



Lebanon Lions Club - District 23C

Facility Rental and Usage Contract

Use of the Lebanon Lions property is a privilege granted by the Lebanon Lions Club, Inc., (LLC), to responsible parties. The LLC reserves the right to withhold use to any entity or individual at its discretion.

The Lebanon Lions Club, Inc. LLC, hereafter called the Lessor, may grant permission to rent a portion of all of its grounds/facilities to an approved “party”, either a recognized corporation (for profit or non-profit) Club or an individual. The party, hereafter called the Lessee, is responsible for the conduct of all guests, agents and attendees and for the financial obligations to the Lessor.

Usage is on a calendar day basis, 12:00 AM to 11:59 PM. Use of the grounds past midnight constitutes a two-day rental.

The Lessor will provide Lessee, as part of the rental fee, with sufficient picnic tables, garbage cans and liners, basic electricity, pavilion lighting, running water and bathroom facilities. Bathroom facilities and running water is not provided during the period from November 1 to April 1..

Use of areas of the grounds, benches, picnic tables, camping areas and any other amenities shall be limited to those noted on the signature page of the rental contract, based on the discretion of the Lebanon Lions Club Rental Committee. Use of areas, facilities or buildings not contracted is strictly forbidden and will result in the loss of deposit.

1. **Deposit Requirements:** The deposit fee is due 60 days prior to rental date. The deposit must be paid at the time of booking to hold the date.
2. **Rental & Miscellaneous Fees:** The rental and other miscellaneous fees (additional lighting, camper fees, Town fees, etc.) *Lessors who wish to pay by credit card will be charged an additional convenience fee.*
3. **Cancelation Policy:**
Notice give 30 days or more - Full refund of paid deposit & Rental Fee
Notice give 15 to 29 days - 50% refund of Rental Fee and full deposit returned
Notice given day 14 or less - No refund of Rental Fee but full deposit is returned.
4. **Insurance & Indemnification Requirements:** All events must provide a Certificate of Insurance in the amount of \$1 million dollars per occurrence, \$2 million aggregate and naming the Lebanon Lions Club, Inc. LLC as an additional named insured under the Lessee’s policy. Individual family parties consisting of 50 people or less, where no alcohol is on the premises, may submit a copy of the Lessee’s Homeowners Insurance

policy's declaration page showing personal liability coverage in the amount of not less than \$500,000, in place of the aforementioned Certificate of Liability Insurance.

Amounts of insurance for other types of gatherings at the discretion of the Lessor

5. **Use of Grounds:** No alterations of the grounds in any manner, without prior written approval from the Lessor, is permissible. Mobile cooking facilities are permissible in designated areas, in accordance with any applicable laws or regulations.
6. **Music:** All music and other loud noise must cease no later than 11 pm and remain quiet until 8 am, strictly enforced.
7. **Camping:** Camping on the grounds is permitted in designated areas at a rate of \$35 per site, per night. Campfires are not permitted. Propane or electric appliances are permitted. No Camper waste disposal is provided on the grounds.
8. **Drugs:** Lessee will not allow illegal drugs to be sold or consumed on the grounds. Lessee is responsible for the actions of their guests, agents and attendees.
9. **Alcohol:** Lessee is responsible for the serving / usage of alcohol at their event and is solely responsible for the actions of their guests, agents and attendees. The sale of alcohol is not permitted without approved State and Local permits. A copy of said permits will be given to the Lessor 15 days prior to the event with special insurance requirements. Lessor reserves the rights to withhold permission to serve or sell alcohol at an event at its sole discretion.
10. **Firearms and Pyrotechnic Displays:** No discharge of explosives, including but not limited to firearms, cannon, and fireworks, is permitted on the property. Special permission may be considered if requested by the Lessee. The sale of pyrotechnic displays is not permitted without approved State and Local permits, and only with the prior approval of Lessor, in its sole discretion.
11. **Parking:** The Lessee's guests are permitted to park only in the designated parking areas (no parking on the soccer field). For events anticipating **2000** guests or more in one day the Lessee is responsible to arrange shuttles for additional parking at the Lessee's expense. Additionally, the Lessee must put up temporary no parking signs along both sides of Mack Road, every 20 feet, from 35 Mack Road to 160 Mack Road, for the entirety of the event. The signs must be removed within 24 hours of the event close.
12. **Clean up:** All clean up is the responsibility of the Lessee. The Lessee is responsible to have the grounds cleaned prior to midnight on the usage day. The Lessee shall return the facilities in the same condition as they were prior to rental. All garbage must be placed in plastic bags and deposited in the dumpster. Picnic tables and benches must be cleaned and returned to their original placement. General clean up done by the Lessor will be at the Lessee's expense at the rate of \$100 per man hour. Funds will be taken out of the deposit fee and/or billed to the Lessee. The Lessee agrees to pay any amount due in excess of the deposit within 15 days of notification.
13. **Damage or Breakage:** Any damage or breakage not considered normal wear and tear by the Lessor will be the responsibility of the Lessee. The Lessor will provide the responsible party with a written statement of the damaged and/or broken property. The amount of the estimated damage will be deducted from the deposit fee and/or billed to the

Lessee. The Lessee agrees to pay any amount due in excess of the deposit within 15 days of notification.

14. **Deposit Refunds:** Deposit fee will be refunded to the Lessee once it is ascertained that all terms and requirements of this contract have been fulfilled by the Lessee. The Lessor will endeavor to return deposits within 30 days after obligations by the Lessee have been fulfilled.
15. **Laws, Ordinances and Regulations:** The Lessee agrees to use the premises in accordance with all applicable federal, state and local laws, regulations and ordinances and shall be responsible to oversee the proper behavior of all persons using the premises for activities related to the Lessee's function. Lessee must obtain Health Inspection, any necessary permits from the Town of Lebanon, and the State of Connecticut. The Lessor reserves the right to eject and remove from the premises any person or persons who, in its sole discretion, are creating a disturbance, otherwise acting in a manner inappropriate to the proper use of the premises or violating any law or ordinance. In the event of a serious or persistent violations, the Lessor reserves the right to disband the function and remove all persons from the premises. No refund or credit shall be given in the case of such removal.

The Lessor shall have no duty to police the premises. The presence of a representative of the Lessor at a function shall not give rise to an obligation on the part of the Lessor or its representatives(s) to police the behavior of the Lessee's guests, agents and attendees using the premises. Any duly authorized member of the Lessor may exercise the rights of the Lessor under this paragraph.

16. **Rights to Grounds:** Up to two Lebanon Lions Club Rental Committee representatives have the authority to enter the grounds free of charge with access to 100% of the Lessors property during the rental agreement without notice.
17. **Down Days:** A fee of 10% of the daily fee will be charged per day to the Lessor for set up days, take down days, and any days that the grounds remain inhabited by the Lessor between events. Days are granted at the sole discretion of Lessor.

The Lessor will have the final authority to determine all insurance requirements. Failure to fulfill the insurance requirement 15 days prior to the rental date will result in the forfeiture Lessee's deposit and rental fee and access to the grounds will be denied.

The Lessee agrees to indemnify and hold the Lessor harmless from any and all damages, costs, fees or charges of any kind caused by or flowing from the Lessee's use of the Lessor's premises. The Lessee agrees to pay all costs and fees incurred by the Lessor in the enforcement of this contract and any of its provisions, including reasonable attorney's fees.

Fairground Fee Schedule

Fairgrounds Rental - 24 Hour Rental

The fairgrounds includes use of the parking areas, the main stage, the stage dressing rooms, the upper stage, the main fairgrounds, animal/tractor pull ring, the upper level, the pavilion (which contains picnic tables to seat about 300 people), and bathrooms. Guests are only permitted to drive and park in designated parking areas.

(This does not include the use of the Mechanical Rings, Horse Ring, Clubhouse, or soccer field)

Number of Guests	Refundable Deposit	Rental Fee	Total Due Per Day
1-99	\$75	\$250	\$325
100-499	\$200	\$750	\$950
500-2000	\$250	\$1000	\$1250
2000+	\$400	\$1500	\$1900

Additional Fees

Overhead lights:

\$500 per night, *applied as applicable*

Camper Fee

\$35 per camper, per night

Stand alone rental options

Each of the following spaces can be rented individually or in conjunction with each other. All come with the use of bathrooms and parking (except the horse show ring). There is no use of other spaces of the grounds.

Space	Total Due Per Day
Animal/Tractor Pull Ring <i>(A ring with chain link fence around it and seating for approximately, people to watch on bleachers and country seating)</i>	\$600
Horse Show Ring <i>(A ring located on the lower lot) *Lessor must rent a portable toilet</i>	\$250
Mechanical Pull Ring <i>(A ring surrounded by a chain link fence and adjacent viewing hill)</i>	\$500
Pond <i>(a freshwater pond)</i>	\$400
Exhibition Building <i>(A building, with a tin roof and concrete floor)</i>	\$400

Calculation Sheet:

Space	Deposit	Total Due Per Day	# of Days	Total Due
Fairgrounds Rental - 1-99	\$75	\$325		
Fairgrounds Rental - 100-499	\$200	\$950		
Fairgrounds Rental - 500-2000	\$250	\$1250		
Fairgrounds Rental - 2000+	\$400	\$1900		
Overhead lights		\$500, per night		
Camper Fee, per campsite, per night		\$35, per night		
Animal/Tractor Pull Ring		\$600		
Horse Show Ring		\$250		
Mechanical Ring		\$500		
Pond		\$400		
Exhibition Building		\$400		
Down Day - Set up / Take Down <i>(A day where the grounds are being used by the Lessee to set up for the event, take down from an event or between multiple events.)</i>		10% of daily expense		
Totals	\$			\$

Lebanon Lions Club Grounds Rental Agreement Contract

Name of Lessee: _____

Phone of Lessee: _____

Email of Lessee: _____

Address of Lessee: _____

City: _____ State: _____ Zip: _____

Facilities Rented: _____

Date(s) of Rental: _____

Number of expected guests: _____

Number of Days for Event Rental: _____

Number of Set Up/Down Days: _____

Number of Camping Sites used: _____

Deposit Amount Due: _____ Date paid: _____ Check Number: _____

Rental Amount Due: _____ Date paid: _____ Check Number: _____

By the signing of this contract I agree to the terms and conditions put forth in said contract and agree to hold the Lebanon Lions Club harmless.

Lessee's Signature or Corporate Officer's Signature

Date

Lessor's Signature, Lebanon Lions Club Rental Committee Rep.

Date