Groton Parks and Recreation

William Seely Birthday Party Application

William Seely School - 55 Seely School Drive, Groton, CT
Return forms to Groton Parks and Recreation
27 Spicer Ave, Noank, CT 06340
860-536-5680 / 860-536-5690 (fax)

Responsible Person _____ Phone# _____

Address _____ City _____ State _____ Zip _____

E-Mail _____

Alternate Contact _____ Phone _____

E-Mail _____

Whom is the party for? _____ Age of birthday child _____ Number of Attendees _____

Reservations must be made by Thursday Two (2) Weeks PRIOR to the date requested.

Saturday	**Sunday**
Date _____ ◯ 1:30 - 3:30 pm ◯ 4:00 - 6:00 pm	Date _____ ◯ 12:30 - 2:30 pm ◯ 3:00 - 5:00 pm

Room Fee: $150 for two hour party, includes use of a classroom and gymnasium. Food, beverages and decorations are allowed in the classroom only! Cancellations must be made by the Wednesday prior to the event. All fees are refundable EXCEPT for half of the Room Rental Fee ($75).

15 minutes is allowed before and after the party for set up and clean up. NO helium balloons in the gymnasium.

Damage/Cleaning Deposit $100 will be returned unless a charge for cleaning or damage is necessary as determined by Groton Parks and Recreation.

The gym can be set up with either mats and play equipment or with an open floor for sports and games. Please check which set up is needed. ☐ Mats ☐ Open Gym

Special Set Up Requested _____

Equipment Requested: ☐ PA/Microphone - $30 ☐ LCD Projector with Screen - $100

Office Use Only:

Reviewed by: _____

Date _____ ☐ Approved ☐ Denied

Reason for denial: _____

Date Contact made w/applicant: _____

Fee Waiver: _____

Room Rental Fee:	$150
Refundable Damage/Cleaning Deposit:	$100
Total Equipment Fees:	
Total Fee Due:	

Will food be served? ☐ Yes ☐ No Will paid entertainment be provided? ☐ Yes ☐ No

Proposed Food Caterer Name and Contact Information

Proposed Entertainment Name and Contact Information

General Policies

1. Smoking is prohibited in all Town of Groton buildings. If smoking outside, you must avoid doorways and dispose of smoking materials in the appropriate receptacles.
2. Alcohol is prohibited in all Groton Parks and Recreation (P & R) facilities.
3. Decorations: Only free standing and/or table top decorations may be used. Nothing may be taped, glued, nailed, stapled, and/or attached in any way to any part of the P & R facility including the walls, ceilings, windows, pillars and/or chandeliers.
4. Applicants must restore facility to its original condition. All decorations must be removed and all trash must be bagged and taken to the dumpster. Caterers and entertainers must remove all equipment, goods and/or trash.
5. Children must be supervised by adults at all times.

CONDITIONS OF AGREEMENT

The Town of Groton Parks and Recreation Department prohibits discrimination based on race, color, age, religion, sex, disabilities, national origin, ancestry, marital status, and/or any other protected status under state and/or federal law.

* Rental applications must be made in the name of an individual or a duly-authorized representative of an established organization. That person on behalf of the organization, shall agree to be responsible for any damage to equipment, furnishings and building.

* The Applicant is responsible for the conduct of all those in attendance, in addition to any loss or damage to the facility caused by attendees. The Applicant and/or their representative(s) must remain on the premises throughout the function and must maintain control of attendees at all times. The Groton Parks and Recreation will determine the number of required representative(s).

* P & R reserves the right to refuse and/or cancel rental of the facility, and/or change dates as appropriate or necessary.

* Reservations are considered finalized when a rental agreement is approved and completed, the rental fee is paid in full, and the insurance certificate, if required, is received.

* The Applicant must notify P & R of any changes in date(s), times, or set-up requirements. Additional fees may be required.

* When a caterer is employed, the caterer and/or the Applicant shall furnish all necessary supplies and equipment. A Certificate of Liability Insurance shall be required.

* When an organization employs an entertainer, the entertainer or the renter shall furnish all necessary supplies and equipment. A Certificate of Liability Insurance shall be required. Any movies played require prior authorization of P & R due to licensing agreements.

* P & R reserves the right to approve or reject equipment and/or items brought into the building by the Applicant. It is the responsibility of the Applicant to gain the necessary approval(s) in advance of the event date.

* Rentals are limited to the use of the specific areas agreed upon and are prohibited from using other areas of the P & R facility.

* P & R reserves the right to remove any person or persons from the premises whose activities are detrimental to the health and safety of the community and/or the condition of the premises and/or to deny future rentals to groups and/or the general public who do not conduct themselves in accordance with the provisions of the Building Use Policy and Room Rental Application.

* Applicants must clearly identify themselves in any event publicity being held at Groton Parks and Recreation facilities. All publicity must include the statement: "This program is not sponsored by Town of Groton Park sand Recreation." Publicity for the event must not include any Town of Groton Parks and Recreation telephone numbers, and/or mailing address.

As a condition of use, Applicant agrees for him/herself, or as a duly authorized representative of the organization renting the facility, for that organization to release to waive, release, forever discharge, defend, indemnify, and hold harmless the Town of Groton, the Town of Groton Parks and Recreation Department, its boards, commissions, officials, employees, agents, contractors, and subcontractors, volunteers, and/or representatives and all others ("Releasees") without limitation from all claims, suits, losses, damages, costs (including without limitation reasonable attorney's fees), compensation, liabilities, or judgments of any kind or nature arising out of and/or alleged to have arisen out and/or connected to any use and/or rental of the P & R facility and/or equipment and/or any event associated with any use and/or rental of the P & R facility and/or equipment.

I hereby acknowledge that I have read the above CONDITIONS OF AGREEMENT, understand them and agree to abide by them.

Signature

Date