



## Facility Rental & Use Request Form

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Are you applying for a Space Grant? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **Event Information**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Set-up hours from \_\_\_\_\_ to \_\_\_\_\_

Event Breakdown hours from \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance (may not exceed 50 indoors): \_\_\_\_\_

Rental Space Requested (please indicate all spaces being used):

Full facility \_\_\_\_\_

Sanctuary (Main Hall) \_\_\_\_\_

Meeting Room (Upstairs) \_\_\_\_\_

Sunshine Room (lower level) \_\_\_\_\_

Granite Underground & Speakeasy (lower level) \_\_\_\_\_

Backyard \_\_\_\_\_

Will Food and Drink be served?: Yes \_\_\_\_\_ No \_\_\_\_\_

Does this include alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

Caterer Name: \_\_\_\_\_

Caterer Email: \_\_\_\_\_ Phone \_\_\_\_\_

## **Rental Pricing (members receive 20% discount)**

Note: A 50% Nonrefundable Deposit is required at the time of booking.

Weddings require a special agreement. Please contact The Granite for details.

Full Facility: \$150 per hour with a three-hour minimum (\$450)

Sanctuary (Main Hall): \$125 per hour with a three-hour minimum (\$375)

Meeting Room: \$100 per hour

Sunshine AV Room (lower level): \$100 per hour

Granite Underground & Speakeasy (lower level): \$100 per hour

Backyard: \$100 per hour

Cleaning charge: \$250 if a cleaning is required as determined by The Granite

Staff charge: \$50 per hour if a staff attendant is required as determined by The Granite

All events must end by 11:00 pm, including clean up.

Payment by check should be made out to Granite, Inc. and mailed to:

Richard Wenning  
Executive Director, The Granite  
PO Box 90, Georgetown, CT 06829

## **Rental Rules**

### **Insurance & Liability**

- Renters will be liable for any damages to the Granite Church and its property.
- Renter shall indemnify and hold harmless The Granite, directors, and employees from and against all claims, damages, losses, judgments, and expenses arising out of the renter's use of the facility under this agreement which are caused by the negligence, willful act or omission of the renter.

- The Granite reserves the right to request a Certificate of Insurance within 10 days of the event's date.
- The renter is solely responsible for the guests' actions and for any damages or losses incurred during the event.
- Use of Stage, Musical Instruments and Sound Equipment is prohibited without prior approval by The Granite and may be subject to an additional agreement.
- Tables and Chairs: The Granite has four 8-foot tables, six 6-foot tables and 35 folding chairs. Renters must furnish their own linens.
- Requests for tables and chairs and any desired configuration should be indicated here:

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**Decorations**

- Prohibited: Glitter, confetti, loose flower petals, tiki torches, sparklers, burning candles, any decorations secured by nails, staples, or glue
- Theatrical smoke machines are prohibited without prior approval by The Granite

**Food & Alcohol**

- The Granite has a kitchenette for warming and plating. Any food prepared on-site must be done by a licensed caterer. A representative of the caterer is required to meet with a Granite representative in advance of the event to approve the use of the kitchen space.
- Food may be prohibited in specific spaces throughout the Granite Church at the discretion of The Granite. The spaces will be indicated when booking.
- All food will be removed from the premises after the event.
- Serving and consumption of alcoholic beverages is permitted only in accordance with law and with appropriate licenses. No one under 21 will be permitted to consume alcoholic beverages.

- Alcohol may be served at a private party but cannot be sold.
- Any caterer providing alcohol must have insurance to cover alcohol liability, or renter will purchase their own liquor liability insurance.
- Consumption of alcohol by persons under 21 is illegal and prohibited on the grounds of the Granite. The renter is liable for the consumption of alcohol by any member of the event. Any renter or guest who is destructive due to excessive alcohol consumption will result in the entire rental party being removed from the premises immediately.

**Trash Removal:** The renter or caterer must remove all trash and debris generated by the event from the premises by the end of the rental period.

**Smoking:** The Granite is a smoke-free facility. Smoking or vaping is not allowed anywhere in the building.

**Animals:** No animals, except service dogs, are allowed inside the Granite.

**Use of the Sonos sound system and Samsung Frame TV.** The Granite Church has Sonos speakers throughout the building that can be accessed using the Sonos app and Spotify. The lower level Sunshine Room has a Samsung Frame TV with a DVD player and HDMI connections. Please discuss your intended use with a Granite representative.

### **Parking and Accessibility**

The Granite Church has 20 marked parking spaces and N. Main Street has 45 marked spaces. Overflow parking is available where it can be found in Georgetown.

The Granite Church is not yet accessible to visitors who require ramping or an elevator.

### **Code of Conduct**

All attendees of a rental event must abide by the Granite Code of Conduct:

- For the benefit of all visitors, unruly behaviors are not allowed in any area of the Granite.
- Interference with or harassment or intimidation of Granite staff, volunteers or other patrons will not be tolerated.
- Misuse of or damage to Granite exhibits, material or equipment is not allowed.
- Appropriate attire, including shirts and shoes, must be worn at all times in the Granite.
- In accordance with state law, children under the age of twelve must be supervised by a responsible adult at all times.
- No Granite material or equipment may be removed from the premises.

- Granite staff may inspect briefcases, handbags, and other packages to assure the safety and protection of persons and property on the premises and the enjoyment of the space by its patrons.
- Any visitor who fails to comply with the above provisions of the Code of Conduct may be asked to leave the Granite premises.
- Continued non-compliance will result in the loss of entrance privileges. Behavior that is illegal or that threatens the health or safety of other guests, staff, or volunteers will be reported to the police.

### **Pre-Event Storage**

The Granite does not allow for the storage of event materials before the designated rental times as written in the rental agreement. The delivery of any party rental materials (chairs, tables, dishware, etc.) by a third-party rental company must be approved in advance by The Granite.

### **Granite Staff**

Granite staff may remain on the premises during rentals. Staff members are available to answer questions and help in the event of an emergency, but are not obligated to assist the renter in any event preparations, including setup, cleanup, or serving food/beverages.

## **Rental Agreement Acknowledgement and Signature**

If this entire rental agreement is final and acknowledged, please countersign and return it to me, making a copy for your records.

**IN WITNESS WHEREOF**, the Granite and Renter have executed this Agreement in the manner prescribed by law as of the Effective Date.

#### **The Granite:**

By: \_\_\_\_\_  
Richard Wenning, Executive Director

#### **Renting Party:**

Accepted by: \_\_\_\_\_  
Name and title

\_\_\_\_\_ Date