

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



telephone: 860-526-0013
facsimile: 860-526-0004
www.chesterct.org

APPLICATION TO USE THE MEETING HOUSE

NAME/ORGANIZATION: _____
REQUEST FOR USE OF: _____ BUILDING _____ GROUNDS _____ GAZEBO
ON DATE(S): _____
BETWEEN THE HOURS OF: _____ and _____
(These hours should include set up time and clean up time.)
FOR THE PURPOSE OF: _____
ESTIMATED ATTENDANCE: _____ Not to exceed total of 170.
ADMISSION CHARGED: _____ IF YES, AMOUNT: \$ _____
CHESTER RESIDENT: _____ ARE YOU A CIVIC NON-PROFIT GROUP? _____

I have read and agree to the attached rules, regulations, instructions and fee schedule concerning use of the Meeting House. I agree to hire and pay a Chester Police Officer and/or building custodian if required to do so. I also agree to reimburse the Town of Chester for any damage done to or loss of Town property resulting from my use of the Meeting House and property. I further agree to pay in advance any required fee or charges to the Town of Chester. Approved application with paid fee and certificate of insurance is required to confirm reserved date.

The person signing this form is responsible for complying with all the rules and regulations as set forth on both pages of this application. For further assistance contact the Selectman's Office at 526-0013 ext. 202.

APPLICANT NAME: _____
ADDRESS: _____
HOME TELEPHONE: _____ WORK TELEPHONE: _____
APPLICANT SIGNATURE: _____

SELECTMAN'S OFFICE USE ONLY

Accepted Rejected Date: _____
Cert. of Insurance: _____ Fee Due: \$ _____ Paid: _____
Chester Police Officer required? _____ (Resident Trooper: 526-3605)
Building custodian required? _____ Fee Due: \$ _____

This application has been approved subject to receipt of required fee, certificate of insurance and compliance with other requirements.

_____ First Selectman

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



telephone: 860-526-0013
facsimile: 860-526-0004
www.chesterct.org

MEETING HOUSE RULES, REGULATIONS AND INSTRUCTIONS

Permission for use shall be under the jurisdiction of the Board of Selectmen.

Pick up a key to the Meeting House and return it to the Selectman's Office. The person obtaining the key shall make arrangements for setting up necessary chairs, tables, and for all clean up. Clean up shall include placing all garbage, paper cups, plates, etc. in proper containers, leaving bathrooms and dressing rooms clean and neat, removing scenery and props after final performance. Directions for use of lights, heat and air should be obtained when first inspecting the building. In the event of emergencies or problems contact Valley Shore Emergency Communications at 399-7921.

Town Board and Commissions shall have priority for use of the Meeting House. No group shall have exclusive use on a regular basis so as to exclude others.

A parking pattern is provided on the enclosed map to maximize the lot space.

Utilize the front main entrance for entering and leaving to avoid wear on the floors and reduce heat/air loss.

Stage curtains may not be removed. The historic roll-down curtain may not be used.

The Meeting House shall be vacated and grounds cleared by 12:30 A.M.

The *No Smoking* and *Occupancy* rules shall be strictly observed. Occupancy shall be limited to a maximum of 110 on the main floor and 60 on the balcony. The balcony is set up for 10 people in each of the six sections to maintain weight restrictions.

Young children shall be under the supervision of a responsible adult at all times.

No alcohol is permitted on the premises.

No animals are allowed on the grounds, except those aiding persons with disabilities.

No chairs or furniture shall be taken outside of the building. Only table decorations are permitted. All decorations must be removed from building and grounds after use. The piano is not to be moved off the stage. No dancing is allowed on the main floor.

Do not pull window shades all the way down, as this will break them. Upon leaving, return all shades to halfway.

No food or beverages are allowed in the balcony. No chairs are to be removed from the balcony.

At the conclusion of each use, thermostat settings shall be lowered to the indicated temperature, kitchen stove checked, all lights turned out and all doors locked. There will be an additional charge if not. Leave all outside lights and switches as you find them.

Arrangements and charges for Chester Police Officers and custodians are the responsibility of those using the Meeting House. Applicant is responsible for making advance arrangements and paying for services.

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



telephone: 860-526-0013
facsimile: 860-526-0004
www.chesterct.org

APPLICATION TO USE PIANO

NAME/ORGANIZATION: _____

REQUEST FOR USE OF: _____ MEETING HOUSE - Hardman Grand
_____ MEETING HOUSE - small upright
_____ COMMUNITY CENTER - upright

ON DATE(S): _____

BETWEEN THE HOURS OF: _____ and _____

(These hours should include set up time and clean up time.)

FOR THE PURPOSE OF: _____

The pianos are tuned yearly. The user is responsible for covering the piano and returning it to its storage location after use. The Meeting House pianos are not to be moved onto the main floor.

I have read and agree to the rules, regulations, instructions and fee schedule concerning use of the building and piano. I also agree to reimburse the Town of Chester for any damage done to or loss of Town property resulting from my use of town property. I further agree to pay in advance any required fee or charges to the Town of Chester. Approved building use application, piano use application with paid fee and certificate of insurance is required to confirm reserved date and use.

The person signing this form is responsible for complying with all the rules and regulations as set forth on both pages of this application. For further assistance contact the Selectman's Office at 526-0013 ext. 202.

APPLICANT NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

APPLICANT SIGNATURE: _____

SELECTMAN'S OFFICE USE ONLY

Accepted Rejected
Fee Due: \$ 20.00

Date: _____
Paid: _____

This application has been approved subject to receipt of required fee, certificate of insurance and compliance with other requirements.

_____ First Selectman

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



telephone: 860-526-0013
facsimile: 860-526-0004
www.chesterct.org

RENTAL OF PUBLIC BUILDINGS - RATES

CHESTER BOARDS OR COMMISSIONS:

There is no charge for Chester Appointed or Elected Boards and Commissions

CHESTER POLITICAL TOWN COMMITTEES / NON PROFIT ORGANIZATIONS:
Organizations must be registered in the Town of Chester

EVENT - NO ADMISSION	\$ 100.00
EVENT - ADMISSION	\$ 150.00
MEETING (3 HOUR)	n/c
SET UP - TO 1/2 DAY	\$ 75.00
CLEAN UP TO 1/2 DAY	\$ 75.00

OTHER INDIVIDUALS, GROUPS AND ORGANIZATIONS:

EVENT - NO ADMISSION	\$ 175.00
EVENT - ADMISSION	\$ 325.00
MEETING (3 HOUR)	\$ 100.00
additional hours	\$ 25.00 per
SET UP - TO 1/2 DAY	\$ 100.00
CLEAN UP - TO 1/2 DAY	\$ 100.00

WEDDINGS - CHESTER RESIDENTS ONLY
copy of marriage license must be submitted with application

BUILDING ONLY	\$ 300.00
GAZEBO/GREEN ONLY	\$ 150.00
BUILDING, GAZEBO & GREEN	\$ 400.00

revised
Board of Selectmen: January 7, 2003

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



telephone: 860-526-0013
facsimile: 860-526-0004
www.chesterct.org

~ Directions ~

Chester Meeting House

4 Liberty Street
Chester CT 06412
860-526-0015

From the North:

Take Route 9 South, to exit 6, Chester.
At the end of ramp at stop sign, turn left.
Follow this road all the way into the center of town.
At the four-way stop at the center of town, turn left onto North Main Street.
Take this road until you see a split/fork in the road – veer right up Goose Hill Road.
At the rise of the hill you will see a gazebo and the Meeting House.
Veer to the left of the gazebo and turn right into the parking lot for the Meeting House.

From the South:

Take Route 9 North, to exit 6, Chester.
At end of the ram at stop sign, turn right.
Follow this road all the way into the center of town.
At the four-way stop at the center of town, turn left onto North Main Street.
Take this road until you see a split/fork in the road – veer right up Goose Hill Road.
At the rise of the hill, you will see a gazebo and the Meeting House.
Veer to the left of the gazebo and turn right into the parking lot for the Meeting House.

Contact the Town Office Building with any questions at 860-526-0013.