

# NEWTOWN PARKS & RECREATION APPLICATION FOR TEEN CENTER PARTY & EVENT RENTALS

**Office Use:**

\_\_\_\_ Paid  
\_\_\_\_ Deposit  
\_\_\_\_ Insurance  
\_\_\_\_ Shirley  
\_\_\_\_ Peggy  
\_\_\_\_ Parks EM

**PARTY/EVENT RENTAL FEES:**

Please check one:

- ☐ Newtown Residents: \$200 per event
- ☐ Non-Residents: \$400 per event

2/27/2023

Refundable Deposit: \$100 (the deposit will be returned if the Teen Center is left in good condition.

Note: The fees noted above cover the Teen Center (The Garage) rental only.

No other facilities are included.

**Cancellation Policy:** Two weeks' notice prior to your rental date must be given for cancellations. Reservations canceled after the two week period will result in the loss of your \$100 deposit.

**Insurance:** See attached requirements & application.

**CONTACT PERSON:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ORGANIZATION/COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DATE OF PARTY/EVENT** \_\_\_\_\_

**START TIME (INCLUDES YOUR SET-UP TIME):** \_\_\_\_\_

**END TIME (INCLUDES YOUR CLEAN-UP TIME):** \_\_\_\_\_

**TOTAL NUMBER OF ATTENDEES (maximum 120):** \_\_\_\_\_

(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. )

- PLEASE SEE LAST PAGE FOR REQUIRED ATTENDANCE LIST
- PLEASE MAKE CHECKS PAYABLE TO NEWTOWN PARKS AND RECREATION
- CREDIT CARDS ACCEPTED: VISA, MASTERCARD & DISCOVER

## **RENTAL GUIDELINES**

- Meeting Rentals must be scheduled at least two weeks in advance.
- Rentals are available Friday from 7-11pm, Saturdays (all day) and Sundays (all day). Other days of the week may be available – please inquire.
- Rentals are a maximum of 4 hours, including your set-up and clean-up time.
- Set-up, break-down and clean-up is not included. The floor should be swept before leaving.
- Dimensions: Front Room 64 x 20 feet (1,280 square feet); Back Room 62 x 15 feet (922 square feet)
- Access is provided to four 6-foot tables, 4 park benches, fifteen chairs and kitchen with refrigerator, microwave, sink and ample countertop space.
- At the end of the rental, please place all garbage in the trash receptacle in front of the building.
- Music is your responsibility – you may hire a DJ, a band or bring your own Ipod/CD player.
- **NO** drugs or alcoholic beverages are permitted inside or outside of the building.
- Smoking is NOT permitted inside or outside of the building.
- Participant will pay for any damage done to the property.
- Parent of guardian MUST be present at all times.
- Parks and Recreation WILL NOT be responsible for supervision of participants.
- Please do NOT tape anything to the walls.
- A Guest List with home phone numbers must be provided prior to the start of the party (see application).
- Use of pool tables, foosball and air hockey table will be available at no charge.
- Skateboarding is NOT permitted inside or outside of the building.
- Parking is not permitted in front of businesses sharing the parking lot.

**I HAVE READ THE GUIDELINES ABOVE AND AGREE TO ABIDE BY THEM.**

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**Signature**

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**Date**

**THE ATTACHED INDEMNITY AND HOLD HARMLESS AGREEMENT AND THE APPLICATION FOR ACCIDENT INSURANCE MUST BE COMPLETED AND SUBMITTED.**

## **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.

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.

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

#### **DEFINITIONS:**

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.

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Signature of Individual

Date

**TOWN OF NEWTOWN**  
**INSURANCE REQUIREMENTS FOR TEEN CENTER RENTAL**

**I. Insurance requirement for individuals.**

Most individuals have in place a Homeowners policy to provide coverage for their home, condominium or apartment. Virtually every Homeowners policy also provides Personal Liability protection for the named insured on the policy.

Some insurance companies that offer Homeowners insurance are willing to extend the Personal Liability coverage on their policies to provide coverage for a short-term rental such as the one you are requesting. Others will not offer this coverage.

If your Homeowners insurance company will extend coverage, please have your agent issue a Certificate of Insurance indicating same and forward a copy to this office.

Otherwise, you will be required to purchase a one-day Participant Accident Insurance Policy. The premium for this policy is \$.55 per person.

**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.

	<b><u>Limit of coverage</u></b>
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:**

\$.55 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.



## APPLICATION FOR PARTICIPANT ACCIDENT INSURANCE

### I. PERSON OR ENTITY REQUESTING RENTAL

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of person completing this form \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Description of Event: \_\_\_\_\_

Facility: The Teen Center (The Garage)

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 \$0.55 per attendee = \$ \_\_\_\_\_ Premium

**INSURANCE PAYMENTS SHOULD BE MADE PAYABLE TO "TOWN OF NEWTOWN" AND MUST REACH THE NEWTOWN PARKS AND RECREATION OFFICE TWO WEEKS PRIOR TO THE SCHEDULED EVENT**

**INSURANCE FEES ARE NON-REFUNDABLE AND ARE NOT TRANSFERRABLE TO ANOTHER DATE.**

#### Reminder

- 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NEWTOWN PARKS AND RECREATION  
TEEN CENTER RENTAL  
GUEST LIST



PLEASE SUBMIT TO SUPERVISOR ON DUTY AT THE TIME OF YOUR PARTY/EVENT.

DATE OF PARTY/EVENT: \_\_\_\_\_ NAME: \_\_\_\_\_

	CHAPERONE’S NAME	CHAPERONE’S PHONE NUMBER
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	GUEST NAME (PRINT FIRST & LAST NAME)	PHONE NUMBER
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	GUEST NAME (PRINT FIRST & LAST NAME)	PHONE NUMBER
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