



Bendheim Western Greenwich Civic Center

449 Pemberwick Road, Greenwich CT 06831 * 203 532-1259

General Facility Rental Information

Hours of Operation

Monday - Friday: 7:30 AM – 9:30 PM

Saturdays: 8:30 AM – 8:30 PM

Sundays: 9:00 AM – 6:00 PM

****Hours of operation and rental fees are subject to change.****

Multipurpose/ Gym – Sports Birthday ONLY

(No Lacrosse, No Baseball)

\$67.00 per hour for sports parties and events under 3 hours

Community Room/Kitchen

120 person capacity with tables

200 person capacity with auditorium-style seating

\$64.00 per hour for parties and events

3 hours or less not including set up and clean up time

Any event 4 – 8 hours including set up and cleanup is a flat rate of \$1,000.00

Dance/ Aerobic Fitness Room

30 Person Capacity

\$64.00 per hour

Activity Room-Meetings, Classes, Programs

30 Person Capacity with tables

45 Person Capacity with auditorium-style seating

\$37.00 per hour

Weight Exercise Room

\$200.00 per year

Checks payable to the “Town of Greenwich”. There will be a \$25.00 fee for any returned checks.

Alcohol (any beer, wine, hard liquor) is only permitted with proof of Certificate of Liability Insurance and a **\$200.00** refundable cash deposit. Events may require additional insurance or event permitting at the discretion of Building Director.

Fees are due prior to your event and are non-refundable, due date is specified on your License Agreement. Agreements will be generated only after event has been discussed with Building Director and Rental Request Form submitted. Rental Request Form must be complete.

The Bendheim Western Greenwich Civic Center is a Town of Greenwich, Parks & Recreation facility and is subject to Town, State, and Federal regulations that may not be applicable to private properties.

BENDHEIM WESTERN GREENWICH CIVIC CENTER RULES AND REGULATIONS

PLEASE READ THE INFORMATION BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT 203.532.1259 OR REPLY BY E-MAIL.

Thank you for renting the Bendheim Western Greenwich Civic Center for your event. This information is intended to clarify all rules and regulations not stated in the license agreement. **The Town of Greenwich has a zero tolerance policy for breaking any of the following rules.**

If any rules are broken, the renter and his party may be asked to leave the premises immediately and no refund will be entitled to the renter.

- *Nothing shall be affixed to the walls with tape, sticky-tac, staples, or nails. **Painters Tape is the only approved product.***
- *No décor may be hung from the ceilings, piping, or window latches or draped from wall to wall or wall to column.*
- *Helium balloons are not permitted in the gymnasium.*
- *Some lighting must remain on at all times due to State Fire Marshall safety rules.*
- *There shall be no sports/ball-passing played in any room besides the gymnasium.*
- *The number of people in any room may not exceed the maximum capacity per order of the Fire Marshall.*
- *Damage to the property or not leaving the premises in a timely manner will result in preventing future facility rentals.*
- ***Guns, explosives, fireworks, pets, air horns/whistles, illegal drugs and tobacco products (including E-cigarettes) are NOT permitted on site.***
- *Community Room renters may use the kitchen stove/oven to heat up food only. **NO cooking is allowed.** Fridge is available as shared space.*
- *You should arrive at the time stated on the license agreement. **If there is a program leaving as you arrive, please be respectful.***

*Upon clean up, please be sure to remove all décor and return the room to the state it was in when you arrived. Any spills should be reported to staff, etc. You and your guests are **NOT** responsible for putting away chairs and tables, or for assisting with trash removal.*

Please initial that you read the first page _____

Alcohol is not permitted unless discussed and approved by the Bendheim Western Greenwich Civic Center.

Any alcohol served or brought into the building by the renter or a guest will be considered as provided by the renter and will be held accountable.

- The WGCC has the right to ask that alcohol be removed from the building at any time.

Your event requires insurance if you are having alcohol or an outside vendor

Alcohol - At your own expense, comprehensive general liability insurance must be provided in which the “Town of Greenwich and the Department of Parks and Recreation” must appear on the policy as an additional insured with combined single limit coverage of 1 million per occurrence, and 3 million in the aggregate and 3 million excess liability. The renter will furnish evidence with a certificate of insurance and signed endorsement letter.

Vendor - If you are having an event with a bounce house or another soft ride, the vendor must fill out the vendor insurance agreement, and vendor hold harmless agreement as well as providing the Town with a certificate of insurance with limits of 1 million per occurrence, 5 million in the aggregate. They must also name the Town of Greenwich as an additional insured. The vendor will furnish evidence with a certificate of insurance and signed endorsement letter.

Other entertainment or food vendors would need the same as above with limits of 1 million per occurrence, 3 million in the aggregate.

Proof of insurance must be filed with our office at the time the license agreement is signed and payment is made. A copy should be brought by you to your event as well. Insurance must be under your name if having alcohol, and the specific vendors name if you hired them to bring in a bounce house, entertainment, or food, with the **“Town of Greenwich” listed as additionally insured.** Insurance certificates must be on an ACORD certificate insurance form.

Thank you for your interest in using the Bendheim Western Greenwich Civic Center to host your event! If you have any questions, please do not hesitate to ask!

I have read this document and agree to all the terms.

I further agree that I **will not** ___/will ___ be having a party with alcohol. **(Please check one)**

I further agree that **I will not** ___/will ___ be having a party with vendors supplying food, a bounce house, or other entertainment. **(Please check one).**

If you checked **will** please briefly described what the vendor will be bringing into the building.

Print Name _____

Date _____

Signature _____

Town of Greenwich
Bendheim Western Greenwich Civic Center
449 Pemberwick Road
Greenwich, CT 06831
203-532-1259

Building Director: FRANK GABRIELE

Facility Rental Request Form

Please complete all fields. Type or print legibly.

The completion of this form does not guarantee your rental and should not be construed as approval for use of the facility. Use of the facility is approved upon issuance of a written License Agreement that is signed by the Director of the Bendheim Western Greenwich Civic Center.

The Building Director will review your request and contact you regarding availability and pricing.

Email completed form to fgabriele@greenwichct.org or fax to 203-532-1246.

Contact Person: _____

Company, if Applicable: _____

Phone Numbers: (Home) _____ (Work/Cell) _____

Physical Mailing Address: _____
(NO P.O. BOXES)

City _____ State _____ Zip _____

Email Address: _____

Room(s) Requested: _____
(multipurpose gymnasium, community room/kitchen, dance/aerobic fitness room, activity room, weight room)

Date(s) Requested: _____

Event Start Time: _____ End Time: _____ (*NOTE* Event must end at scheduled time)

Set Up Time: _____ Clean Up Time: _____

Approx. Number of Participants: Adults _____ Children _____ Ages: _____ - _____

Purpose of Event: _____

List All Planned Activities: _____

Outside Vendors, if Applicable: _____

Serving Alcohol (Insurance Required & \$200.00 refundable cash deposit): _____ (Y/N)

A copy of your driver's license/ID must accompany Request Form
Your signed rules and regulations form must be handed in with this request.