

REVISED: JULY, 2017

NOANK HISTORICAL SOCIETY

LATHAM-CHESTER STORE

GENERAL RENTAL GUIDELINES

1. **RESPONSIBILITIES:** Sponsor/host must be a member of the Noank Historical Society, be present throughout entire event and is responsible for conduct and actions of guests. Sponsor is also accountable for any damage to property or any disturbance that occurs.
2. **FEE:** The rental fee payable to the Noank Historical Society must be delivered to the Noank Historical Society's authorized Agent in advance of the event. Individuals must provide a refundable clean-up security deposit of \$100.00 to be returned upon an inspection satisfactory to the Noank Historical Society Agent.
3. **GENERAL ATTENDANCE:** Building occupation is limited to 51 persons (tables and chairs) or 111 persons (chairs only) to prevent overtaxing of facility and minimize the impact on the neighborhood.
4. **PARKING:** The Noank Historical Society does not have parking facilities. Do not block access to town dock.
5. **NOISE:** Neighbor's quiet enjoyment of their property must not be interrupted. Sponsor shall insure that music and noise are kept at reasonable levels. Use of speakers and amplifiers outside the building is prohibited.
6. **CLEANUP:** The Meeting Room, restroom, kitchen facility, and grounds must be left clean and neat. Trash shall be bagged and removed to proper containers under outside stairs. A refundable clean-up security deposit of \$100.00 will be returned upon satisfactory inspection, if found satisfactory in the exclusive discretion of the Noank Historical Society Agent or host.
7. **HOURS:** Functions must be terminated so that the premises are vacated by 11:00 p.m. Cleanup must be completed on the day of the event.
8. **TOWN PARK/DOCK:** Rental of the Latham/Chester Store facility must not interfere with local citizens' access and use of the adjacent Town Dock/Beach.
9. **HOST INSURANCE:** Sponsor/host shall provide evidence of Personal Liability Insurance (Homeowners) or if host is an organization, evidence of Commercial General Liability Insurance.