

## VENUE RENTAL SUMMARY

The historic Cannon Grange Hall is available for rentals. We have recently updated our venue rental information so please read each section carefully. If you are interested in renting the Cannon Grange Hall for an event, please contact us via one of the following:

Facebook Messenger | Cannon Grange 152 Inc.

Email | [info@cannongrange.org](mailto:info@cannongrange.org)

Phone | 203-762-1900

Mail | PO Box 23, Wilton, CT, 06897

### Cannon Grange Hall Seating Capacity

- Standing or Auditorium Seating: 120 people
- Round Tables: 12 tables (5' diameter)
- Rectangular Tables: 4 (3' x 8')

### Rental Fees

| Weekday Rentals          | 3-5 hours | 5-9 hours |
|--------------------------|-----------|-----------|
| Up to 25 people          | \$50.00   | \$75.00   |
| 25-50                    | \$125.00  | \$175.00  |
| 51-100                   | \$275.00  | \$350.00  |
| 101-120                  | \$525.00  | \$625.00  |
| Weekend Rentals          | 3-5 hours | 5-9 hours |
| Up to 25 people          | \$75.00   | \$100.00  |
| 25-50                    | \$150.00  | \$200.00  |
| 51-100                   | \$300.00  | \$375.00  |
| 101-120                  | \$550.00  | \$650.00  |
| Non Profit Discount:     | 25% Off   | 25% Off   |
| Cleaning Fee (Optional): | \$75      | \$125     |
| Security Deposit:        | \$200     | \$200     |

\*\*\* Please call us to find out about rates for 9+ hours of rentals.

### Rental Terms

Please review the Rental Agreement for full Terms + Conditions. These have been updated as of June 10, 2018. Town Ordinance classifies the Cannon Grange Hall in a commercial zone and therefore amplified music and dancing is allowed up until 2 AM. We welcome corporate events and nonprofit events. Rentals are NOT permitted during the month of August and the 1<sup>st</sup> and 3<sup>rd</sup> Thursday evenings of every month.

### Furniture & amenities available at no additional cost: Other amenities at additional cost upon request:

|  |  |
|--|--|
| Round Tables: 12 tables (5' diameter)  | Projector \$5.00   |
| Rectangular Tables: 4 (3' x 8')  | Flipcharts \$5.00/per flip chart   |
| Chairs: 80 Folding Chairs  | Easel and markers for Flipchart \$5.00   |
| Indoor Stage   | Water Bottles \$1.50   |
| Full kitchen including plateware and silverware, coffeepots and teapots, tablecloths | Pads \$2.00  |
| Coat hangers   | Pencils \$1.00   |
| High Speed WiFi  | Party Favors \$1.00-20.00 each (items from local vendors range from beeswax candles to fine handmade soaps to maple syrup and preserves to olive oil). |
| Extension Cords (upon request)   |  |
| Heat (no AC, large ceiling fans only)  |  |
| Parking  |  |
| Garbage and garbage bags   |  |
| Bathroom items toilet paper, hand towels, & soap                                     |  |

## RENTAL AGREEMENT

Thank you for your interest in renting the historic Cannon Grange Hall (also sometimes referred to herein as the "Premises"). Cannon Grange Hall Rental Applications must be completed and submitted by US mail, email or Facebook. Renters may reserve the premises no more than six (6) months in advance of the requested date but payment must be made within 12 days of reservation to secure the desired date. Availability and use of Cannon Grange's facilities is subject to the Grange's event and program schedules. All events must comply with the conditions outlined herein. The following uses, events and/or activities are permitted at Cannon Grange between 8am and 2 AM (next day) as per the Town Ordinance:

- Corporate retreats, seminars, meetings, other events
- Nonprofit Organization retreats, seminars, meetings, other events
- Educational events (School Groups, Sport Team meetings and dinners, Scouts)
- Tournaments (Chess, Scrabble, etc.)
- Exhibition space for artists, cooking classes, recitals and book clubs
- Other organizational events (parent organizations, discussion groups, worship groups, exercise groups, etc.)
- Family reunion parties
- Wedding and bereavement receptions, wedding rehearsal dinners
- Bat Mitzvah & Bar Mitzvah celebrations
- Anniversary parties, birthday parties, bridal and baby showers

## RENTAL FEES\*

Fees are based on number of people, weekday vs weekend, and # of hours. Number of hours should include time to set-up and break down. For 9-hour rentals, we allow renters to check in the night before and finalize check out between 8am-10am the next day. Please call us to find out about rates for 9+ hours of rentals.

| Weekday Rentals          | 3-5 hours | 5-9 hours |
|--------------------------|-----------|-----------|
| Up to 25 people          | \$50.00   | \$75.00   |
| 25-50                    | \$125.00  | \$175.00  |
| 51-100                   | \$275.00  | \$350.00  |
| 101-120                  | \$525.00  | \$625.00  |
| Weekend Rentals          | 3-5 hours | 5-9 hours |
| Up to 25 people          | \$75.00   | \$100.00  |
| 25-50                    | \$150.00  | \$200.00  |
| 51-100                   | \$300.00  | \$375.00  |
| 101-120                  | \$550.00  | \$650.00  |
| Non Profit Discount:     | 25% Off   | 25% Off   |
| Cleaning Fee (Optional): | \$75      | \$125     |
| Security Deposit:        | \$200     | \$200     |

\* Please note that the rates are effective through December 31, 2018.

\*\* We offer 25% discount to any non-profit community group that applies for a rental application.

\*\*\* Rental hours are 8:00 am to 2:00 am.

\*\*\*\* Special blackout dates are as follows: 1<sup>st</sup> and 3<sup>rd</sup> Thursday evening of every month and the entire month of August. Special exceptions can be made if you contact a Cannon Grange representative well ahead of time.

## SECURITY DEPOSIT

A Security Deposit of \$200 is required. The Security Deposit shall be held to ensure that Renter's obligations under the rental agreement are carried out, including, but not limited to, payment of any and all costs of cleaning and repair or replacement of any facilities at Cannon Grange Hall that are damaged. Upon satisfactory inspection of the Premises by a Cannon Grange representative following the event, the Security Deposit minus any amount deducted for cleaning, repair or replacement (or satisfaction of any other Renter obligation) shall be returned to Renter within ten (10) business days after. **To avoid a deduction from the security deposit, please consider opting in for the cleaning fee at time of application.**

I have read, understand, and agree to abide by the attached rules, requirements, and conditions for renting the Cannon Grange Hall. The Security Deposit fee, the Rental Fee along with a completed Rental Application (a copy of which is attached hereto), and Certificate of Insurance must be received at least 20 days prior to the date of rental. Confirmation of rental will be issued after the receipt of the above items.

**General**

Name of Organization/Individual \_\_\_\_\_  
Street Address \_\_\_\_\_  
Town/State \_\_\_\_\_ Zip \_\_\_\_\_  
Is the organization a non-profit? \_\_\_\_\_ Tax ID \_\_\_\_\_  
Event /Organization Representative \_\_\_\_\_  
Telephone \_\_\_\_\_ Email Address \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Date of Rental \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_  
Estimated Attendance \_\_\_\_\_ Minors Present? \_\_\_\_\_  
Will Food be Served? \_\_\_\_\_ Liquor Served? \_\_\_\_\_  
Will Event be Catered? \_\_\_\_\_ By Whom? \_\_\_\_\_

**Amenities Requested**

Cannon Grange Hall Fee (based on number of people and Weekend vs Weekday): \$ \_\_\_\_\_  
Security Deposit: \$ 200.00  
Non Profit Discount (If requested, based on 25%): \$ \_\_\_\_\_  
Cleaning Fee (Optional. If requested, based on number of hours): \$ \_\_\_\_\_  
Projector (Optional.) \$ \_\_\_\_\_  
Flipcharts (Optional.) \$ \_\_\_\_\_  
Easel for Flipchart (Optional.) \$ \_\_\_\_\_  
Water Bottles (Optional.) \$ \_\_\_\_\_  
Notepads (Optional.) \$ \_\_\_\_\_  
Pencils (Optional.) \$ \_\_\_\_\_  
Party Favors (Optional. Can be paid via the honor system during the rental, too). \$ \_\_\_\_\_  
TOTAL DUE: \$ \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Organization Representative or Individual and Date

\_\_\_\_\_  
Name and Signature of Cannon Grange Hall Authorized Agent and Date

**Thank you for renting our Cannon Grange Hall! One hundred percent of your payment goes toward the Cannon Grange Hall maintenance! We look forward to serving you again!**

## CONDITIONS AND INFORMATION

**INSURANCE** A Certificate of Insurance is required (indicating your coverage of at least \$1,000,000 general liability covering your event) and the form must expressly name Cannon Grange No. 152, Inc. located at 25 Cannon Road, Wilton, CT as an additional insured for the period of your rental. The certificate must be valid for the day of rental. The \$1,000,000 requirement is the minimum amount. Please ensure that you have adequate insurance. An additional Certificate of Insurance is required to utilize the parking lot between the Grange Hall and the Fidelco building. This additional certificate carries the same coverage amount, and is issued to Fidelco Guide Dog Foundation addressed at 103 Vision Way; Bloomfield, CT 06002. See more details under FIDELCO section below.

**PARKING** There are seven parking spots adjacent to the Cannon Grange Hall. Additional parking is available across the street at the Cannondale Train Station. Please inform your guests and provide directions ahead of time. You may also use our parking sign. There is a sited crosswalk in front of the Cannon Grange Hall.

**FIDELCO** FIDELCO Guide Dog Foundation, a company that trains service guide dogs, owns the parking lot at the rear of the Cannon Grange Hall. FIDELCO's property is behind the Grange Hall. Permission to use FIDELCO's parking lot must be secured by the renter in advance of the rental date and the renter must provide a Certificate of Insurance naming FIDELCO as additional insured for the day. If you are interested to use the FIDELCO parking lot, please contact us for more information and advice on this matter.

**TRAIN** Please be aware that the Cannon Grange Hall is nearby an active train station. Although, we believe that the train sounds add to the charm and ambience of renting our facility, we also understand that it may be disruptive. For the train schedule, please refer to the Metro North Train Schedule in the following website for Cannondale Station: [http://as0.mta.info/mnr/schedules/sched\\_form.cfm](http://as0.mta.info/mnr/schedules/sched_form.cfm)

**TELEPHONE** Renters may use the phone located in the Grange Hall for local calls only. The telephone number at the Cannon Grange Hall is (203) 762-1900.

**SMOKING** Smoking is not permitted anywhere in the building. There is a cigarette disposal unit outside by the side door.

## FOOD AND BEVERAGES

1. Alcoholic beverages may be served and consumed **ONLY** by persons of legal drinking age in your party. Your Certificate of Insurance must clearly state that alcoholic beverages will be served and consumed, and that you will be responsible for all actions and care of your guests.
2. The oven in the kitchen may be used to keep foods warmed. Cooking of meat in the ovens or the stovetop trivets is not allowed per the Wilton Fire Marshal. When finished using the oven, please turn the gas off (the hand valve points towards the sink—away from the stove—to cut the gas off).
3. Our refrigerators have no capability for making ice. Bring your own ice, if needed.
4. You are permitted to bring your own grill for outdoor usage. Please place it at least 25 feet away from the building and bring a fire extinguisher.

## CHECK IN

1. Please bring a copy of this agreement with you to reference during check in.
2. Get the key for the premises
3. Locate the Heat and Fan stations
4. Locate the Wifi ID and Password
5. Locate restrooms and kitchen
6. If needed, request a quick lesson on how to use the stoves and ovens
7. If needed, request additional power strips
8. Silent phone ringer
9. Go over Check Out items
10. Go over any other questions

## **CHECK OUT**

1. If you have opted in for a cleaning fee, you do not have to clean but please tidy up. All wastebaskets are to be emptied and relined. Extra plastic bags are stored in the kitchen. All garbage and trash must be bagged and placed in the dumpster in the parking lot. Please separate trash from recyclables.
2. If you have NOT opted in for a cleaning fee, the hall, bathrooms, and kitchen must be left broom clean and spills or other type of mess are to be washed/cleaned up by you. All wastebaskets are to be emptied and relined. Extra plastic bags are stored in the kitchen. All garbage and trash must be bagged and placed in the dumpster in the parking lot. Please separate trash from recyclables.
3. When leaving the building make sure all light switches are in down position. The porch light remains on a timer for 3 minutes.
4. If you or your guests have mistakenly broken or damaged the Grange Hall or anything inside, please leave an itemized note.
5. If you or your guests have purchased any items from our honor system store, please leave an itemized note alongside the payment. Checks are made payable to: Cannon Grange 152 Inc.
6. Ensure the faucets are turned off and toilets are not running; and oven and cook top are turned off, and coffee pots are unplugged and cleaned.
7. Lock all doors—PRIOR to shutting the main door (side door of the Hall), return the key to the agreed upon place a) either to the lock box outside the side door or b) in the dish on the piano behind the screen, then step outside and shut the door. A \$25 charge will be retained from the deposit fee for a lost key.

**CANCELLATION POLICY** The event may be canceled by the Renter. A full refund will be given if event is canceled 15 days prior, 50% if canceled within 7-14 days, and no refund if canceled less than 7 days.

## **EMERGENCY CONTACTS**

1. In case of emergency, contact Grange Members below:  
Bil Mikulewicz 203-431-4385  
Doug Shepherd 203-240-5323  
Don Offinger 203-216-7119  
Michele Clark 203-981-4103  
Dearta Fusaro 917-216-9941  
John Kriz 203-253-5934

## **ADDITIONAL REQUIREMENTS**

2. The piano in the Hall is not available for use.
3. Use of the Grange Hall is entirely at the risk of you and your guests. Cannon Grange Inc. has no responsibility for any event or circumstance resulting from, or arising out of, your use of the Hall. Parking is also at the risk of you the renter and of your guests.
4. If extra warmth is needed in the Hall, adjust the temperature by touching the “up” arrow on the thermostat keypad to the desired temperature on the readout. Set back to 55 at the end of the event.
5. Please do not tape anything to the large projector screen. Evidence of taping or attaching anything to the screen will automatically forfeit your entire deposit. This is a very expensive projection screen.
6. When leaving the building make sure all light switches are in down position. The porch light remains on a timer for 3 minutes.
7. Do not affix a sign or anything else to the sign in front of the property that says “27 Cannon Road”.

**SAMPLE Insurance Certificate**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
2/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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| <b>PRODUCER</b><br>Abbate Insurance Associates, Inc.<br>671 State Street<br><br>New Haven CT 06511 | <b>CONTACT NAME:</b> Mary Slater<br><b>PHONE (A/C No. Ext.):</b> (203) 777-7229 <b>FAX (A/C No.):</b> (203) 865-7593<br><b>E-MAIL ADDRESS:</b> mslater@abbateins.com |   |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>   |   |
| <b>INSURED</b><br>AMG CATERING AND EVENTS LLC<br>29 BRIAR OAK DR<br><br>WESTON CT 06883            | <b>INSURER A:</b> Sentinel Insurance Co., Ltd. <b>NAIC #</b> 11000   | <b>INSURER B:</b> Travelers Indemnity of America <b>25666</b> |
|  | <b>INSURER C:</b>  |   |
|  | <b>INSURER D:</b>  |   |
|  | <b>INSURER E:</b>  |   |
|  | <b>INSURER F:</b>  |   |

**COVERAGES** **CERTIFICATE NUMBER:** 14/15 GL/Auto & WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ANOL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                |           |          | 31SBAPK5099   | 7/28/2014               | 7/28/2015               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPOP AGG \$ 2,000,000 |
|          | GENL AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC   |           |          |               |                         |                         |  |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS                               |           |          | 31SBAPK5099   | 7/28/2014               | 7/28/2015               | COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS  |           |          |               |                         |                         |  |
|          | UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$   |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N       | N/A      | UB-4079T130   | 5/1/2014                | 5/1/2015                | <input checked="" type="checkbox"/> WC STATUTORY LIMITS<br><input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                              |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Event on March 28

|  |   |
|--|---|
| <b>CERTIFICATE HOLDER</b><br><br>Wilton Cannon Grange<br>25 Cannon Road<br>PO Box 23<br>Wilton, CT 06894 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><br>Mary Slater/MS <i>Mary Slater</i> |
|--|---|