



Bendheim Western Greenwich Civic Center

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

General Facility Rental Information

Hours of Operation

Monday - Friday: 9 a.m. – 9 p.m.

Saturdays: 9 a.m. – 7:30 p.m.

Sundays: 9 a.m. – 5:30 p.m.

Hours of operation and rental fees are subject to change.

Multipurpose/Gym – Multi-activity/sports events

(No Lacrosse, No Baseball, No food or drink permitted in the gym)

150 Maximum capacity with tables

250 Maximum capacity with auditorium-style seating

\$70 per hour for parties and events under 3 hours

Community Room/Kitchen

120 Maximum capacity with tables

200 Maximum capacity with auditorium-style seating

\$68 per hour for parties and events

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

Any event longer than 3 hours in Gym and/or

Community Room is a flat rate of \$1,000

Dance/Aerobic Fitness Room

30 Maximum capacity

\$68 per hour

Activity Room-Meetings, Classes, Programs

30 Maximum capacity with tables

45 Maximum capacity with auditorium-style seating

\$40 per hour

Room rental allocation policies

Requests for continuous rental time (Not a one-time event/date), can be submitted up to 7 months in advance. Review and response for these requests will begin no more than 6 months prior to the start date. All requests are handled on a first come, first served basis. Programs sponsored by the Department of Parks and Recreation shall have priority for space, followed by existing, on-going renters with established activities and schedules at the Civic Center, then to new renters that are Greenwich residents or Greenwich based organizations that primarily serve Greenwich residents, and lastly to non-residents or non-Greenwich based organizations. Request for space will not be granted to competing activities or programs that are already being offered at the Civic Center.

Rental fees are due prior to your approved date(s) and are non-refundable. The due date is specified on the License Agreement. Unless otherwise communicated and extension on due date is approved, if payment is not received on time, your reservations will be released and dates will be available for others to reserve. License Agreements will be generated only after your rental request has been reviewed and approved by the building supervisor. **Make checks payable to the "Town of Greenwich." There will be a \$25 fee for any returned checks.**

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 (B.W.G.C.C) RULES AND REGULATIONS

PLEASE READ THE INFORMATION BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT 203-532-1259 OR EMAIL patricia.troiano@greenwichct.org.

Thank you for renting the Bendheim Western Greenwich Civic Center for your event. This letter 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 their party may be asked to leave the premises immediately and no refund will be issued.

- *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 aren't permitted in the gymnasium.*
- *Some lighting must always remain on due to State Fire Marshal 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 Marshal.*
- *Damage to the property or not leaving the premises in a timely manner will result in preventing future facility rentals.*
 - *Repair expenses for any damage beyond normal wear and tear will be charged to the renter.*
- ***Guns, explosives, fireworks, pets, air horns/whistles, illegal drugs and tobacco products (including E-cigarettes) are NOT permitted on site.***
 - *Only ADA recognized service animals are permitted in the building. A service animal is a dog that is individually trained to do work or perform tasks for a person's disability. Emotional support animals are not a protected class and do not qualify.*
- ***No structures*** *may be erected for decoration/lighting/audiovisual enhancement without proper permitting. Some lighting, sound systems, or wiring of any kind must be approved by the Town of Greenwich Building Inspection Department.*
- ***TIPPING OF STAFF MEMBERS IS NOT PERMITTED. A donation will be made with any tips left.***
- *Events requiring staff prior to or after building hours are subject to additional charges to be paid separately. Any additional staff required for the event will be subject to billable labor. **Event hours, as well as setup time, are agreed upon with the Building's Supervisor prior to creation of License Agreement and shall not be adjusted on the event date.***
- *Events with 50 or more people in attendance are required to build-in a minimum of 1-hour set-up and 1-hour clean-up.*
- *No food, beverages, tables, chairs, or party decorations permitted outside the B.W.G.C.C.*
- *Community Room renters may use the kitchen stove/oven to heat up food only. **No cooking is allowed.** Refrigerator is available as shared space.*
- *You should arrive at the time stated on the License Agreement. Please check-in with the staff member at the front desk upon arrival. **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 the chairs and tables or assisting with trash removal.*

Please initial that you read the first page _____

Alcohol of any kind is not allowed to be served at children's parties or events. For all other events or parties, alcohol is not permitted unless previously discussed and approved by the Bendheim Western Greenwich Civic Center Supervisor. A \$200 refundable cash deposit is required. Any alcohol served or brought into the building by the renter or a guest will be considered as provided by the renter and they will be held accountable.

➤ *The B.W.G.C.C. staff has the right to ask that alcohol be removed from the building at any time.*

INSURANCE AND/OR SPECIAL EVENT PERMITS MAY BE REQUIRED AT DISCRETION OF THE BUILDING SUPERVISOR.

Certificate of Liability Insurance

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 backup.** Certificate of Liability/Insurance can be purchased as a rider on your homeowners or renter's insurance or you can purchase a one-day certificate from an insurance agency such as kandkinsurance.com.

At renter's sole expense, comprehensive general liability insurance must be procured under their name in which the "Town of Greenwich and the Department of Parks & Recreation" must appear on the policy as additionally insured with a combined single limit coverage of \$1 million per occurrence and \$3 million aggregate. Evidence of coverage must be submitted on an ACORD certificate insurance form and a signed endorsement letter.

Insurance for Alcohol: No alcohol may be present at any event without the above insurance **IN ADDITION TO \$3** million excess liability in umbrella form.

Vendors: If you are having an event with a bounce house or other form of entertainment, 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, \$3 million aggregate. They must also name the Town of Greenwich as additionally insured. Food vendors would need the same as above, however with limits of \$1 million per occurrence and \$2 million aggregate and must completed a food vendor agreement.

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

I further agree that I **will not**___/will be ___having an event with alcohol. (Please check one)

I further agree that I **will not**___/will ___be having an event with an outside vendor.

Print Name

Signature _____ Date _____

Town of Greenwich Parks and Recreation—Anti-discrimination Policy

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.

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

Building Supervisor: PATRICIA TROIANO

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 Recreation Supervisor at the Bendheim Western Greenwich Civic Center.

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

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

Contact Person: _____

Company, if Applicable: _____

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

Physical Mailing Address: _____

City _____ State _____ Zip _____

Email Address: _____

Room(s) Requested: _____

(gymnasium, community room/kitchen, dance/aerobic fitness room, activity room)

Date(s) Requested: _____

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

Set Up Time: _____ Clean Up Time: _____

Approx. # of Participants: (# of Adults) _____ (# of Children) _____

Purpose of Event: _____

List All Planned Activities: _____

Outside Vendors, if Applicable: _____

Serving Alcohol (Additional Insurance Required & \$200 refundable cash deposit) _____ (Y/N)

A copy of your driver's license/State ID must accompany Request Form
The signed rules and regulations form must be submitted with this request