

LYME PUBLIC HALL & LOCAL HISTORY ARCHIVES, INC.

249 Hamburg Road, PO Box 1056

Lyme, CT 06371



Founded 1887

RENTAL AGREEMENT

Name _____

Organization _____

Address _____

Telephone (_____) _____ - _____ Email _____

Date(s) of Rental: _____ Time ____ am/pm to ____ am/pm

Set-up time pre-rental: _____ Clean-up time post-rental: _____

Number attending: _____ (*FIRE MARSHAL LIMITS: 65 seated at tables, 140 standing, 100 lecture*)

PREMISES TO BE RENTED: *(please check)*

- Full Upstairs
- Meeting Room/Kitchen
- Parking lot only

The Public Hall will set out tables. Renters will arrange tables, set out and put away chairs.

Tables needed? Yes (Number of tables needed _____) No

Renters will turn on hot water heater and turn off after event.

Hot water needed? Yes No

Ledge Light Health District provides Town of Lyme public health food service oversight.

LLHD was contacted? Yes (When? ____ / ____ / ____) No (Food will not be served)

SPECIAL REQUESTS: _____

LYME PUBLIC HALL & LOCAL HISTORY ARCHIVES, INC.

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Rental agent: Jos Könst, (860) 391-3466

Email: info@LymePublicHall.org

At least one week prior to the use of the premises, the renter shall deliver to the Hall rental agent a Certificate of Insurance secured from their homeowner or organization insurance carrier indicating general comprehensive liability insurance in amounts not less than \$300,000.00. In the case of a commercial business, the renter shall deliver a Certificate of Insurance in amounts not less than \$300,000.00 naming the Lyme Public Hall & Local History Archives, Inc. and the Town of Lyme as additional insured. The renter shall indemnify the Lyme Public Hall & Local History Archives, Inc. its officers and agents and the Town of Lyme and its agent, and save them harmless from and against any and all claims, actions, damages, loss, cost, liability, and expense in connection with loss of life, personal injury, or damage to property, or any other liability, arising out of, incident to or in any way connected with the renter's use of the Lyme Public Hall premises.

Personal property of the renter and his participants brought to or left on the premises shall be at the renter's sole risk. The Lyme Public Hall & Local History Archives, Inc. assumes no responsibility therefore and will provide no security, therefore. The renter agrees to reimburse the Lyme Public Hall & Local History Archives, Inc. for property damage and to reimburse the Lyme Public Hall & Local History Archives, Inc. and the town of Lyme for any expenses incurred by, at or in consequence to the use of the facilities at the Lyme Public Hall.

I have read the rental policies and procedures of the Lyme Public Hall & Local History Archives, Inc. and agree to comply with them. I also fully and freely release the Lyme Public Hall & Local History Archives, Inc., and its agents, and the town of Lyme and its agents, from any claim growing out of this use of the Lyme Public Hall.

Authorized Signatory (name identified on Certificate of Insurance)

____/____/____
Date

LPHLHA Rental Agent

____/____/____
Date

Return the following to the Rental Agent or by mail to

Rental, Lyme Public Hall, PO Box 1056, Lyme, CT 06371

- TWO SIGNED COPIES OF THIS FORM
- RENTAL FEE PAID IN FULL
- CERTIFICATE OF INSURANCE
- SECURITY DEPOSIT

FEES

Rent deposit (\$100) _____

Rent (remainder) _____

10% discount (LPHLHA members) _____

Security deposit (\$150) _____

Total Paid _____

All checks are payable to **Lyme Public Hall & Local History Archives, Inc.**