

Town of Chester
203 Middlesex Avenue
Chester Connecticut 06412



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

APPLICATION TO USE TOWN HALL

NAME/ORGANIZATION: _____
REQUEST FOR USE OF CONFERENCE ROOM A _____ B _____
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: _____
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 Town Hall. 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 Town Hall 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

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TOWN HALL RULES, REGULATIONS AND INSTRUCTIONS

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

Pick up a key to the Town Hall 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 Town Hall. No group shall have exclusive use on a regular basis so as to exclude others.

Utilize the rear entrance for entering and leaving.

The Town Hall shall be vacated and grounds cleared by 12:30 A.M.

The *No Smoking* and *Occupancy* rules shall be strictly observed.

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.

At the conclusion of each use all lights are to be turned out, elevator locked on second floor and all doors locked. There will be an additional charge if not.

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

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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