

Wilton Library

Application for Use of Library Facilities

(For-Profit Organizations
and Private Events)

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. Events to be scheduled outside normal business hours must be approved in advance by the Executive Director or Rentals Coordinator.

	Hourly rates
___ Brubeck Room with Courtyard*, Kitchen, and Lobby**	\$ 400
___ Brubeck Room with Courtyard* and Kitchen	\$ 275
___ Brubeck Room (includes Courtyard*)	\$ 200
___ Lobby** with Courtyard**	\$ 150
___ Presidents' Room, Rimer Room	\$ 75
___ Reference Courtyard (price upon request)	

***Note that unattended children are not allowed in the Library Courtyards; additionally, no one is permitted to walk in the Brubeck Courtyard Rock Garden (page 3 of Agreement for Use of Library Facilities).**

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

Room Set-Up: to be arranged with the Rentals Coordinator 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 Event. Any DVDs to be played at the Event should be given to the Rentals Coordinator no later than three business days prior to the Event.

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

- Mic-Sound System* _____
- Laptop* _____
- Laptop Sound* _____
- Projector* _____
- DVD player* _____
- iPod* _____ (supplied by Renter; we will hook up to laptop)
- Piano** _____
- Motorized Drapes:
 - Courtyard Sheers: Open/Closed
 - Courtyard Drapes: Open/Closed
 - Parking Lot Sheers: Open/Closed
 - Parking Lot Drapes: Open/Closed
- TV/DVD Combo (Presidents' and Rimer Rooms, Gallery) _____
- Portable Sound System _____
- Other _____

***In the Brubeck Room, the above equipment (including sound levels) will be set up by Library personnel (see below for applicable fee). Renters are not permitted access to the Brubeck Room Rack or Stage Wells. Renters are not permitted to plug musical instruments into Brubeck Room Sound System. Computers and Projectors (including sound levels) in other Meeting Rooms will be set up by Library personnel. Renter is responsible for turning off Computers and Projectors in Presidents' and Rimer Rooms.**

****Use of the piano requires a piano use fee of \$50. If Renter requires a piano to be tuned, a tuning fee of \$150 will apply.**

Rental Fees:

All Fees are payable by Check, MasterCard or Visa.

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

Room Fee \$ _____ per hour for _____ hours	\$ _____
Refundable Security Deposit (if applicable)	\$ _____
A/V Usage Fee (microphones, laptop, tech support, etc.): \$50	\$ _____
Piano Usage Fee: \$50 (if applicable)	\$ _____
Piano Tuning Fee: \$150 (if applicable)	\$ _____
Custodial Fee: _____ hours at \$40 per hour	\$ _____
Custodial Fee (bef/after hours, wknd): _____ hours at \$60 per hour	\$ _____
Technician Fee: _____ hours at \$50 per hour (if applicable)	\$ _____
Technician Fee (bef/after hours, wknd): _____ hours at \$75 per hour	\$ _____
Staffing Fee: _____ hours at \$50 per hour (if applicable)	\$ _____
Rental Items Storage Fee: _____ days at \$200 per day (if applicable)	\$ _____
Total Due	\$ _____

Note: One half of Total Due is to be paid at time of booking; remainder to be paid 30 days prior to the rental date. If Event is booked less than 30 days prior to the event, full payment will be made at time of booking.

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

Wilton Library Association, Inc.

137 Old Ridgefield Road
Wilton, CT 06897-3000
Attn: Rentals Coordinator
Tel No. 203-762-6331
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; the payment of the Security Deposit (if applicable); and payment of one-half of the Total Due (balance of Total Due is to be paid 30 days prior to the rental date).

Renter Authorized Signature: _____

Date: _____

By: _____

Title: _____

Library Hours: Mon-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 _____