

Wilton Library

Application for Use of Library Facilities

(Not-For-Profit, Educational,
and Cultural Organizations)

Name of Sponsoring Organization
or Individual **"Renter"**) _____
 Street Address _____ City/State _____ Zip Code _____
 Telephone No. _____ Fax No. _____ Email _____
 Event Representative/Contact Person _____
 Street Address _____ City/State _____ Zip Code _____
 Telephone No. _____ Fax No. _____ Email _____

Type of Event _____
 (Example: Business Meeting, Holiday Reception, Anniversary Party, etc.) (**"Event"**)
 Date(s) of Event _____ Time of Event: From _____ To _____
 Estimated Attendance _____ Minors Present?* Yes _____ No _____
 Liquor Served? Yes _____ No _____ Food Served? Yes _____ No _____
 Event Catered? Yes _____ No _____ By Whom? _____
 Street Address _____ City/State _____ Zip Code _____
 Telephone No. _____ Fax No. _____ Email _____
 Designated "Alcohol Free" Person if alcohol will be served: _____
 Street Address _____ City/State _____ Zip Code _____
 Telephone No. _____ Fax No. _____ Email _____

***See page 2 of Agreement for Use of Library Facilities for use by minors of Library Facilities requirements.**

Library Facilities Requested: (please check all that apply) All checked facilities shall constitute the **"Library Facilities"**:

All rental fees are calculated on an hourly basis. Partial hours are not prorated. Time required for set up and break down shall be included in the time charged.

	Hourly rates
___ Brubeck Room with Courtyard*, Kitchen, and Lobby**	\$ 150
___ Brubeck Room with Courtyard* and Kitchen	\$ 100
___ Brubeck Room (includes Courtyard*)	\$ 75
___ Lobby** with Courtyard*	\$ 50
___ Crafts Room**	\$ 40
___ Presidents' Room, Rimer Room	\$ 25

***Note that "unattended children are not allowed in the Library Courtyards" (page 3 of Agreement for Use of Library Facilities).**

****Available only when Library is closed.**

There will be a Custodial fee for those rentals taking place before or after normal Library business hours or at any time on weekends as follows: A fee of \$20 per hour before 10 am and from 8 pm-9:30 pm on Mondays-Thursdays and on Fridays before 10 am and from 6 pm-9:30 pm; this fee is paid to the Library. A fee of \$30 per hour after 9:30 pm on weekdays and at any time on weekends; this fee is paid directly to the Custodian.

Room Set-Up: to be arranged with the Rentals Manager at least two weeks prior to the event. In order to insure the best rental experience, any presentations must be emailed to the Library (presentations@wiltonlibrary.org) no later than three business days prior to the Rental. Any DVDs or CDs to be played at the Rental should be given to the Rentals Manager no later than three business days prior to the Rental.

Equipment: (please check all that apply) All checked items shall constitute the "Equipment":

TV/VCR/DVD combo _____	Overhead Transparency Projector _____
35 mm Slide Projector _____	LCD Projector* _____
Mic-Sound System* _____	Stage Lights* _____
Computer* _____	Piano** _____
DVD player* _____	iPod* _____
Other _____	

***In the Brubeck Room, this equipment will be operated by Library personnel only for a fee of \$40 per hour paid to the Library for events taking place Monday–Friday during regular business hours and directly to the Library Technician for events taking place after regular business hours and on weekends. Computers and LCD Projectors in other Meeting Rooms will be set up by Library personnel. Renter is responsible for turning off Computers and LCD Projectors in Meeting Rooms. If an LCD projector is not turned off by Renter, a \$50 fee will be charged.**

****Use of a piano requires a piano use fee of \$40. If Renter requires a piano to be tuned, a tuning fee of \$125 will apply.**

Rental Fees:

All Fees are payable by Check, MasterCard or Visa.

If Check, please make payable to: **Wilton Library Association, Inc.**

Fee \$_____per hour for _____hours	\$ _____
Refundable Security Deposit (if applicable)	\$ _____
Piano Usage Fee: \$40 (if applicable)	\$ _____
Piano Tuning Fee: \$125 (if applicable)	\$ _____
Custodial Fee paid to Library: _____hours at \$20 per hour	\$ _____
Custodial Fee paid to Custodian: _____hours at \$30 per hour	\$ _____
Technician Fee paid to Library: _____hours at \$40 per hour	\$ _____
Technician Fee paid to Technician: _____hours at \$40 per hour	\$ _____
Total Due	\$ _____

Note: One half of Total Due is to be paid prior to the rental date and one half no later than the rental date.

Please complete this form and return **with payment** to:

Wilton Library Association, Inc.

137 Old Ridgefield Road
Wilton, CT 06897-3000
Attn: Rentals Manager
Tel No. 203-762-3950, Ext. 247
Fax No. 203-834-1166

The Library shall reserve the Library Facilities for Renter upon the signed submission of this Application for Use, the execution of the Wilton Library Agreement for Use of Library Facilities by Renter and the Library and payment of the Security Deposit (if applicable).

Renter Authorized Signature: _____

Date: _____

By: _____

Title: _____

Library Hours: Mon-Thurs: 10-8; Fri: 10-6; Sat: 10-5; Sun: 1-5 (Sept-June)

FOR LIBRARY USE ONLY

	Required	Not Required	Date Received
Certificate of Insurance			
General	_____	_____	_____
Caterer	_____	_____	_____
Liquor	_____	_____	_____
Caterer License	_____	_____	_____
Food Permit	_____	_____	_____
Liquor Permit	_____	_____	_____
	No. Required	Not Required	Date of Request
Police Officers	_____	_____	_____
Fire Marshal	_____	_____	_____
Chaperones	_____	_____	_____
Agreement for Use is signed by Renter authorized signatory <u>and</u> Library			Yes _____
Agreement for Use is dated			Yes _____
Application for Use is signed by Renter authorized signatory			Yes _____
Application for Use is dated			Yes _____
Security Deposit received, if required			Yes _____