

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 160.
ADMISSION CHARGED: _____ IF YES, AMOUNT: \$ _____
CHESTER RESIDENT: _____ ARE YOU A CIVIC NON-PROFIT GROUP? _____

Will alcohol be available to guests at this event, including BYOB? ____ Yes ____ No

Note: The sale of alcohol at this property is prohibited.

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, deposit if applicable 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: _____
Deposit Paid: Yes _____ No _____
Chester Police Officer required? _____ (Resident Trooper: 526-3605)
Building custodian required? _____ Fee Due: \$ _____

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

_____ First Selectman

Approved by Board of Selectmen: December 14, 2016
Revised: September 12, 2018

Effective: January 1, 2017

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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.

Handicapped parking and handicapped accessibility are available. Except for handicapped access, 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 11:00 pm.

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 to be sold at this property. An organization or wedding party may serve alcohol to their guests and guests may bring their own alcohol only when their certificate of insurance provides "Host" alcohol liability coverage. The applicant is responsible to verify that this insurance is in place.

A certificate of liability insurance (coverage must be at least \$1,000,000.00 in liability coverage) naming the Town of Chester as the certificate holder in order to rent the building.

No animals are allowed on the grounds, except those aiding persons with disabilities or in conjunction with an education program.

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. No lighted candles shall be permitted. 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.

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APPLICATION TO USE PIANO

NAME/ORGANIZATION: _____
REQUEST FOR USE OF: _____ MEETING HOUSE – Hardman Grand
 _____ MEETING HOUSE – small 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	Date:	_____
Fee Due: \$ 20.00		Paid:	_____
<p>This application has been approved subject to receipt of required fee, certificate of insurance and compliance with other requirements.</p>			
			_____ First Selectman

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MEETING HOUSE RENTAL RATES

CHESTER BOARDS OR COMMISSIONS:

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

CHESTER POLITICAL TOWN COMMITTEES / AND CHESTER NON PROFIT ORGANIZATIONS NOT CHARGING ADMISSION:

There is no charge for these organizations.

OTHER INDIVIDUALS, GROUPS, BUSINESSES AND NON-PROFIT ORGANIZATIONS OPEN TO THE PUBLIC:

	NOT CHARGING ADMISSION	CHARGING ADMISSION
Non-Profit Organizations	\$200.00	\$300.00
Private Individuals, Groups and Businesses	\$350.00	\$450.00

MEMORIAL SERVICE \$200.00

PRIVATE FUNCTIONS NOT OPEN TO THE PUBLIC WITH APPROVAL OF THE BOARD OF SELECTMEN*

	<u>Chester Residents</u>	<u>Non-Residents</u>
Building Only	\$ 400.00	\$500.00
Gazebo/Green Only**	\$ 200.00	\$300.00
Building/Gazebo and Green**	\$ 500.00	\$700.00

*Security deposit of \$500.00 required prior to use.

*Tents require the approval of the Building Official and Fire Marshal prior to approval of the First Selectman. Contact these officials for additional information. (Revised 1-10-2017)

\$150.00 deposit is required for all individuals or groups wishing to use lights or sound. Deposit will be returned within 14 days if no damage is done and all settings are returned to original position.

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~ *Directions* ~

Chester Meeting House

**4 Liberty Street
Chester CT 06412**

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 ext. 202.