

## Lisbon Community Center Usage Agreement

The Lisbon Community Center, located at 18 South Burnham Hwy, Lisbon CT 06351, is an event venue available to both Lisbon residents and non- residents alike.

***Individuals interested in reserving the Community Center and serving alcohol at an event will be required to engage in the services of a licensed caterer. Submission of caterer's liquor license is required.***

The Community Center includes with the venue, the following;

1. (14) 6' round tables
2. (4) 6' long tables
3. (85))padded chairs
4. (2) restrooms
5. Cleaning supplies; vacuum and mop/bucket included
6. (2) 20 gallon trash cans (extra liners included)

\*\*\*there are NO kitchen facilities

Below are the standards required for use of the Community Center AND the eventual return of security deposit fees:

- a. (14) 6' round tables are wiped down and returned to proper holder, *by Midnight of the day of event*
- b. (4) 6' long tables are wiped down and returned to proper holder, *by Midnight of the day of event*
- c. (xx) padded chairs wiped down and returned to proper holder,
- d. ALL trash, bathrooms included, removed and carried away from the Community Center, *by Midnight of the day of event*
- e. ALL lights are turned off at the end of the event, *by Midnight of the day of event*
- f. ALL trash outside the Community, swept, cleaned and removed, *by Midnight of the day of event*
- g. Any "extra" chairs and/or tables, not needed for an event, along with their respective holders, MUST remain inside the Community Center
- h. ***\*\*\*the use of nails, staples, tacks, etc. are not allowed on any of the POSTS and/or BEAMS***
- i. All events must end by midnight
- j. ***\*\*\*ALL keys are returned to Lorraine Dawley, 33 Bundy Hill Road, Lisbon Ct, \*\*\*by midnight of the day of the event\*\*\****

***\*\*\* Failure to adhere to any of the above, a – j, will result in the loss of user's security deposit \*\*\****

Below are the user and security deposit fees.

Checks payable to:

Lisbon Fall Festival Committee (or LFFC):

1. Lisbon residents: \$150.00 user fee  
\$500.00 security deposit fee  
\*\*\* 1a. Security deposit fees will be shredded (or returned if prior arrangements have been established) upon inspection of the facility, within 48 hours \*\*\*
2. Non-Lisbon residents: \$250.00 user fee  
\$500.00 security deposit fee  
\*\*\* see 1a. above for security deposit fee
3. **Resident and non-resident alcohol use: \$325.00 alcohol user fee  
\$500.00 alcohol security fee**  
**\*\*\* SUBMISSION OF CATERER'S LIQUOR LICENSE REQUIRED \*\*\***

Date(s) of Event: \_\_\_\_\_

Name: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ cell: \_\_\_\_\_

Type of Event: \_\_\_\_\_ time of event: \_\_\_\_\_

Alcohol: yes or no Caterer's name: \_\_\_\_\_

Signature: \_\_\_\_\_

(printed name): \_\_\_\_\_

\*\*\* Submit above completed usage agreement, along with caterer's liquor license, if applicable, usage fee and security deposit fee, to:

**Lorraine Dawley**

**33 Bundy Hill Road, Lisbon (mailbox at end of driveway)**