

## Facility Rentals

All Rentals area based on availability. Trackside events and programs and Wilton Teens are afforded top priority. Student Clubs, Teams, Community and Private Organizations Businesses and Private individuals are invited to tour Trackside and reserve all or a portion of the facility for your event.

- Detailed Facility Rental Policies and Regulations are listed on pages 3-6. It is the responsibility of the Renter to read and abide by all information provided.
- All renters assume responsibility for compliance with all CT State Laws, including obtaining required permits regarding the dispensing of alcoholic beverages.
- Holidays and School Closures will be charged at Weekend Rates
- Discounts may be provided for recurring rentals and at the discretion of Trackside Board of Directors and/or Directors on staff.
- Trackside’s Floor Plan, including room dimensions and capacity, is provided on Page 8.

### Tier 1: School Sponsored Events, Student Clubs, Sports Teams/ Booster Clubs, Town Events and Wilton/Local based Non-profits serving the Wilton Community

Day of the Week	Timeframe	Facility Fees		Staffing Fees	
		Minimum	Additional Hours	Minimum (per event)	Hourly Rate**
Monday-Friday*	8am – 5pm*	\$50	\$50	\$0	\$25/person
Monday – Thursday	5pm – 11pm	\$75	\$75	\$0	\$25/ person
Friday & Saturday Night	6pm – 11pm	\$100	\$100	\$0	\$25/ person
Saturday & Sunday Day	8am – 6pm	\$75	\$75	\$0	\$25/ person
Sunday Evening	6pm – 10pm	\$75	\$75	\$0	\$25/ person

\*Weekday rental opportunities may be limited.

\*\*If additional staff is required to support the event (i.e. A/V Support, etc.)

**Tier 2: All other Non-Profits, Charitable and Community Organizations**

Day of the Week	Timeframe	Facility Fees		Staffing Fees	
		Minimum (2 Hour)	Additional Hours	Minimum (per event)	Hourly Rate**
Monday-Friday*	8am – 5pm*	\$150	\$75	\$0	\$25/ person
Monday – Thursday	5pm – 11pm	\$200	\$75	\$50	\$25/ person
Friday & Saturday Night	6pm – 11pm	\$400	\$100	\$100	\$25/ person
Saturday & Sunday Day	8am – 6pm	\$200	\$75	\$50	\$25/ person
Sunday Evening	6pm – 10pm	\$200	\$75	\$75	\$25/ person

**Tier 3: For-Profit Organizations/Business and Private Individuals**

Day of the Week	Timeframe	Facility Fees		Staffing Fees	
		Minimum (2 Hour)	Additional Hours	Minimum (per event)	Hourly Rate**
Monday-Friday*	8am – 5pm*	\$300	\$125	\$0	\$25/ person
Monday – Thursday	5pm – 11pm	\$400	\$150	\$50	\$25/ person
Friday & Saturday Night	6pm – 11pm	\$600	\$200	\$100	\$25/ person
Saturday & Sunday Day	8am – 6pm	\$400	\$150	\$50	\$25/ person
Sunday Evening	6pm – 10pm	\$400	\$150	\$75	\$25/ person

\*Weekday rental opportunities may be limited.

\*\*If additional staff is required to support the event (i.e. A/V Support, etc.)

## Policies and Regulations

**Reservations** Rental inquiries can be made via phone, email or in person during regular business hours. The Directors and/or Board of Directors have sole discretion to approve or deny a rental request based on these guidelines. A fully completed and signed Event Space Rental Agreement must be signed and returned to secure the reservation. Reservations should be made no less than 4 weeks in advance, though a shorter duration may be considered on a case by case basis.

**Booking Deposit & Balance Due** A Non-refundable Booking Deposit of up to 50% of the Rental Fee is required no less than 30 days prior to the event to continue to hold the space. All balances are payable to The Teen Center of Wilton prior to the start of the event. Non-refundable Booking Deposits and Balance Due payments may be made by Check, Money Order or Credit Card. Checks should be made payable to the Teen Center of Wilton, Inc. A 3.5% service fee will be added to all credit card payments to cover the cost of processing. Refundable Security Deposits must be a check or money order.

**Responsible Party** The individual who signs the application on the Renter's behalf (The "Responsible Party") assumes responsibility for the rental of the requested facilities and equipment. All payments, correspondence, insurance certificate and communications regarding the use of the facility will be directed to or coordinated with this individual. The Responsible Party must be over 18 years of age and attend the event.

**Security Deposit** A security deposit of up to 50% of the total rental fee may be required as determined by the Director(s) and/or Board of Directors of the Teen Center. The Security Deposit must be provided in the form of a separate check made payable to the Teen Center of Wilton, Inc. The Security Deposit is due at the time of application to guarantee payment of additional charges, clean-up of the facility and to cover any damages to the facility or equipment. Damage assessment will be at the sole discretion of the Director(s). The balance of the Security Deposit, less any deductions for additional or unpaid charges, or clean-up costs or damages, will be returned to the Renter within 30 days after the event or at such time as the cleanup, repairs, etc. have been completed. Any additional charges exceeding the Security Deposit will be billed to the Renter and are due within 30 days of the invoice. A late charge of 5% will be assessed for delinquent payments. Excessive damage, clean-up and/or delinquent balances may jeopardize future use of the facilities.

**Cancellation Policy** If Trackside is closed due to emergencies or inclement weather, all use of the facilities will be canceled, and reasonable attempts will be made to notify the Responsible Party. It is the Renter's responsibility to notify its members and guests that the events have been canceled. If the Renter wishes to cancel, the Responsible Party should notify the Director(s) in writing as soon as possible. In such event, the Booking deposit will be forfeited, and in the event the notice of cancellation is given less than 7 days prior to the date booked, the Renter shall be liable for the balance of the rental fee.

**Insurance and Liability** A Certificate of Liability Insurance is required for most Renters and Caterers and if required, is specified on the Rental Agreement. Established Catering Services may use their license and insurance. The insurance must, at Renter's sole expense, provide and maintain Comprehensive Public Liability Insurance covering bodily injury and personal property damage and other loss of at least 1,000,000 per incident which insures such Renter from claims which may arise out of our result from the Renter's use of the facility.

The Teen Center of Wilton and the Town of Wilton, as the Teen Center of Wilton's Landlord, shall be named as an additional insured of said policy.

**No Endorsement** Permission to use the Teen Center of Wilton's facilities does not imply endorsement or sponsorship by Trackside, the Teen Center of Wilton. Any publicity for the Renter's event, including but not limited to flyers, posters, newsletters, press releases and invitations noting Trackside's name or address must be approved in writing by the Director(s) prior to publication or distribution in order to ensure that it (a) prominently states the following: "This Program is NOT Sponsored By Trackside" and (b) that the sponsoring organization acknowledges its sponsorship and provides its contact information.

**Publicity** Trackside reserves the right to review and approve all forms of promotion (electronic, digital or printed) used to publicize an event at this facility when the Trackside or Teen Center of Wilton name or logo are used.

**Indemnification** In consideration for the rental use of Trackside's facilities, the Renter hereby agrees to indemnify, defend and hold harmless the Town of Wilton and the Teen Center of Wilton, its directors, officers, employees or agents from against any and all liability, claims, actions, damages, liens, judgments, fines, penalties and forfeitures, loss and expensive for injury, death or property loss or damage, arising from or out of directly or indirectly, the entry onto and use of Trackside's facility by the Renter including, but not limited to, the Renter's directors, officers, members, employees, agents or invitees.

**Revocable License** An approved rental application constitutes a revocable license which grants the Renter the revocable privilege to use specified Trackside facilities in accordance with these Guidelines the Rental Agreement and does not give the Renter any possessory interest I the Trackside premises or any Teen Center or Trackside property.

**Smoking** Smoking is NOT permitted at Trackside except for the Trackside parking lot. It is the Renters' responsibility to publicize this policy to its members, guests and invitees and to supervise its enforcement.

**Alcohol** The Responsible party shall be fully liable for monitoring the consumption of alcoholic beverages only by individuals of legal age and shall indemnify and hold harmless the Teen Center for their failure to adequately monitor such consumption. Under certain circumstances, a temporary state liquor permit may be required. It is the sole responsibility of the Renter to research the applicable CT State Regulations and complete all necessary applications, paperwork and processes in order to obtain any required permits.

**Additional Personnel or Staff** the Director(s) and/or Board of Directors reserve the right to assign appropriate Trackside personnel to the event. If additional personnel are assigned, *the Renter will be charged for these services accordingly to the staffing rates set forth in the rate sheet.* Additional personnel or staff may include a Supervisor, Custodian, A/V Specialist or other staff as determined appropriate. When a Supervisor is assigned to the event, the Supervisor shall be responsible for supervising the use of the facilities and for making sure the Renter complies with all rules, regulations governing such use. In addition, the Supervisor will be responsible for ensuring compliance with clean-up requirements.

**Custodial** Custodial Staff may be assigned, *at the Renter's expense*, if the event is scheduled for outside of regular Trackside hours or in instances where the activity dictates the need for additional services during regular Trackside hours and as determined at the sole discretion of the Director(s). The custodian is responsible for site set-up and clean-up at the conclusion of the activity.

**A/V Equipment** Audio/Visual Equipment, including but not limited to Televisions, Gaming Consoles, Projectors, Sound Board and Specialized Lighting will be operated only by authorized Trackside personnel except where the Renter has demonstrated proper operational knowledge as determined at the sole discretion of the Trackside Director(s). The Renter accepts responsibility for reimbursing the Teen Center for any damage to equipment, furnishing or the Trackside facility. If necessary, Trackside staff may be assigned to operate the equipment at the Renter's expense.

**Adult Supervision** It is the Renter's responsibility for providing adequate supervision on and around the facility being used throughout the rental use. All activities involving children and young adults must be supervised by responsible adults at the ratio of 1 adult per 20 children.

**Police Supervision** The Teen Center reserved the right to determine whether police supervision of an event is required. If required, the number of officers assigned will be determined by the Trackside Director(s) and the Wilton Police Department. The Renter must contact the Wilton Police Department to make arrangement to have the required police officers assigned. The Renter is responsible for all costs in connection with hiring the police officers. Police should be in attendance 15 minutes prior to the event and at least one police officer should remain until all persons attending the event, except for the clean-up crew, have left the premises.

**Parking** Free parking is available for up to 38 vehicles in Trackside's parking lot. Overflow parking is available at the Wilton Train Station. Parking is NOT permitted along Station Road or on nearby Private Property, including Commonfund.

**Lost or Stolen Items** The Teen Center of Wilton is not responsible for lost, damaged, or stolen equipment or objects left on the premises. If items are found post-event, the Renter will be notified to have the opportunity to retrieve them.

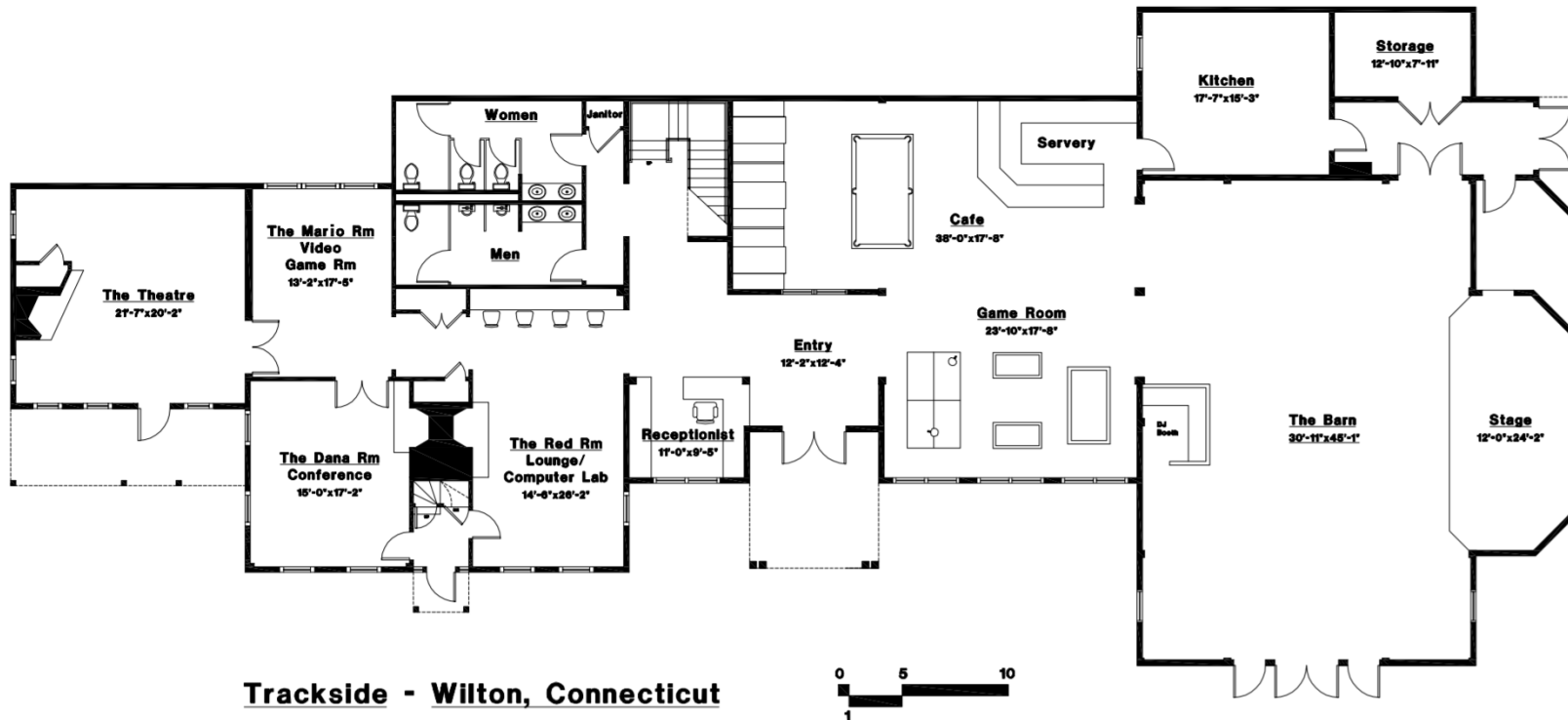
**Clean-up** Renters are responsible for leaving the facility in the same condition that was found upon arrival. All rooms and areas accessed are to be left free of debris and broom clean. Counters and Tables should be wiped clean of any spills. All trash and litter must be secured in plastic garbage bags and deposited in the dumpster located in the gated garbage area to the rear of the Trackside building. Recyclable bottles shall be placed in blue bins. If the Commercial Kitchen is used, all surfaces must be wiped clean, any utensils, dishware or other items must be washed, dried and properly returned to their proper storage locations. Any excess waste or cleaning required as a result of the event will result in the loss of the security deposit and if excessive, additional fees assessed to cover cleaning costs.

**Site Decoration** The Teen Center of Wilton is primarily a Teen Recreation Facility. Furniture, electronics, gaming tables and/or fixtures may not be moved and/or removed for any event without prior written consent from the Director at the Teen Center of Wilton. Decorations may be adhered to surfaces using non-damaging removable adhesives or magnets only. The use of nails, staples, thumbtacks or other means which place holes or otherwise visibly damage the surfaces are not permitted. All decorations, signs, posters, materials and equipment not belonging to Trackside shall be removed immediately following the scheduled activity. Failure to remove completely and immediately may result in the loss of all or partial security deposit. All decorations must comply with all governmental laws, rules and regulations including but not limited to the Connecticut State Building Code. The use of open flames is prohibited in all instances.

In the event of any damages occurring to walls, trim, ceiling, furniture, electronics, gaming tables and/or fixtures the Renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, holes, nicks, breaks, or marks of any kind. No confetti, glitter, rice, birdseed, flower petals, sparklers, or smoke machines are allowed on the premises. No open flames or traditional fire candles are permitted.

**Noise** Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it does not disturb neighboring occupants. If the event creates a disturbance due to high noise volume, Renter shall immediately reduce the volume. If repeated disturbances are created, at Trackside, the Teen Center of Wilton's discretion, the Renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded. Note: Music must end by 10pm during weeknights and by 11pm on weekends. Amplified sound external of the building is NOT permitted.

**Laws & Permits** Renter is responsible for complying with all governmental laws, rules and regulations including but not limited to safety, fire, zoning laws and regulations and permit requirements. Renter must also comply with all of Trackside's rules, regulations and policies pertaining to rental of its facilities. Trackside reserves the right to cancel any rental that does not comply with the terms of this paragraph.



**Trackside - Wilton, Connecticut**

Room	Dimensions & Arrangements	Capacity	Room	Dimensions & Arrangements	Capacity
Barn (with or without stage)	30' 11" x 48' 1" Flexible Arrangements	109 Seated 234 Standing	The Dana Room (Board Room)	15' 17" x 17' 2" - Long Table and Chairs; Flexible Arrangements	12
Café & Game Room	38" x 17' 8" & 23' 10" x 17' 8" Food Serving/ Bar Counter Large gaming tables can be covered	71 Seated	The Mario Room	13' 3" x 17' 8" – Couch Seating	8
			The Red Room	14' 6" x 26' 2" – Couches/ Flexible Arrangements	20
			The Theater	27' 7" x 20' 2" – Couch Seating	16
Commercial Kitchen	17' 7" x 15' 3" – Freezer, Refrigerator, Gas Stove/Oven, Fryer, Pizza Warming Oven, Commercial Dishwasher, Commercial Microwave, Prep Table, Food Prep Sink, Dish Washing Sink, Hand Wash Sink				