc.).
19. All lights must be turned off and all doors locked when leaving the building.
20. All refundable deposits will be refunded within fifteen (15) business days after the scheduled event.
21. Individuals renting the hall will be legally responsible for any and all missing property and/or damage during the use of the hall and will be subject to legal action.
22. The kitchen is a **catering-only kitchen** and not a commercial kitchen. Therefore, **there must be no cooking in the kitchen at all.** Items may be warmed up in the ovens.
23. By renting this hall and kitchen, the person renting it agrees for him or herself and each of their guests to the fullest extent permitted by law to indemnify and hold the Fire Department and Town of Chaplin and their officials, agents and employees harmless against any injury, loss, cause of action, claim, or litigation including attorney's fees

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and costs, which results from the presence of any such renter or guest on the rented property, and to inform each of their guests of this indemnification and hold harmless provision.

**THE FACILITIES MUST BE CLEANED ON THE DAY OF THE EVENT. IT IS IMPERATIVE THAT THE FACILITIES BE CLEANED WELL AND PROMPTLY SO THAT OTHER HALL USERS ARE NOT INCONVENIENCED.**

**THE KEY TO THE FIRE DEPARTMENT ASSEMBLY HALL MUST BE RETURNED TO THE CHAPLIN TOWN HALL ON THE FIRST BUSINESS DAY FOLLOWING THE EVENT.**