

**RULES AND REGULATIONS GOVERNING THE RENTAL AND USE OF RIVERVIEW MARKETPLACE
PAVILION
18 Kennedy Drive**

1. All reservations for use of the Riverview Marketplace Pavilion shall be made at the Putnam Economic & Community Development (PEDC) office, 126 Church Street, Delpha M. Very, Director or by calling 860-963-6834.
2. In addition to rental there is a key fee of \$ 20.00 (refunded when key is returned) Although the key must sometimes be picked up a day or two in advance, the facility can not be entered more than two hours in advance of the beginning time listed on contract for decorating, set up, unless prior approval by Site Manager.
3. In addition to rental, there is a \$ 50.00 damage deposit fee. The deposit will be refunded upon approval of Site Representative, if no damage has occurred.
4. No ALCOHOLIC BEVERAGES may be sold or consumed on the premises.
5. Chairs, tables, other furniture, and equipment must be furnished by renter. (No open flames, charcoal grills or fire pits)
6. No nails, tacks, or staples shall be allowed on the walls or ceilings. No stickers, tape, or paints of any kind shall be permitted on the floor and columns. No furniture, fixtures or equipment moved into premises without the approval of the Site Representative.
7. The Town reserves the right to cancel any reservation if any false or misleading information has been given in the application or contract or if the Town determines that the scheduled function would be detrimental to the operation of the Pavilion.
8. The Town shall not be liable for property loss or personal injury sustained by any lessee or lessee's agents, guests or invitees as a result of the use of such Town facility.
9. The renting party will be responsible for returning the building and grounds, including the parking lot, to the condition in which it was found.
10. No one person or organization may reserve the building for more than 6 days in any twelve (12) consecutive calendar months, unless approved by the office of Economic & Community Development.
11. If an unforeseen circumstance were to occur, renter will only get 50% of the total rental fee back. Renter must call when incident occurs for verification. Please call Monday-Friday, between the hours of 8:30am and 4:30pm, at the Putnam Economic & Community Development Office 860-963-6834.
12. Contract must be completely filled out with all information.
13. All Trash Must be Removed and Facility be broom clean.
14. No reservation shall be effective until countersigned by the appropriate Town representative.

I acknowledge and agree to follow the Rules and Regulations governing the rental use of the Riverview Marketplace Pavilion, including all the fees to be collected.

Renting Party Signature

Delpha M. Very, Director
Town of Putnam
Economic & Community Development