

Complete and Return to:
Attn. Parks and Recreation
Town of Brighton
P.O. Box 277
Brighton, TN 38011

Include the following:
Facility Rental Agreement
Proof of Insurance, if applicable
Fee Payment

Date _____

TOWN OF BRIGHTON Facility Rental Agreement

Name of Organization/Applicant _____

Contact Person _____

Phone No. Home _____ Cell/Work _____

Address _____
(Street Address) (City) (State) (Zip)

Date(s) Desired _____ Hour(s) _____ to _____

Event _____

No. of people attending Youth _____ Adults _____ = _____

Will there be an admission charge? _____

Please make checks payable to **Town of Brighton.**

Schedule of Charges (Circle all that apply)

Community Center \$25/hr. (4 hr. minimum) (~~\$100.00~~)

Gymnasium \$25/hr. (4 hr. minimum) (~~\$100.00~~)

Ball Fields \$25/hr. (per field)

Pavilion/Gazebo \$10/hr (2 hr. minimum)

Park Grounds \$5 permit required for events/ otherwise no charge

MINIMUM CHARGE \$ _____ ADDITIONAL HOURS \$ _____ TOTAL \$ _____

TERMS AND CONDITIONS: The undersigned hereby makes application to the Town of Brighton for use of one or more of its facilities, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the Town of Brighton facilities, the surrounding property, and to hold the Town, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form and in the rental guidelines.

The completed facility rental agreement along with a **valid form of identification and proof of insurance** (if applicable) are required before the premises may be reserved. A new application must be filed each calendar year for reoccurring annual events.

Applicants must provide adequate chaperons, as determined by the Town, for any function that is attended by any person under the age of 18 years. If attendance exceeds 20, the applicant must provide proof of insurance coverage as outlined below.

All groups must leave the grounds in a clean and satisfactory condition. Any organization damaging or destroying Town property will be held responsible for repairs or replacement. In the event of damages or cleaning being required, applicant will accept the Town's estimate of the amount incurred. Facilities will not be rented after 9:00 PM. Applicants must be finished cleaning and all persons must be off the premises by 10:00 PM. **NO EXCEPTIONS.**

The following are strictly forbidden: Use of candles and/or any type of open flame; and throwing rice or confetti materials in the building or on the grounds. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED.** No tape or push pins are to be used on the walls.

IF INSURANCE IS REQUIRED: During the full term of this agreement, the organization/applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operation; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

If the organization/applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. Special Events Insurance Coverage is also available through the Tennessee Municipal League (TML). In any case, the organization/applicant must provide a Certificate of Insurance evidencing the required insurance before using Town Facilities.

CLEANING PROCEDURES: The organization is responsible to clean and leave the premises in the same condition as when it arrived. All cleaning must be done immediately after the event. The cost of any cleaning or repairs required by the City will be charged to the organization/applicant.

Applicant Signature

Date

FOR OFFICIAL USE ONLY

Approvals:

Park Director _____ Date _____

Comments: _____

Mayor _____ Date _____ Comments: _____

Cash _____ Check # _____ CC _____ Date Paid _____ Initials _____