

HALL USAGE AGREEMENT

between

SEYMOUR LAND CONSERVATION TRUST, INC.

13 Chatfield Street

Mailing Address: P.O. Box

366 Seymour, CT 06483

www.seymourlandtrust.org

and

Name: _____

Street: _____

City, State, Zip: _____

Phone #: _____

E-Mail Address: _____

I, (person requesting) _____ will be using the Seymour Land Conservation Trust, Inc.'s Henry H. Hamel Environmental Building on (date) _____ from the hours of _____ a.m./p.m. to _____ a.m./p.m. for the express purpose of holding the following activity: _____

which will consist of approximately _____ people. **(The capacity of the facility is one hundred four (104) people. Under no circumstances will a larger number of people be allowed in this building as it is a fire safety issue.)**

initials _____

The *following must be submitted upon acceptance of this contract:

Members

A member must be in good standing to use the hall. The Seymour Land trust will only let active members the right use the hall.

\$400.00 _____ Hall Rental donation for members(for use of the facility Fri-Sun and all holidays)

\$250.00 _____ Hall Rental donation for members(for use of the facility Mon-Thurs excluding holidays)

\$ 150.00 _____ Deposit (refundable)*(damages or cleaning fee)

The party requesting the facility must use it for his/her own use, and must be present on the premises during the entire event. That also includes for set up and cleanup.

I will be a representative of the Seymour Land Conversation Trust, and as said as a current member, I will also make sure that all my guest will follows all said rules.

initials _____

Amenities at the hall include round tables which will seat at least eight (8) people comfortably, and chairs. Ice must be provided by the person holding the event. It is not included as an amenity.

Cars are not allowed to park on the sidewalks around the building and in no way are cars to be driven onto the grassy areas surrounding the building.

Contents of the cabinets and refrigerator in the building, which are the property of the Land Trust, will not be used or removed from the facility.

Smoking in this building is strictly prohibited. However, smoking is permitted on the deck and in the front of the building. All cigarette butts must be properly disposed of in the containers provided by the Land Trust specifically for this purpose.

Under no circumstances may anything be TAPED, GLUED, NAILED or OTHERWISE adhered to walls or floors of the building or to the ceiling fan. Decorations should be placed on tables or hung from existing small hooks lining the walls of the hall. NO small foil decorations or confetti (stars, flags, etc.) are to be used as they are nearly impossible to remove without someone picking them up piece by piece!! Damage of any kind to the premises will incur loss of deposit check.

initials _____

Please keep doors closed to conserve electricity and/or propane. Thank you!

Other areas of the Henry Hamel Environmental Building are off-limits to persons using or attending this facility.

Use of the **fireplace** is strictly forbidden unless specifically authorized by the Seymour Land Trust officer who is authorizing the signing of this agreement.

Only authorized people are allowed to make adjustments to the **thermostat** located in the meeting room.

All trash must be placed into trash receptacles which are located below the deck. This includes all bottle caps. DO NOT throw trash off the deck onto the driveway below. Failure to remove trash properly will result in a \$25.00 fine which will be deducted from your deposit check.

initials_____

PLEASE, DO NOT LITTER. Our dedicated volunteers spend a great deal of their time keeping up our park, trails, and building for the enjoyment of the entire community. Your cooperation would be greatly appreciated in this effort as well.

Donation is due in advance with this signed agreement. All cancellations must be made two (2) weeks in advance for refund minus a \$75.00 cancellation fee. **initials**_____

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The Seymour Land Conservation Trust, Inc. reserves the right, at its sole discretion, to refuse the use of this facility for any reason whatsoever.
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AGREEMENT ACCEPTANCE

I (person requesting usage of hall, i.e. responsible party) agree to obey the rules set forth in this agreement by the Seymour Land Conservation Trust, Inc. I will also remain on property for the duration of this event, as I will be a representative of the Seymour Land Conversation Trust. I understand that I am responsible for my guests, and will make sure that all my guests follow all said rules. **initials**_____

Checks must be mailed to:

Seymour Land Conservation Trust
Attn: hall rental
P.O. Box 366
Seymour, CT 06483

Signed:_____

Date:_____

Signed:_____

Date:_____