

Veteran's Memorial Clubhouse

**100 Sunset Ridge Drive
East Hartford, CT 06118**

Beautiful rambling turn of the century home with two rooms available for receptions, showers, parties and many other functions. Includes kitchen facilities, lavatories, bar area, tables and chairs.

Must be booked at least one month in advance of your event.



East Hartford
Parks & Recreation

Call Parks & Recreation & book your event today at (860)291-7160

50 Chapman Place, East Hartford, CT 06108

www.easthartfordct.gov

BALLROOM



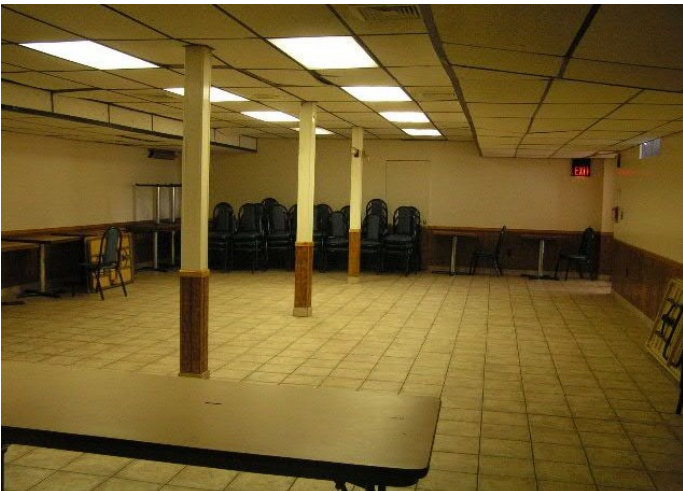
\$350 per 5 hour event: residents
\$450 per 5 hour event: non-resident
Refundable Deposit: \$200
Accommodates 130 standing, 110 seated

BALLROOM & DINING ROOM COMBO



\$625 per 5 hour event: residents
\$800 per 5 hour event: non-resident
Refundable Deposit: \$200
Accommodates 180 standing, 150 seated

ROTARY ROOM



Limited availability Varies...call for details.

DINING ROOM



\$275 per 5 hour event: residents
\$350 per 5 hour event: non-resident
Refundable Deposit: \$200
Accommodates 50 standing, 40 seated

FIVE HOUR RENTAL INCLUDES TIME FOR YOU TO:

- Set up of tables and chairs (by you or host. If host sets up add \$10.00)
- Decorating
- Bringing in food and beverages
- Entry of caterers and musicians
- Actual Event
- Clean up after event (by you)
- Take down of tables and chairs (by you or host. If host takes down add \$10.00)
- If additional time is needed to accomplish the above, please call the Parks & Recreation office at (860)291-7160 to purchase additional usage. This must be done when you book or a minimum of 2 weeks in advance of your event.

DIRECTIONS

Traveling 84 West or 84 West, take Exit 58 (Robert's Street/Silver Lane). At the end of the exit (coming from 84 West) turn right and stay to your left until you come to the light (directly in front of you will be Pratt & Whitney's gate).

If coming from 84 East, take Exit 58 (Robert's Street/Silver Lane). Take a right at exit ramp light onto Robert's Street (stay in left lane) until you reach Silver Lane intersection (Pratt & Whitney gate will be directly across).

At the light, turn left onto Silver Lane. Proceed up Silver Lane for approximately one mile.

At fifth light, you will be at the intersection of Silver Lane and Forbes Street. Stay on Silver Lane and proceed through the light for approximately 1/8 mile. At the first light past the Silver Lane/Forbes intersection, take a left onto Ridgewood Road. Watch for signs pointing to the Veteran's Memorial Clubhouse.

VETERAN'S MEMORIAL CLUBHOUSE RULES & REGULATIONS

1. In order to book your event, rental payment, security deposit, a completed contract, proper identification and any insurance requirements must be received. In the event of cancellation by the applicant, \$10.00 of the deposit is withheld for processing fee. If the event is cancelled within 4 weeks of the scheduled date, 50% of the payment will be forfeited. If the event is cancelled within 2 weeks of the scheduled date, the entire payment is forfeited.
2. No admission to the building will be granted to applicant, its caterer or invitee unless approved applications are on file with the Parks & Recreation Department and the building host.
3. All organized activities must end by 11:30 PM, Monday—Thursday, and 12:00 Midnight on Friday—Sunday. Parking in the parking lot is prohibited after 1:00 AM.
4. All additional hours of rental must be requested at the time of reservation. Additional fees apply. Caterers should check with the applicant concerning the time of their admittance.
5. No “Hold” or “Tentative Dates” will be placed on bookings.
6. This application must have the approval of the Parks & Recreation Department on the last page.
7. The Parks & Recreation Department reserves the right to require police officers at any given event. If police officers are required, a copy of a receipt stating that police have been hired by the applicant from the East Hartford Police Department must be received by this department at least (2) weeks prior to the event. All applicable fees pertaining to the hiring of Police Officers will be the responsibility of the applicant.
8. No keys are permitted. It is the sole and exclusive responsibility of the contract holder to enforce all of the applicable laws of the State of Connecticut that govern the consumption of alcohol when alcohol is consumed as part of the function for which this contract is granted. Alcohol is restricted to the inside of the building. It is not allowed in the parking lot or outside the building.
9. The sale of tickets at the door is not permitted.
10. No decorations are allowed on the walls, doors, lights or beams; only completely fireproof table decorations are allowed; helium balloons are not allowed in the Ballroom and lobby; and no rice, or confetti is permitted. No candles or other open flame displays may be used. Renter is responsible for removing all signs placed on Veteran’s Memorial Clubhouse property as well as any placed off-site.
11. Each applicant is responsible for setting up and taking down tables and chairs; or payment may be made at the time rental fee is paid to the Parks & Recreation Department. The fee is \$10.00 for set-up; \$10.00 for takedown per room.
12. Each applicant shall be responsible for general cleanup, including the restrooms, following the conclusion of the event. A \$200.00 (refundable) security deposit is required at the time of payment of the rental fee. If building is left in satisfactory condition, a refund will be sent within 30 days after the event. All refunds will be sent to the primary contract signer only.
13. All food, beverages, dishes, cutlery and all other items brought in for the event, must be removed from the premises after each event. The Town will not be responsible for any of these items.
14. No cooking allowed on the premises including outside grilling. The stove may be used for warming purposes only.
15. No card playing, gambling, cash bar, pornographic films, “stag” parties, or disrobing in any fashion (male or female) is permitted.
16. The Parks & Recreation Department reserves the right to change any or all of the rules pertaining to the administration of the property at all times.
17. The Host/Ranger has the authority to immediately end an event if contract rules, Town Ordinances or Policies and Procedures are not being adhered to, or if the Police/Fire Department is called.
18. Use of the facility will require all organizations (corporations, limited liability companies, partnerships, non-profits, civic associations, etc.) to provide a certificate of insurance evidencing coverage of \$1,000,000 per occurrence general liability policy naming the Town as an additional insured. This certificate is due at the time of application and shall be forwarded to the Finance Director or his/her designee for approval.
19. Town and board of Education agencies including associated Boards and Commissions, are exempt from Insurance Certificate requirements.
20. Individuals, not associated with either of the above, agree to indemnify and hold the Town, its employees and elected officials, harmless for any and all losses (including but not limited to property damage and physical damage) associated with their use of the facility. The Town at its discretion, may require the submission of a homeowners insurance declaration page s proof of insurance and reserves the right to make a claim against this policy should a loss occur.

Third Party Use and Rental of Town of East Hartford Facilities *Liability Insurance Requirements*

Thank you for your interest in using/renting a Town of East Hartford facility. Proof of liability insurance is required at the time you make your reservation.

For the Veterans Memorial Clubhouse-Ballroom:

A 1 million dollar per occurrence liability policy must be in force for all profit and non profit groups. You must submit a certificate of insurance, evidencing coverage of this liability insurance, at the time of application. The insurance policy must be endorsed to name the Town of East Hartford, its officials, employees and volunteers as additional insureds. If there will be alcohol at your event, liquor liability insurance must be added to your liability coverage.

If you are an individual, you will need to have \$300,000 of liability insurance in force through a homeowner or renter liability policy. A copy of the declaration page must be submitted at the time of application. If there will be alcohol at you event, the liability limit must be increased to \$500,000 and liquor liability must be included in the coverage's.

VMC Rotary Room or VMC Dining Room:

A \$1,000,000 per occurrence liability policy must be in force for all profit and non profit groups. You must obtain a certificate of insurance, evidencing coverage of this liability insurance. The insurance policy must be endorsed to name the Town of East Hartford, its officials, employees and volunteers as additional insureds. If there will be alcohol at the event, liquor liability must be endorsed on the liability coverage

If you are an individual, you will need to have \$300,000 of liability insurance in force through a homeowner or renter liability policy. A copy of the declaration page must be submitted at the time of application. If there will be alcohol at the event, the liability limit will be increased to \$500,000 and liquor liability must be included in the coverage's.

What if I don't have insurance?

*If you are an individual who does not have any type of liability insurance, you have the opportunity to purchase a one day insurance. Through our insurer, CIRMA, we are able to offer you the opportunity to purchase a TULIP (tenant user liability insurance program) policy for your event. Coverage limits are offered for 1 million dollars of liability insurance and cost is based on the exposure such as number of people, type of event etc.

VETERAN'S MEMORIAL CLUBHOUSE CONTRACT

Contract must filled out in its entirety. If Renter provides false information, deposit will be forfeited. Please complete this contract and return it along with payment for full rental amount as well as the security deposit and insurance requirement to the Parks & Recreation, 50 Chapman Place, Box 1, East Hartford, CT 06108. Upon receipt of payment of rental and security deposit, the applicant will receive 1 copy of the contract signed and approved by this department. Please note: the Rotary Room is not handicapped accessible at this time. Please rent upstairs rooms if access is necessary.

Below are the hours and room(s) being requested. You , the applicant, are responsible for the amount of money so stated and if there are errors, they must be brought to our attention. Otherwise, amounts stated (for rental, police officer(s) and/or security deposit/cleaning charges) must be paid in accordance with the rules of this contract.

- Include a copy of your driver's license with this document and your payment.
- Contract must be made out in one name only. No secondary name will be allowed.

Fire Regulations: building capacity shall not exceed: Ballroom 150 Standing, 110 Seated
Dining Room 75 standing, 40 seated Rotary Room 75 Standing, 50 Seated

**Don't forget to
send back
within 10 days**

- ✓ Payment in Full
- ✓ Signed Contract
- ✓ Copy of
Driver's License
- ✓ Copy of
Declaration
Page of Home
Owners or
Renters Insur-
ance Policy

Applicant Name: _____

Date of Rental: _____ Time of rental: (5 hours) _____

To be used for the purpose of: _____ # of persons to attend _____

Applicant Address: _____

Applicant Phone: _____ Date of Birth: (must be at least 21 years of age) _____

Will alcohol be available for consumption? _____ YES _____ NO

Food Service: _____ CATERED _____ NOT CATERED (private)

If catered, the caterer must present a license to serve food in the Town of East Hartford. This license may be obtained from the East Hartford Health Department.

It is hereby agreed and understood that if this application is granted, the undersigned applicant will assume responsibility for the preservation of order in said building and the liability for any damage or loss of property that may accrue, and the due observance of all regulations of the Parks & Recreation Department which govern the use of the property. **The signer of this contract must be present at the function at all times from set-up through clean-up.** Please note: No one will be allowed to enter the building until the contract holder listed here is present and shows proper photo identification to host.

The date previously mentioned in this contract is clear and approval is granted.

APPLICANT'S SIGNATURE

DATE

Parks & Recreation Department Representative

Date

This application is to be considered a bill—due and payable within 10 days of receipt.

***Security Deposit: \$200.00 cash/check must be received at the time of rental payment for the event. Please be aware that this deposit is completely separate from the payment of the facility rental and is fully refundable to the primary contract signer only. Assuming the facility is left in satisfactory condition.