

# City of Torrington

J. BRETT SIMMONS  
Superintendent



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.....*Explore the possibilities*

## COE MEMORIAL PARK CIVIC CENTER RENTAL AGREEMENT

Kindly complete the rental agreement contract and return it to the Torrington Parks & Recreation Department. All paperwork and payment in full must be returned to the office by the 4<sup>th</sup> Friday of the month in order for your date(s) to be held and your request to be reviewed by the Parks and Recreation Commission. Once your request is reviewed by the Parks and Recreation Commission, the staff at the Recreation Department will notify you of the decision. Rental fees and deposits will be refunded in full, should your request be denied. The Parks & Recreation Commission meets on the first Wednesday of the month at 5:00 PM at the Torrington Armory. A representative from your organization must be present at the meeting to answer any questions.

Please check with Fire Marshall Edward Bascetta at 860-489-2534 should you need to arrange for fire watch, and the Torrington Police Department at 860-489-2019 in regard to police coverage. They will provide you with fees and any other information. Please be sure to indicate yes or no on the Facility Request Application as to whether or not you have arranged for these services. Please note facility rental fees listed below.

Capacity without tables, chairs, etc. is approximately 250 people. Available to the lessee are a limited number of tables and chairs, a sound system, movie screen, indoor stage, and outdoor stage. Coe Memorial Park Civic Center is located in a beautiful downtown park setting featuring gardens and a fountain.

### RENTAL FEES & REQUIREMENTS

#### CIVIC CENTER RENTAL FEE

All checks must be made out to the City of Torrington.

**\$ 500.00 per day for rental of the Auditorium**

**\*Payment must be made in full for all hours requested.**

**\$ 200.00 per day for rental of the Portico**

**\*Refunds will not be granted within 60 days of the event date(s).**

#### MAINTENANCE AND SECURITY FEE

**\$ 50.00 per hour**

For the convenience of the lessee and the security of our facility, an attendant will be provided during facility use.

#### TAX EXEMPT STATUS

Valid holders of 501(c) 3 tax status are exempt from the rental charge; however maintenance and security fees apply. Copies of any documents must be enclosed.

#### INSURANCE

Minimum insurance needed is \$1,000,000.00 (One Million Dollars – general liability). **In remarks block of policy, it must read: “City of Torrington, and its employees and agents, as additional insured.” Effective dates of event must be on policy.**

#### ALCOHOLIC BEVERAGES

Per City Ordinance alcoholic beverages are prohibited on City property.

#### TRASH & CLEAN-UP

It is expected that Coe Memorial Park will be returned to its original condition. All trash must be placed in the containers provided. The lessee is responsible for all trash removal.

Note: Coe Memorial Park Rules & Regulations must be strictly adhered to by profit and non-profit organization lessees. Violations may jeopardize future rentals.

# COE MEMORIAL PARK CIVIC CENTER

## RULES AND REGULATIONS

- Event signs shall be limited to sandwich boards only, on the day of the event, within the confines of said event. Signs of any type shall not be tethered to Connecticut DOT signs, utility poles, lampposts, trees, or benches in Coe Memorial Park. No signs shall be permitted prior to any event, and all must be removed immediately following the event.
- Banners are permitted on tables or to the front of a booth as long as the size is confined to 3' x 6', NO LARGER. Banners may not be affixed to the Coe Memorial Civic Center, Coe Carriage House, benches, trees, or lampposts.
- All tents must be freestanding, with no spikes allowed for any tethering.
- No open fires shall be allowed in Coe Memorial Park.
- Formal, organized sporting events shall not be permitted.
- Entry into fountain pool area is strictly prohibited.
- Parking or driving of any type vehicle on the lawn is not permitted.
- All fees collected must be returned to the Coe Godfrey Fund, minus 15% to the Parks and Recreation Department for fees incurred.
- \*\*Rental options are granted by the Parks and Recreation Commission.
- Per City ordinance, absolutely no alcoholic beverages are allowed at the Coe Memorial Park or Civic Center.
- Per City ordinance, all dogs must be on a leash. Owner is responsible for picking up any excrement.
- All existing City ordinances apply.

Approved: _____	Denied: _____	Fees: Rental: _____	Date Received: _____
		Attendants: _____	
		NC = Fees Waived	Employee Initials: _____
Commission Signature _____		Date _____	

## COE MEMORIAL PARK CIVIC CENTER FACILITY REQUEST APPLICATION

APPLICANT'S NAME (Local Contact): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

REQUESTING ORGANIZATION: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

INDOORS? \_\_\_\_\_ OUTDOORS? \_\_\_\_\_

*IF NECESSARY, PLEASE WRITE ADDITIONAL DATES ON A SEPARATE SHEET AND ATTACH.*

TOTAL NUMBER OF HOURS: \_\_\_\_\_ NUMBER OF PERSONS EXPECTED: \_\_\_\_\_

WILL FACILITY BE DECORATED? \_\_\_\_\_ WILL FOOD/OTHER ITEMS BE SOLD? \_\_\_\_\_

WILL ADMISSION FEES BE CHARGED? \_\_\_\_\_ WILL YOU NEED THE PA SYSTEM? \_\_\_\_\_

FACILITY REQUIREMENTS:  
 AUDITORIUM? \_\_\_\_\_ CONFERENCE ROOM? \_\_\_\_\_ STAGE? \_\_\_\_\_ PORTICO? \_\_\_\_\_

FIRE DEPARTMENT REQUIRED? \_\_\_\_\_ POLICE DEPARTMENT REQUIRED? \_\_\_\_\_

**I have read and understand the policies adopted by the Torrington Parks and Recreation Department and agree to abide by those policies as stated in the Coe Memorial Park Rental Agreement and Rules and Regulations.**

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

<b>OFFICE USE ONLY</b>			
Insurance Form Received: _____	Copy of 501 (C) 3 Form Received: _____		
Payment Received: _____	Check #: _____	Cash: _____	Amount Due: _____
: _____	_____	_____	
_____ Recreation Department Signature		_____ Date	

Amended 8/11/16