

CHILMARK COMMUNITY CENTER USE REQUEST FORM

Name(s) of Lessee: _____
Address: _____ Telephone #: _____
Cell Phone #: _____ Email Address: _____
Purpose of Event: _____
Chilmark Resident Sponsor Name, Address & Telephone # (if needed): _____
Chilmark Sponsor Signature (if needed): _____

EVENT DETAILS

| | | | |
|----------------------|---|--------------------------|--|
| Dates Requested: | | Number attending? | |
| Timeframe: | | Live Band or DJ? | |
| Rental Fee: | | Will alcohol be served?* | |
| Cleaning Deposit*** | | | |
| Will food be served? | If yes, Is the event open to the public** | | |

ALCOHOL NOT PERMITTED FOR SALE

**** PUBLIC FOOD EVENTS REQUIRE A TEMPORARY EVENT PERMIT FROM THE BOARD OF HEALTH.**

*****CLEANNING SERVICE NEEDS TO BE DETERIMNED PRIOR TO EVENT**

Walk-through premises and procedures with Facilities Manager is required. Please reach out with call to (508) 645-2125 leave message or text 508-560-8746

LESSEE'S INDEMNIFICATION AGREEMENT

I _____ (the Lessee) shall, to the maximum extent permitted by law, indemnify and save harmless Town of Chilmark, its officers, agents, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the Lessee's lease or use of the Chilmark Community Center for any damage to its real or personal property that occurs in conjunction with the lease or use of the Chilmark Community Center by Lessee, unless the damage is caused by the Town of Chilmark's gross negligence or willful misconduct.

Signature of Lessee: _____ **Date:** _____

***For Special Events, such as Receptions or Parties, with alcohol being served we require that you obtain \$1,000,000 Protective Liability coverage for the Town. Please inquire with insurance company of your choice. The Certificate should have host liquor checked and list Town of Chilmark 520 south Road Chilmark, Ma. 02535**

At the conclusion of your event the Chilmark Community Center (CCC) must be left in the exact same manner in which you found it. Please review the following checklist to use as a guideline when cleaning the premises:

- Doors and windows should be shut and properly secured.
- All tables and chairs are to be wiped clean and neatly stacked and stored, organized in the racks and put back in chair room. Please do not drag tables and chairs across the floor.
- All garbage must be removed from the premise at the end of your event.
- All bathrooms must be cleaned and garbage cans emptied.
- Kitchen must be left clean, including wiping down all counters, sinks, stove, refrigerator and freezer.
- All floors must be swept and washed.
- All items used to decorate rooms (tape, tacks, pushpins, nails, etc.) must be completely removed from walls, ceilings, doors etc. at the end of your event.
- Police the outside grounds for any debris left behind such as cigarette butts, bottles, cups, napkins etc. and dispose of them properly after your event has concluded.
- Turn thermostats back to 62° F.
- Return keys to town hall drop box on your way home.

Event Approved: YES _____ NO _____