

Chester Historical Society

Agreement and Instructions for Use of the Mill, 9 W. Main St., Chester

In the following, (we) refers to the trustees of the Chester Historical Society, and (you) refers to persons or organizations requesting use of the mill for social gatherings, committee meetings, classes and special events.

Name of applicant(s) _____

Address _____

Day & eve phone #'s _____ **e-mail** _____

Date(s) & Time of event _____

You will limit occupancy as follows: 60 people upstairs and 45 down if tables for meals are used, 135 people upstairs and 100 downstairs if tables are not used. Smoking is prohibited. Children under 12 must be under adult supervision at all times. No animals, except those aiding persons with disabilities are allowed in the building or the grounds.

Parking is limited to nine places on the property. The town's public parking lot is a short distance. The shared driveway **must** be kept clear of vehicles at all times. Parking in this area, even for short periods is **strictly prohibited**. If a Chester Police Officer is needed to direct traffic, or a valet to park cars, you are responsible for hiring and paying those people. Only table decorations are permitted. Nothing is to be taped or attached to the walls or doors. Use of a device that causes smoke, fog, or heat and would activate the fire detection system is prohibited. Open flames or torches are prohibited.

You are required to supply a **Certificate of Insurance** with this application for minimum liability of \$500,000 for individual use or a minimum of \$1,000,000 for business use.

We request a security deposit of \$100. We agree to turn over the premises to you in a clean and sanitary condition. The security deposit will be returned when the premises, tables & chairs, are returned in the same condition as you found them, all refuse and decorations removed from the building and grounds, and the key returned to a trustee of the Society. **Directions for use of lights and heat are attached**. The premises shall be vacated, locked and grounds cleared by 12:00 midnight.

Chester Historical Society Use:

Application accepted _____ Rejected _____ Date _____

Certificate of Insurance received _____ Donation & Security Deposit received _____

Signed: Chester Historical Society Trustee _____