



# North Barn Pavilion Wedding Rental Application

## Contact Information:

Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: 1. \_\_\_\_\_ 2. \_\_\_\_\_

All event coordination will be made through the main contact person designated above.

## Event Information:

Outside grounds to be used? Y N (Description of Use & Location):

\_\_\_\_\_  
\_\_\_\_\_

Tent to be used? Y N (Prior approval of tent location from Granby Recreation office is needed).

If outside grounds are used renter shall be responsible for cleanup of grounds and for any damages that may be incurred during rental use

# of guests expected: \_\_\_\_\_ # of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Event Date: \_\_\_\_\_ (Maximum Room Occupancy 125 with tables/chairs)

Rental Time From: \_\_\_\_\_ To: \_\_\_\_\_ # of Hours: \_\_\_\_\_

## Fee Schedule

### Rental Fees

Saturdays, Holidays and Holiday Weekends (Friday, Saturday & Sunday)

6 hour event: includes prep kitchen, bar, tables, chairs, grounds, use of Workshop, and dumpster = \$4,000

Friday Includes: 6 hour event, use of prep kitchen, bar, tables, chairs, grounds, Workshop, and dumpster = \$3,500

Sunday Includes: 6 hour event, use of prep kitchen, bar, tables, chairs, grounds, Workshop, and dumpster = \$3,000

Monday–Thursday\* Includes: 6 hour event, use of prep kitchen, bar, tables, chairs, grounds, Workshop and dumpster = \$2,000

Optional Additional Fees:

Additional Hours (over the 6 hours above) \_\_\_\_\_ hrs x \$250 = \_\_\_\_\_

Rehearsal Fee (Monday-Friday) 2 hrs = \$200

Main Barn Overnight Storage (pick up by 10AM the following day) = \$250

TOTAL DUE: \_\_\_\_\_  
(Rates Effective 10/25/17)

\*Non holidays

All North Barn Pavilion rentals will have an onsite event monitor.



# North Barn Pavilion Wedding Use Agreement

(Applicant Shall Acknowledge Policies By Initialing Each Below)

<b>Use of Rental Facilities:</b>  <b>Initials</b> _____	Facility use includes the banquet room, bar area, public restrooms, prep kitchen, tables, chairs, grounds, Workshop, and the outdoor patio areas. <b>Other spaces in Main Barn, loft, and office space are not to be used during any rental without prior permission-use of these areas without prior permission will result in forfeit of the security deposit.</b> (NOTE: Renter must meet for a tour in person with the Reservation Coordinator prior to booking an event). Facility tables and chairs are not to be removed from the North Barn and must remain indoors. If outdoor grounds are used as part of rental, the renter is also responsible for cleanup of the outdoor grounds and securing permits/insurance for any tents if necessary. Any use of tents and location must be preapproved by Reservation Coordinator. Maximum North Barn Pavilion banquet seated occupancy is 125 persons in accordance with state fire code.
<b>Rental Deposit and Cancellations:</b>  <b>Initials</b> _____	To confirm a date and time form your event, deposit of \$1000.00 is required with completed pages 1-3 of rental agreement. The deposit is refundable for 5 business days from receipt. After 5 business days, 50% of deposit will be refunded if the date is rebooked. Any cancellations received within 120 days of event will result in the forfeit of the entire deposit. The remaining balance due must be paid in full not less than 30 days prior to the event, if not received by deadline the event will be cancelled and all deposits forfeited.
<b>Hours of Use:</b>  <b>Initials</b> _____	The Renter will have the use of the facility for their reserved time (refer to North Barn Wedding Rental Application). These hours include set-up, photography sessions, the event, and clean up. Morning events may begin at 8a.m. Evening events must conclude no later than 11:00 p.m. and conclude clean-up no later than 12:00 a.m. Surcharge of \$250 hr or part hour will be assessed for additional set-up or clean-up time. Use after 11:00 p.m. may forfeit the deposit.
<b>Catering/Food &amp; Beverage:</b>  <b>Initials</b> _____	No food preparation will take place on site—food must be brought ready to serve. Kitchen may be used for warming, plating and cleaning. If catering is desired, Renter may choose a caterer or chef, at their discretion, proof of catering license and insurance will be required. All food product and decorations are to be removed from the premises following the event.
<b>Alcohol/ Smoking/ Pets:</b>  <b>Initials</b> _____	No alcohol is permitted on site without prior permission and proof of insurance. Smoking is not permitted in public buildings. Illegal drugs are strictly prohibited. Pets are not to be brought to the facility or grounds without prior permission. Please advise your guests of our policies. <b>Subject to forfeiture of security deposit and possibly a shutdown of the event.</b>
<b>Decorations:</b>  <b>Initials</b> _____	The specified venue will be available for decorations to be provided by outside vendors or self. All decorations and other preparations must be set up and removed within the time period reserved. No decorations may be affixed to any walls, ceiling, light fixtures or structures without the expressed, specific approval of the Reservation Coordinator/Event Monitor. No lighted candles may be used unless placed in votive holders.
<b>Music/Entertainment:</b>  <b>Initials</b> _____	Some restrictions are required in the set-up of equipment and sound level. The Town of Granby, through our Event Monitors reserve the right to regulate the level of the music deemed applicable during your function as well as placement of instruments/speakers. If this factor becomes a problem at any time during your event, the Town of Granby representatives reserve the right to end your function. Full charges will still apply. <b>Friday and Saturday events, music must be turned down* at 10:00p.m. Sunday-Thursday events, music must be turned down* by 9:00p.m.</b> *Music cannot be heard outside of the building.
<b>Set-Up/Deliveries:</b>  <b>Initials</b> _____	Due to other functions being held in our facility, we are not able to provide set-up of the room the night prior to your event. Specific approval from Reservation Coordinator is required for access to the facility before your designated time and additional room rental charges will apply if the hours specified in your contract are exceeded before or after your event. Flowers, cakes, decorations, gifts, and clothing may be delivered anytime within the Renter's designated time frame. Arrangements may be made for prior day delivery of rental equipment, please contact Reservation Coordinator to facilitate rental equipment drop offs.
<b>Parking: Initials</b> _____	Parking is available only in the designated parking lots of the Holcomb Farm Facility.
<b>Overnight Storage:</b>  <b>Initials</b> _____	Post-event storage of Renter's property is available for an additional fee of \$250 per night. The Renter must remove all personal property from the North Barn Pavilion and move it to the Main Barn storage area prior to departing the property. Items must be retrieved at a set time no later than 10am the following day.
<b>Etiquette/ Children/ Liability for Guests:</b>  <b>Initials</b> _____	Individuals making reservations are responsible for any damage to/or items taken from the facility by anyone attending the event. Please supervise children as they are not permitted to roam the building(s) unattended. All children 12 and under in attendance should be supervised by an adult 18 or older. Renter agrees to abide by the determination of Town of Granby Staff in their assessment of damages and any special clean up caused by the event to Town property. Renter agrees to be responsible for assessed damages and clean up.
<b>Damage &amp; Overage Time Deposit:</b>  <b>Initials</b> _____	A separate refundable security deposit of \$1000.00 is required not less than 30 days before the event. The reservation is not secured until this deposit is paid in full. The refundable security deposit will be returned to the Renter if the cleaning/damage checklist is satisfactory to the Room Monitor and/or Town staff and the Renter has stayed within their allotted time frame and has complied with all the conditions of the North Barn Pavilion Wedding Use Agreement. If cleaning, damage or use time exceeds the deposit amount the renter's credit card will be charged for those additional fees.
<b>Billing Information:</b>  <b>Initials</b> _____	Final Payment, proof of liability insurance, and desired room arrangement are required 3 weeks prior to your event. If additional charges are incurred during the event, payment of balance will be due the following business day. If final payment and required forms are not turned in by specified dates, deposit may be forfeited. Renter agrees to pay all costs of collections, including reasonable attorney's fees.
<b>Additional Information:</b>  <b>Initials</b> _____	Absolutely no confetti, rose petals, birdseed, rice, or similar decorative items may be used on the property. Failure to adhere to this policy may result in full loss of deposit.
<b>Banquet Room Contact:</b>  <b>Initials</b> _____	For further information contact: Reservation Coordinator at 860-653-8947. The Event Monitor will be responsible for room arrangements, such as temp. controls, fireplace, set-up & take down of facility chairs and tables, & serve as the general contact during the event.





## ***CIRMA*** **Tenant User Liability Insurance Program** **How-To Guide**

The Town of Granby and Granby BOE has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. CIRMA (Connecticut Inter-local Risk Management Association) is a registered user of the TULIP program, the National League of Cities (NLC), and HUB International New England via One Beacon. **Granby’s** assigned unique Entity ID-Code is **0501-099**

**How it works:**

1. Log on to <http://www.onebeaconentertainment.com/>
2. In the center right of the page click on **Purchase or Quote**
3. Enter the Entity ID-Code listed above OR Type in the name of your town in the search box and click GO. Select your town from the pull-down
4. Click Next and Select the Type of “Event” or: “Activity” from the drop down window, e.g. wedding or festival.
5. Answer the questions that follow such as:
  - Have you held this event before?
  - If yes, were there any losses or claims?
  - Will there be armed private security at this event or activity? (Off duty police not included)
  - Will you require Liquor Liability
  - Number of Attendees
6. There are additional questions if there are going to be vendors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get quote which will bring you to the next page.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *One Beacon Insurance* at 1-800-507-8414 (8:30AM – 5:00PM PST).



Town of Granby Recreation & Leisure Services

**ALCOHOLIC BEVERAGE PERMIT APPLICATION (FORM B)**

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT(S): \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_ E-mail: \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

Hereby applies to have alcoholic beverages available at an event at \_\_\_\_\_ (building/park).

on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.  
(date) (time) (time)

- Application for use of the facility has been turned in.
- I have read the facility use policies regarding the use of alcoholic beverages at Parks & Recreation Rental Facilities and agree to comply.
- Applicant has provided Town of Granby with Certificate of Insurance for the event if not using a caterer.
- I have obtained an alcoholic beverage provider who has a State of Connecticut Department of Consumer Protection Liquor Permit with appropriate liability insurance with a minimum coverage of \$1,000,000.00 that names the Town of Granby as an additional insured, is on the town's approved caterer/bar service provider list, and will be the designated server at the event:

\_\_\_\_\_  
Name of Caterer/Bar Service Provider if Applicable (Caterer must complete Form C)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT NAME

-----  
*DO NOT WRITE BELOW THIS LINE*

\_\_\_\_\_  
Parks & Recreation Director's Signature

\_\_\_\_\_ \_\_ Approved \_\_ Denied  
Date

\_\_\_\_\_  
Town Manager's Signature

\_\_\_\_\_ \_\_ Approved \_\_ Denied  
Date

\_\_\_\_\_  
Police Chief's Signature

\_\_\_\_\_ \_\_ Approved \_\_ Denied  
Date

REMARKS & STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_



TOWN OF GRANBY
CATERER/ALCOHOLIC BEVERAGE APPLICATION – FORM C

I am applying to be placed on the Town of Granby's:

- Approved Caterers List
Approved Alcoholic Beverage Provider list
Both Lists

DATE OF APPLICATION:

CATERER/BEVERAGE PROVIDER:

ADDRESS:

PHONE #: FAX#: EMAIL:

NAME OF GROUP TO BE SERVED EVENT DATE

Hereby applies to be added to the Town of Granby Approved Caterers' List

- I HAVE READ, UNDERSTOOD AND AGREED TO COMPLY WITH ALL OF THE TERMS OF THE TOWN'S BUILDING USE AND KITCHEN USE POLCIES. I UNDERSTAND THAT FAILURE TO MEET THESE OBLIGATIONS COULD LEAD TO THE REMOVAL FROM THE LIST.
I HAVE ALL APPROPRIATE LICENSES AND PERMITS TO PROVIDE THESE SERVICES. FOOD SERVICE PROVIDERS MUST HAVE A CATERER'S FOOD SERVICE LICENSE. AN ALCOHOLIC BEVERAGE PROVIDER MUST HAVE A CATERER'S STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION LIQUOR PERMIT.
I HAVE AND WILL MAINTAIN THE APPROPRIATE LEVEL OF INSURANCE TO COVER MY SERVICES AT EVENTS THAT I AM CATERING. LIABILITY INSURANCE MUST HAVE MINIMUM COVERAGE OF \$1,000,000.00 THAT NAMES THE TOWN OF GRANBY AS AN ADDITIONAL INSURED.
I AM LICENSED WITH THE STATE OF CONNECTICUT TO SERVE ALCOHOL AND AGREE TO BE A DESIGNATED SERVER AT EVENTS WHICH I AM CATERING.

SIGNATURE OF APPLICANT

PRINT NAME

DO NOT WRITE BELOW THIS LINE

Parks & Recreation Director's Signature Date

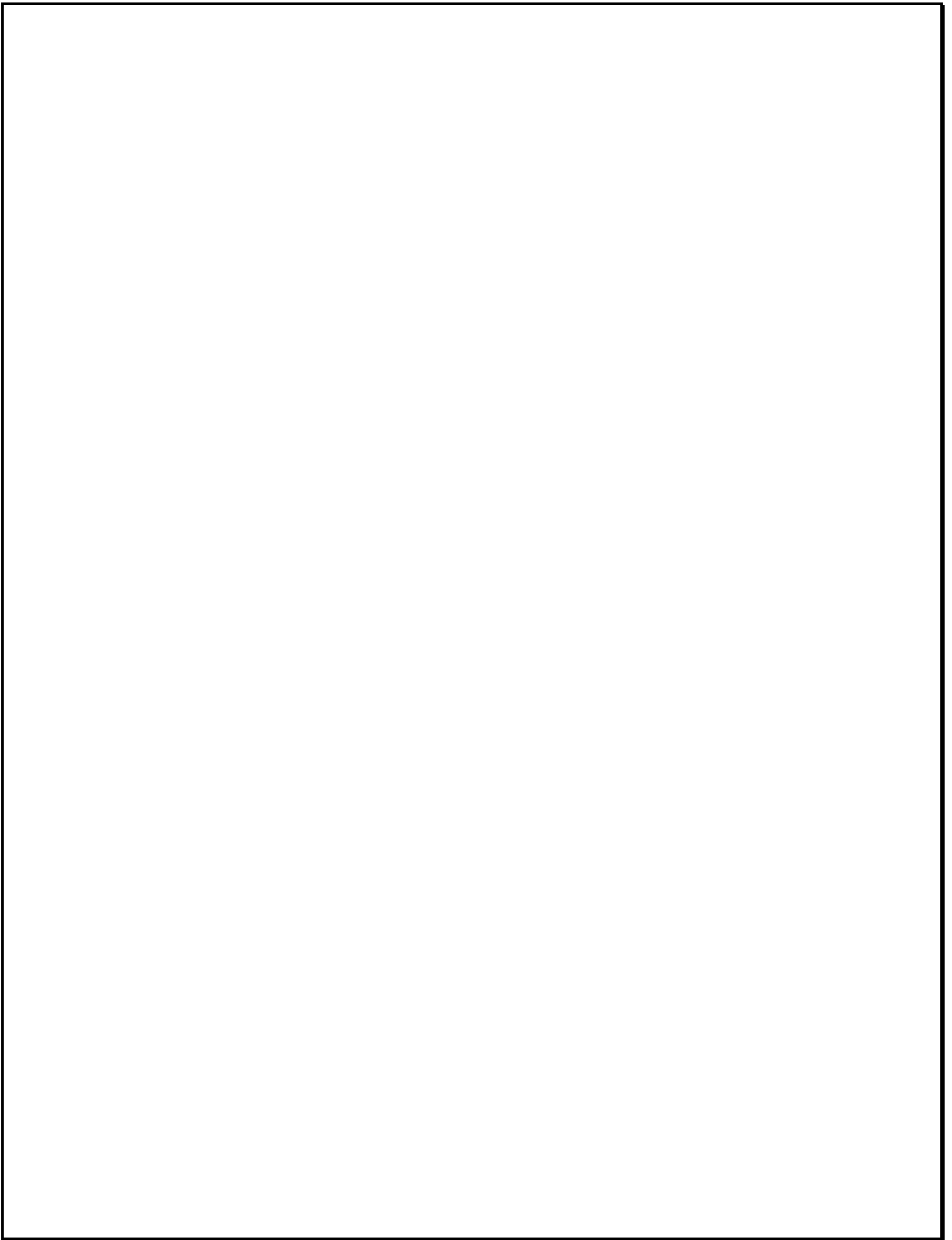
Approved Denied

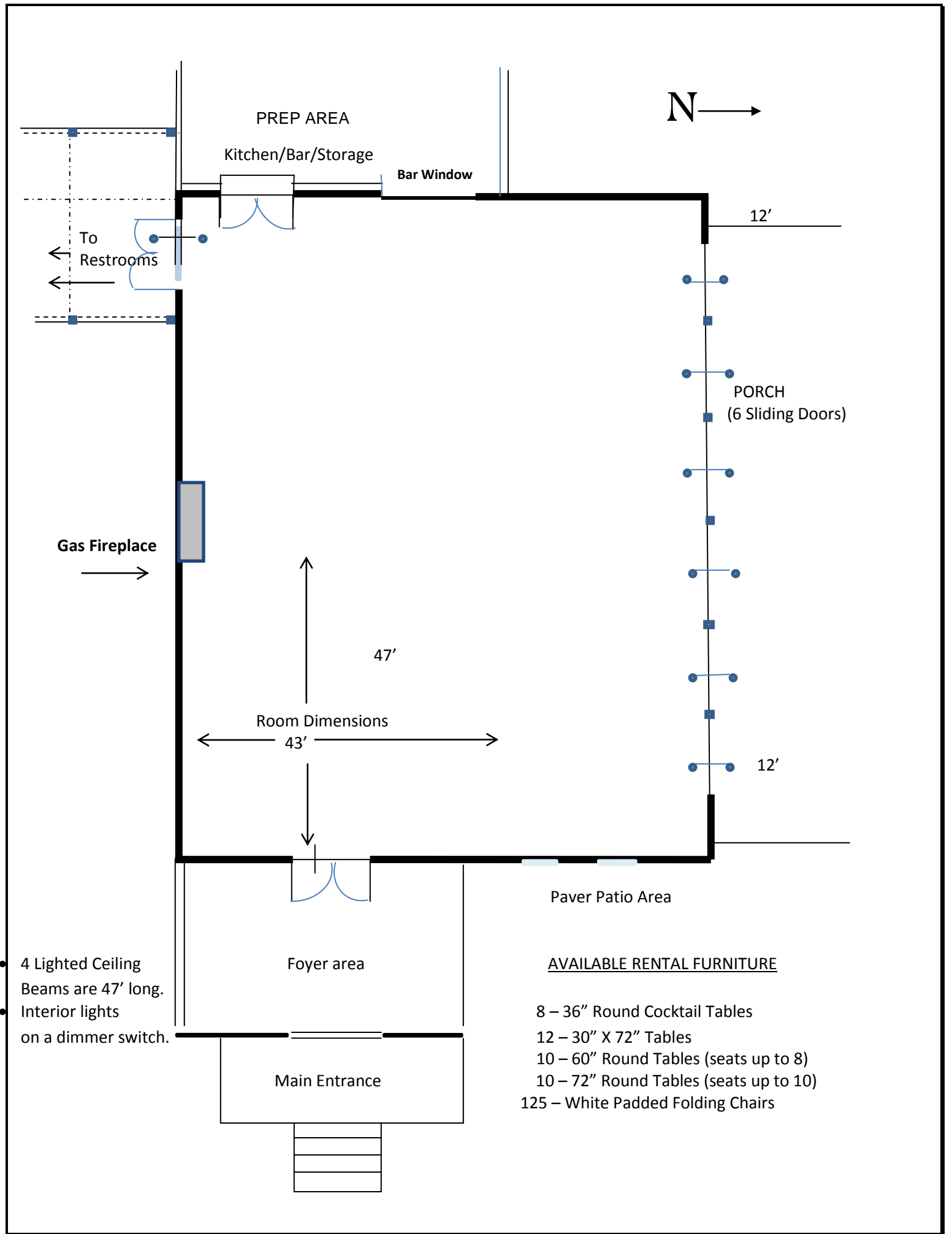
Town Manager's Signature Date

Approved Denied

REMARKS & STIPULATIONS:

Blank lines for remarks and stipulations.





N →

PREP AREA

Kitchen/Bar/Storage

Bar Window

12'

To Restrooms

PORCH  
(6 Sliding Doors)

Gas Fireplace

47'

Room Dimensions

43'

12'

Paver Patio Area

Foyer area

AVAILABLE RENTAL FURNITURE

- 8 – 36" Round Cocktail Tables
- 12 – 30" X 72" Tables
- 10 – 60" Round Tables (seats up to 8)
- 10 – 72" Round Tables (seats up to 10)
- 125 – White Padded Folding Chairs

Main Entrance

- 4 Lighted Ceiling Beams are 47' long.
- Interior lights on a dimmer switch.



# HOLCOMB FARM

1 13 SIMSBURY ROAD WEST  
GRANBY CONNECTICUT



Granby Parks and Recreation Department  
215 Salmon Brook St  
Granby CT 06035  
Tel: 860-653-8947 Fax: 860-653-0173  
web: www.granbyrec.com

GREG DRRED DESIGNS 2015