# NEWTOWN PARKS AND RECREATION TEEN CENTER

**NAME:** _____ **ADDRESS:** _____
**(please print)**

**HOME PHONE NUMBER:** _____ **CELL PHONE NUMBER:** _____

**WORK NUMBER:** _____

**DATE OF PARTY:** _____ **TIME OF PARTY:** _____

**TOTAL NUMBER OF GUESTS (max. 100):** _____
(If you are having 75 or more guests you will need to hire a police officer to be present at the party. This will be at your cost. )

**RENTAL FEE: $150.00 per event**
**REFUNDABLE DEPOSIT: $100.00**
**INSURANCE RATE PER PERSON: $1.10** (Includes children and adults.)

## BIRTHDAY PARTY GUIDELINES

Please read the guidelines below and sign at the bottom.

- Available to Newtown residents only.
- Available to grades 5th – 12th ONLY.
- Available Friday or Saturday nights from 7:00 – 11:00 pm (NO holidays).
- Music is your responsibility – you may hire a DJ, a band or bring your own CD player.
- NO drugs or alcoholic beverages allowed.
- NO smoking inside or outside of the building.
- **Maximum of 4 hours including set-up and clean up (the floor needs to be swept before leaving).**
- Must clean up and remove all garbage and place in pail outside front door.
- Participant will pay for any damage done to the property.
- Parent or guardian MUST be present at all times. **(There must be a 1/12 ratio.)**
- Parks and Recreation WILL NOT be responsible for supervision of participants.
- Do NOT tape anything to the walls.
- A guest list with home phone numbers will need to be handed into our supervisor on duty before the start of the party. (See attached form.)
- Use of pool tables, foosball and air hockey table will be available at no charge.
- Soda, snack machine and video games are available for fees starting at 25 cents.
- **NO SKATEBOARDING INSIDE THE BUILDING OR OUTSIDE THE BUILDING.**

I have read the above guidelines and agree to abide by them.

_____
Signature Date

**The attached Indemnity and Hold Harmless Agreement and the Application for Accident Insurance must be completed.**

# IMPORTANT

## INDEMNITY AND HOLD HARMLESS AGREEMENT

The Town of Newtown is pleased to be able to offer the Teen Center (The Garage) rental to our residents.

The Parks and Recreation Department of The Town of Newtown works very hard to maintain these facilities to ensure that they are a clean and safe place available for the enjoyment of all our residents.

It is an unfortunate reality that injuries do sometimes occur at the Teen Center (The Garage) while the premises are rented to others.

The Parks and Recreation Department does not provide supervision over the activities or events that take place during a short-term rental of these facilities. To that end, it is not the intention of the Town of Newtown to assume liability for bodily injury that might occur during a short-term rental. Instead, it is the intent of the Town of Newtown to transfer liability by contract to the individual or entity that is renting the facility. Additionally, The Town of Newtown has specific insurance requirements, which must be adhered to (see attached pages).

Accordingly, please read the following Indemnity/Hold Harmless Clause:

**DEFINITIIONS:**

1. Lessee: The person or entity requesting to rent the facility.

2. Landlord: The Town of Newtown, Borough of Newtown and all elected or appointment boards and commissions and authorities, officials, directors, officers, employees and volunteers, all when acting or deemed to be acting within the scope and performance of their duties.

3. Premises: The facility that is the subject of the rental.

4. Term: The time during which the facility is rented to the lessee.

**INDEMNITY/HOLD HARMLESS AGREEMENT**

Lessee will indemnify and hold the Landlord harmless from all claims arising from or in connection with (i) the rental, leasing, occupancy or use of the Premises, or any condition created in or about the Premises during the Term; (ii) any act, omission or negligence of Lessee or the partners, directors, officers, agents, employees or invitees of Lessee; (iii) any accident, injury or damage whatsoever occurring in or at the Premises. Lessee hereby expressly indemnifies Landlord for the consequences of any negligent act or omission of Landlord, its agents, servants and employees, unless such act or omission constitutes gross negligence or intentional misconduct.

My signature below will serve as proof that I have read all of the above information and fully understand the intent of the Indemnity/Hold Harmless Agreement.

_____

Name of Individual Date

TOWN OF NEWTOWN
PARKS AND RECREATION DEPARTMENT

# APPLICATION FOR PARTICIPANT ACCIDENT INSURANCE

## I. PERSON REQUESTING RENTAL

Name: _____

Address: _____

_____

Name of Person completing this form _____ Phone #: _____

Facility being rented: Dickinson Park Pavilion Treadwell Park Pavilion The Teen Center

Rental Date: _____ Time: From: _____ To: _____

Description of Event: _____

Estimated Attendance: _____

## II. COVERAGES PROVIDED AND LIMITS

$10,000 Accident Medical/Dental Expenses
$10,000 Accidental Death/Dismemberment
$ 50 Deductible per claim

## III. PREMIUM INFORMATION

Estimated attendance _____ X 1.10 per attendee = $_____ Premium

Please make your check payable to: "**TOWN OF NEWTOWN**".
Payment is due to Parks and Recreation two weeks before the rental date.
**The Insurance fee is non-refundable.**

**Reminder:**
1. No coverage applies for travel to or from an event.
2. No coverage applies for accidents caused by alcohol or substance abuse.

_____ _____
Signature of Applicant Date

# TEEN CENTER (The Garage) RENTAL FEES

Newtown Residents for a private party.

| | |
|---|---|
| Refundable Deposit: | $100.00 |
| Rental Fee: | $150.00 |

**COMMENTS:**

1. The fee covers the Teen Center (The Garage) rental only. No other facilities are included.
2. The deposit fee of $100.00 will be returned if the Teen Center (inside and outside) is left in good condition.
3. **Rental of the Teen Center (The Garage) is available only to Newtown Residences for children's parties, grades 5 – 12.**

**Description of Coverage:**

Provides coverage for medical expenses resulting from injuries sustained by persons that are using the Teen Center (The Garage), which is owned by The Town of Newtown for authorized activities.

| | **Limit of Coverage** |
|---|---|
| Accident Medical Expense Limit | $10,000 |
| Accident Dental Expense Limit | $10,000 (included in above) |
| Deductible per claim | $50 |
| Accidental Death & Dismemberment | $10,000 |

**Rates**

1. For functions where alcohol will **not** be served $1.10 per person

**Notes**

- Coverage does not apply for travel to and from an event.
- Coverage does not apply if an accident is caused by alcohol or substance abuse.
- An application for coverage must be completed and submitted prior to coverage taking effect.

# NEWTOWN PARKS AND RECREATION
# TEEN CENTER RENTAL
# GUEST LIST

**PLEASE SUBMIT TO SUPERVISOR ON DUTY THE NIGHT OF YOUR PARTY**

DATE OF PARTY:_____ NAME:_____

| | CHAPERONE'S NAME | CHAPERONE'S PHONE NUMBER |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

| | GUEST NAME (PRINT FIRST AND LAST NAME) | PHONE # |
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