



Eno Memorial Hall

754 Hopmeadow Street, Simsbury, CT 06070

Phone: (860) 658-3273 / Fax: (860) 408-7046

dolson@simsbury-ct.gov

User Agreement/Room Rental

Group Name: _____

Title of Meeting/Event: _____

Event Dates: _____

Start Time: _____ End Time: _____ # of Attendees: _____

Contact Person: _____

Cell Phone: _____ Work Phone: _____

Home Phone: _____ Email: _____

Secondary Contact Person: _____

Cell Phone: _____ Work Phone: _____

Home Phone: _____ Email: _____

Group Classification:

Town Organization Charitable Service Group Community Group

Room(s) Requested: (Rooms are subject to change without notice)

Auditorium Old Court Room Youth Room Craft Room

South Conference Room Kitchen

Food Service: Yes No If yes, please describe (type of beverages, snacks, meals, etc.)

Room Set-Up Diagram(s) Attached? Yes ___ No ___

Insurance Certificate Submitted: Yes ___ No ___

(Insurance is required for groups larger than 50 people)

Rental Fee: \$ _____ Security Deposit: \$ _____

Cancellation Policy:

Groups that cancel an event with less than 24 hours' notice or are a "no show" will be charged a \$50.00 custodial fee and groups will not be permitted to use the facility until all balances are paid. Considerations for inclement weather will be given. If an event must be cancelled by Town staff due to inclement weather, all fees will be refunded in full.

Restrictions:

- **Eno Hall may not be used for private parties of any kind.**
- **Alcoholic beverages are not permitted without a Town-issued liquor permit and Board of Selectman approval.**
- **Everything brought into the building must be removed the same day as the event/meeting.**
- **All groups are responsible for leaving the facilities in the condition they were found.**

I have read the Eno Facility Use Policy and fully understand and agree to comply with the rules for the use of this Town facility. As signatory for this event, I accept responsibility for all actions of the participants in this event.

Printed Name: _____

Signature: _____

Date: _____