



94 Railroad Street, New Milford, CT 06776

860.210.2030 fax 860.210.2016

RENTAL AGREEMENT

Name of Applicant and / or Organization _____

Address: _____

Represented by: _____

Date(s) Requested: _____ Time From: _____ To: _____

*The introduction of decorations is permitted with prior permission only.

Space Requested: _____

Person in charge and responsible for event:

Name: _____ Home #: _____ Work #: _____

Address: _____

The space will be used for the following purpose(s): _____

- Due to an unforeseen Act of God (weather) where the Maxx is unable to provide services, liabilities will be limited to the return of deposit within 14 days.
- The presence of drugs is forbidden to occur on the property.
- No smoking is permitted anywhere on the property.
- The person responsible for the event rental will be present at the event.
- The Town of New Milford assumes no responsibility for properties left on the premises by the applicant.
- Decorations are to be limited to free standing decorations only. Decorations shall not cause any damage to the building. Applicant is responsible for any accrued damages caused by decorations.
- Users are financially responsible for damages caused by attendees or event.
- The Maxx allows the use of its tables and chairs with prior consent and is not responsible for any setup or breakdown. Any additional tables and chairs needed may be rented through an outside agency and brought-in and removed by the applicant.
- Space is reserved in as-is condition. There is no warranty, expressed or implied, that the space can accommodate the intended use of the event sponsor.

- If renting the Xbox game package, any lost, damaged or stolen items or related devices will be replaced by the applicant.
- Users are responsible for cleaning facility upon completion of event including removal of trash and all decorations. Failure to return the space, and any portion of the facility used during the event, to the condition offered prior to the event constitutes a misuse of the space. Event sponsors shall be held financially responsible for any costs incurred by The Maxx for cleaning.
- Property of The Maxx which may be present in rooms at the time of an event is not to be disturbed in anyway.

Complete, sign and return with a non-refundable deposit of \$ _____

Two days prior to the event, I agree to pay the remaining balance due of \$ _____ when keys are picked up.

In consideration of the grant of permission to use The Maxx facilities, _____ hereby agrees to indemnify and save The Town of New Milford harmless against all claims, demands, suits, judgments or other forms of liability, including legal fees and costs, if any which may arise out of the use of the facilities.

If alcohol will be present, the alcohol permit and a current, valid Certificate of Insurance in an amount not less than \$2,000,000 naming the Town of New Milford as additional insured, must accompany your signed Agreement / Contract.

Business or organizations must have a valid Certificate of Insurance in an amount not less than \$1,000,000 naming the Town of New Milford as additional insured, must accompany your signed Agreement / Contract.

Private parties over 100 people must have a valid Certificate of Insurance in an amount not less than \$1,000,000 naming the Town of New Milford as additional insured, must accompany your signed Agreement / Contract.

I hereby certify that the use for which this space is requested conforms to the permitted use of The Maxx and agree to pay balance due for the date(s) and services requested.

Date: _____ Signature: _____

Drink Package _____ (approx # of guests)

Kitchen Package _____ (be sure to fill out kitchen log / check list inside kitchen if you have kitchen use)

With all kitchen rentals, a \$100 retainer is required either by cash or check which will be returned to renter if no visible damages or misuse of the kitchen upon completion of rental.

Linens # tables: _____

Video Game Package _____ **wifi pass code: youthagency2022**

SPECIAL INSTRUCTIONS:

"Be sure to put tables / chairs back as you found them. Please don't place chairs on top of tables when done"

The Applicant must make arrangements to pick up the Keys to the Maxx at the Youth Agency located at JPCC, 2 Pickett District Rd., New Milford between the hours of 9-5 pm Monday through Friday by calling Lois (or Michele) at 860.210.2030. For a weekend event, the keys may be picked up on Friday before and returned on Monday following or dropped in lock box outside the main entrance when you leave the Maxx.