

Sixth Taxing District

PO Box 246
Rowayton, CT 06897



We _____ request use of the Community Center on _____ from _____ am/pm to _____ am/pm for the following purpose: _____, expecting _____ people.

We agree to the following charges **(3 SEPARATE checks attached)**:

Rental of the Center – Payable to Sixth Taxing District \$ _____
 Security (bond) check – Payable to Sixth Taxing District \$ _____
 Planning/Clean-up fee (opt.) – Payable to Ed Carlson \$ _____

We do _____ do not _____ wish to serve alcoholic beverages.

Names and telephone numbers of:

Person responsible for locking up: _____ Tel #: _____
 Caterer: _____ Tel #: _____
 Rental company & date for pick-up: _____ Tel #: _____

We understand the Rules and Regulations for the use of the Community Center, and we hereby agree to abide by them. In consideration for granting us permission to use the Center, we agree to accept full responsibility for its use and for the conduct of any members, guests or visitors. This includes, but is not limited to, our acceptance of all responsibility for availability and use of alcoholic beverages by those present, and we represent to you that any person under the legal drinking age of 21 shall be prohibited from consuming alcohol.

We also agree that: (a) the responsible person in charge must furnish a Certificate of Liability Insurance additionally insuring the Sixth Taxing District and the City of Norwalk for \$1,000,000.00 on the day of the event (this should be received two weeks in advance of event); (b) prior to pick up of rental equipment, equipment shall be placed in a compact grouping against the main room east wall; (c) an off-duty police officer is required at our expense for traffic control and security for the duration of the event when attendance exceeds 74 people; (d) polished wooden tables must be protected by a covering under the tablecloth and (e) decorations may not be attached to the walls or ceilings; (f) rent two port-a-potties when attendance exceeds 100 people. Any caterer used must supply the District with a copy of their current Health Dept. Certificate as well as a Certificate of Liability Insurance as explained above this.

Applicant's Signature _____
 If organization, by _____
 Applicant's email address _____
 Address _____
 Telephone _____

Application confirmed (date) _____
 Receipt of rental by District _____

Reservation will be confirmed by Bill Nollman upon receipt of the completed application and fees.

Bill Nollman, PO Box 246, Rowayton, CT 06853

Tel: (203) 854-6666

The following are rules and regulations regarding your rental of the Rowayton Community Center. Please read the all the rules carefully. Keep in mind that these rules are set in place to provide the best experience possible for you, as well as future renters.

1. The premises are to be left clean and in good condition. Refuse must be in plastic bags, separate from recycling. Unless otherwise scheduled and agreed, all cleanup must be completed the same day as the event. When using community rooms, floors must be swept clean.
2. Guests may not hang decorations from the walls or ceiling. Guests may not remove, move, or rearrange any artwork.
3. By the order of the Fire Marshal, smoking is strictly prohibited in any part of the building. Fireplaces are not functioning and may not be used. Candles and heaters must be approved by the Fire Marshal. Cooking with grease-laden vapors is also prohibited.
4. No parking is permitted on the grass, in the courtyard, or drives at any time.
5. Serving of alcoholic beverages must be approved prior to the event. Alcoholic beverages must not be served or consumed by any person under the age of 21. Alcoholic beverages must not be sold at any function. Beer tubs or kegs must remain outdoors.
6. All events must be finished, including cleanup, by 12:00 a.m. Friday-Saturday, or by 11:00 PM Sunday-Thursday. All guests and personnel should be vacated by this time. All live music must end by 11:00 p.m. Friday-Saturday and 10:00 p.m. Sunday-Thursday.
7. The use of amplification, indoors or outdoors, must be kept to a minimum. No music is allowed during library hours.
8. Community Center tables and chairs are not to be left outside overnight. Wood tables must be under cover during rain events. Tables must be cleaned and stored as agreed at the end of the event.
9. Per the Fire Marshal the “Moose Room” capacity is 85 seated and 125 standing. The third-floor capacity is 50 seated and 75 standing. The underground capacity is 50 seated and 75 standing. Under no circumstances can these numbers be exceeded.
10. Unless otherwise arranged, rentals are for one room only. Guests may not use any unauthorized space.
11. The renting guests is responsible for making sure all exterior doors are locked and lights are turned off at the end of the event.
12. All vendors must provide a certificate of insurance before the event.
13. All events with more than 100 people must provide port-o-lets.

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14. Events with more than 100 people may require a district representative to be present. These events may also require security and traffic control.

15. All tents must be approved and inspected before the event.

16. The responsible party must furnish a Certificate or Liability Insurance insuring the Sixth Taxing District and the City of Norwalk for \$1,000,000 on the day of the event. This insurance must be received 2 weeks prior to the event.

I understand that a security bond of \$500 is required for events with under 100 guests and \$1,000 for all events over 100 guests. Any departure of the rules and regulations by you or your guests, as well as any blatant misconduct, may result in the forfeiture of this bond.

Signature: _____

Date: _____