

FRIENDS OF AMBLER FARM, INC.
RENTAL INFORMATION AND RATES

Thank you for your interest in renting Ambler Farm (also sometimes referred to herein as the "Premises"). Friends of Ambler Farm Rental Applications must be completed and submitted by email or in writing. All events must comply with the conditions outlined herein.

The following uses, events and/or activities are not permitted at Ambler Farm at all times as per the Planning & Zoning Resolution:

- Antique Shows
- Craft Shows
- Circuses
- Carnivals
- Conventions
- Catering Hall
- Jamborees
- Private Parties
- Weddings

All evening events must be affiliated with nonprofit entities only.

RENTAL FEES

Fees are based on day rental or night rental and should include time to set-up and break down.

| <u>Rental Fees</u> | <u>Carriage Barn Only</u> | <u>Grounds and Carriage Barn</u> |
|------------------------------------|---------------------------|----------------------------------|
| Up to 25 people | \$50.00 | \$75.00 |
| 25-50 people | \$100.00 | \$150.00 |
| 51-100 people | \$150.00 | \$250.00 |
| 101-145 people | \$250.00 | \$500.00 |
| 146 - 200 people (at a given time) | | \$500.00 |

Security Deposit

A Security Deposit of \$150 is required. The Security Deposit shall be held to insure that Renter's obligations under the rental agreement are carried out, including, but not limited to, payment of any and all costs of cleaning and repair or replacement of any facilities at Ambler Farm that are damaged. Upon satisfactory inspection of the Premises by a Friends of Ambler Farm representative following the event, the Security Deposit minus any amount deducted for cleaning, repair or replacement (or satisfaction of any other Renter obligation) shall be returned to Renter within ten (10) business days after the event, without interest. In the event that the cost of repair for damage exceeds the amount of the deposit, Renter is responsible for the additional payment and will be billed by the Friends of Ambler Farm, which bill shall be promptly paid by Renter.

Cancellation

The event may be canceled by the Renter. A full refund will be given if event is canceled 15 days prior, 50% if canceled within 7-14 days, and no refund if canceled less than 7 days.

The Security Deposit fee, the rental fee along with a completed Rental Application (a copy of which is attached hereto), and Certificate of Insurance must be received 20 days prior to the date of rental. Confirmation of rental will be issued after the receipt of the above items.

6/17/2009

FRIENDS OF AMBLER FARM, INC. RENTAL AGREEMENT

CONDITIONS & INFORMATION

GENERAL

Acceptance of a request to rent Ambler Farm shall be on a first come-first served basis. Use activities shall be restricted to those areas of the farm for which the arrangements have been specifically made. Use of Ambler Farm does not in any way imply endorsement of a Renter's policies or beliefs by the Friends of Ambler Farm. Renter shall not imply that its programs are sponsored, cosponsored or approved by the Friends of Ambler Farm.

Any group or organization renting Ambler Farm is responsible for set-up and break down of their event and for leaving the Premises as it is found. Any damage done to the Premises, as determined by the Friends of Ambler Farm, will be the financial responsibility of the Renter.

The Friends of Ambler Farm and the Town of Wilton assume no responsibility for property left on the Premises by the Renter.

SIZE AND TIME OF USE:

- Daytime:** All daytime events are limited to an on-site attendance of not more than 200 people at any given time. If using the White Carriage Barn please note that the maximum occupancy for this building is 145 people (see Carriage Barn Size Limitations below for specific details pertaining to seating arrangements and number of attendees).
- Evening:** Large evening meetings, programs and events (approximately 75-100 people) are prohibited during the months of January, February or March. Larger social evening events are prohibited in the months of November through April.
- Overnight:** Overnight use of the farm is very limited. Requests for campouts may be made but may not be possible to accommodate.

Carriage Barn Size Limitations:

The first floor of the Barn, including the kitchen and restroom facilities, is available for use. Seating in the Barn is limited as follows; use of the second floor is not permitted unless specifically indicated below.

- Auditorium Seating Arrangement: 145 people
- Round Table Seating Arrangement: 120 people
- Rectangular Seating Arrangement: 100 people

Note: The number of people in attendance is inclusive of those facilitating the execution of the event such as, but not limited to, instructors, caterers, and other staff, as well as the attendees.

Time of Event:

Daytime: Events may not begin before 8:00 am on weekdays and 9:00 am on weekends.

Evening: “Evening” is defined as the period of time between sunset and 11:00 pm. All events shall terminate by 11:00 pm and all lighting shall be extinguished by 11:30 pm.

Evening use of the farm must be affiliated with nonprofit entities only.

PARKING

With the exception of the handicapped parking spaces in the parking areas adjacent to the Carriage Barn, parking for larger events is permitted in the North Field. No parking is permitted in the Ambler Soccer Field parking lot, along Hurlbutt Street or any of its side streets.

LIGHTING

Renter is responsible for turning off exterior lighting including any temporary lighting. Supplemental temporary exterior lighting is required for evening events in the designated parking area of the North Field based on the following schedule:

| | |
|----------------|--|
| 51-100 people | one temporary light pole placed in the top third of the field |
| 101-150 people | two temporary light poles placed in the top and middle thirds |
| 151-200 people | three temporary light poles placed in the top, middle and rear portions of the field |

TEMPORARY STRUCTURES

Any temporary structures, such as tents, are restricted to the northeast sector of the property as designated by Friends of Ambler Farm and are subject to Renter, at its sole cost and expense, obtaining a temporary event permit from the Town of Wilton (the “Temporary Event Permit,” reference being made to Section 29-4.D.7 of the zoning regulations of the Town of Wilton).

MUSIC

No outdoor amplified music or public address system is permitted on the Premises.

OUTDOOR EVENTS

Outdoor fires or bonfires are not permitted on the Premises.

FOOD AND BEVERAGES

If the Rental Agreement permits the Renter to provide food and beverages, the Renter, at its sole cost and expense, shall obtain a temporary food permit for the event if it is required by the Wilton Health Department.

Outdoor Food Preparation: Use of grills or other types of outdoor food preparation is subject to Renter, at its sole cost and expense, obtaining a Temporary Event Permit from the Town of Wilton.

Caterer: If the event is catered, the Renter shall provide the Friends of Ambler Farm with a copy of the caterer's license for any food prepared or served.

Alcoholic Beverages: If the Rental Agreement permits the Renter to provide alcoholic beverages, it shall appoint a "Designated Person" who is over the age of twenty-one, who will remain on the Premises throughout the event, who will not consume alcoholic beverages during the event and who will be personally responsible for the Renter's compliance with all laws and regulations applicable to the provision of alcohol.

In addition, the Renter must obtain a Temporary Liquor License as required by the Town of Wilton.

GARBAGE & GENERAL CLEAN UP

Renter is responsible for leaving the Premises in a clean and orderly condition. Waste receptacles shall be emptied and recyclable items sorted in the proper containers. Renter shall take good care of Ambler Farm's facilities and equipment and shall report all damage occurring during Renter's use of Ambler Farm.

CARRIAGE BARN

Key: Pick-up and return of the key to the Carriage Barn and bathroom facilities will be coordinated with the Friends of Ambler Farm's authorized representative. Renter is responsible for returning key immediately after the event.

Smoking: Smoking is not permitted anywhere in the building.

Decorations: No changes or alterations to the building, its accessories, or its fixtures are permitted. No open-flame candles are permitted unless used with hurricane covers or in votives. No fresh or living greens (trees, wreaths, garlands) are permitted aside from those in flower arrangements and vases. Renter is responsible for removing all decorations after the event.

Tables & Chairs: A Friends of Ambler Farm representative will indicate what furniture is available to renter. Renter will be responsible for cleaning and storing furniture as indicated. Renter will be held responsible for any damage/breakage.

Kitchen: Renter is responsible for proper use and cleaning of all appliances and utensils and for turning off stove and ovens after use. Renter may not use any food or beverages that are on-hand prior to the event. Renter is responsible for removing its leftover food and beverages from the building.

Bathrooms: Renter is responsible for proper use and cleaning of bathroom facilities. Outdoor gatherings over (100) people require the rental of an additional outdoor portable bathroom by the Renter.

Clean Up: The floors of the White Carriage Barn must be left broom-swept, and all spills must be cleaned up. Kitchen equipment, tables, counters, sinks and ranges must be cleaned and left in original order. Countertops and furniture also must be wiped clean.

Ambler Farm requires the use of and provides environmentally-conscious cleaning products.

Lock-Up: At the conclusion of the rental period, renter is responsible for leaving the thermostat at 55 degrees, turning off all lights, and locking all windows and doors.

OTHER BUILDINGS

Use of the Red Barn, Raymond-Ambler House and other buildings on the property is prohibited unless specifically outlined in this agreement.

SMOKING

Smoking is not permitted in or around any building or structure located at Ambler Farm.

CERTIFICATE OF INSURANCE

The Friends of Ambler Farm and the Town of Wilton require a Certificate of Insurance providing public liability insurance for bodily injury and property damage. The certificate shall name Friends of Ambler Farm, the Town of Wilton and its officers, employees, and agents for a limit of \$1,000,000 for the period of the rental.

In the event that Renter uses a caterer, Renter also shall obtain from said caterer a Certificate of Insurance confirming coverage of not less than \$1,000,000 and naming the Renter, the Town of Wilton and the Friends of Ambler Farm as additional insureds with respect to any claims arising from such caterer's performance, supplies, equipment, food or beverages they provide.

Renter shall defend, protect, indemnify and hold harmless the Town of Wilton, the Friends of Ambler Farm and all of its officers and board of directors, board of selectman, employees and members against and from all claims arising from the negligence or fault of the Renter or any of its agents, members or invitees which arise out of the use of Ambler Farm.

ADDITIONAL REQUIREMENTS

Residents of the Town of Wilton shall have open access to Ambler Farm at all times including those times when the Farm grounds and/or buildings are rented to or used by organizations other than the Friends of Ambler Farm or the Town of Wilton.

GOVERNING LAW

This Rental Agreement shall be governed by and interpreted in accordance with the laws of the State of Connecticut, notwithstanding any conflicts of laws, rules or principles under which any other law would be applicable.

FRIENDS OF AMBLER FARM, INC. RENTAL APPLICATION

I have read, understand, and agree to abide by the attached rules, requirements, and conditions for renting the White Carriage Barn and/or Grounds at Ambler Farm. (Please retain copies for your records.)

Name of Organization _____

Street Address _____

Town/State _____ Zip _____

Is the organization a nonprofit? _____

Event/Organization Representative _____

Telephone _____ Email Address _____

Type of Event _____

Date of Rental: _____ Hours: from _____ to _____

Estimated Attendance: _____ Minors Present? _____

Will Food be Served? _____ Liquor Served? _____

Will event be Catered? _____ By Whom? _____

Facilities Requested: White Carriage Barn only: _____

White Carriage Barn + Grounds: _____

Fee (based on number of people + facilities used): \$ _____

Security Deposit: \$ 150.00

Total Due: \$ _____

Signature of Organization's Representative Date

Signature of Friends of Ambler Farm Authorized Agent Date

Name of Friends of Ambler Farm Agent (please print)

Please mail signed agreement along with security deposit, rental fee, and Certificate of Insurance to: Friends of Ambler Farm, P.O. Box 7442, Wilton, CT 06897