



FRIENDS OF AMBLER FARM, INC. RENTAL INFORMATION AND RATES

Thank you for your interest in renting Ambler Farm (also sometimes referred to herein as the “Premises”). Friends of Ambler Farm Rental Applications must be completed and submitted by email or in writing. Renters may reserve the carriage barn and/or grounds no more than six (6) months in advance of the requested date. Availability and use of Ambler Farm’s facilities is subject to the Farm’s event and program schedule and is at the discretion of Friends of Ambler Farm. All events must comply with the conditions outlined herein.

The following uses, events and/or activities are not permitted at Ambler Farm at any time as per the Planning & Zoning Resolution:

- Antique Shows, where goods are offered for sale to the general public, provided that this shall not limit the display of antiques for public viewing.
- Craft Shows, where goods are offered for sale to the general public, provided that this shall not limit the display of crafts for public viewing.
- Circuses
- Carnivals
- Convention Center
- Catering Hall
- Jamborees

RENTAL FEES

Fees are based on the day and times of the rental event.

<u>Hourly Pricing:</u> <u>3 hour minimum</u>	<u>Time</u>	<u>Carriage</u> <u>Barn Only</u>	<u>Carriage</u> <u>Barn and</u> <u>Grounds</u>	<u>Grounds</u> <u>Only** (Picnic</u> <u>Tables + Tent)</u>
Weekdays: Mon-Thu	8am-11pm	\$125	\$150	\$100
Weekends + holidays	8am-2pm	\$150	\$175	\$150
Weekends + holidays	2pm-11pm	\$200	\$250	\$150

***8am - Dusk*

*Administrative fee of \$25/hour as well as a cleaning fee of \$175 will be added to all rentals. A security deposit of \$250 is required at the time of booking.

**Please note: This includes 6 picnic tables (6 people) + 20’x20’ Tent (30 seated / 50 standing)

Organized youth groups and Non-Profit Organizations will receive a 50% discount of hourly pricing.

RENTAL TIMES

Rentals are for one day only. Set-up time is subject to availability and must be coordinated with the Rentals Coordinator. Deliveries to the farm (for rentals or otherwise) may not be made prior to the agreed-upon set-up time. All items brought to the Farm by the Renter must be removed from the premises at the end of the event or at 11:30pm the night of the event. Items may not be left on the premises overnight.



FRIENDS OF AMBLER FARM, INC. RENTAL INFORMATION AND RATES

CONDITIONS & INFORMATION

GENERAL

Acceptance of a request to rent Ambler Farm shall be on a first-come-first served basis. Use activities shall be restricted to those areas of the farm for which the arrangements have been specifically made.

Use of Ambler Farm does not in any way imply endorsement of a Renter's policies or beliefs by the Friends of Ambler Farm. Renter shall not imply that its programs are sponsored, cosponsored or approved by the Friends of Ambler Farm. Renters may only use Ambler Farm's name and address when listing the location of their event. Renters may not use Ambler Farm's name or logo in any promotion that might suggest or imply that Ambler Farm is a co-sponsor or co-presenter of your event. Please see page 8 for additional use in the press and in marketing activities.

Any group or organization renting Ambler Farm is responsible for set-up and break down of their event and for leaving the Premises as it is found. Any damage done to the Premises, as determined by the Friends of Ambler Farm, will be the financial responsibility of the Renter.

The Friends of Ambler Farm and the Town of Wilton assume no responsibility for property left on the Premises by the Renter.

SIZE AND TIME OF USE:

All daytime and evening events are limited to an on-site attendance of not more than 120 people. If using the White Carriage Barn, please note that the maximum occupancy for this building is 120 people.

Rental size is limited to 30 people the months of January, February and March.

Carriage Barn Size Limitations:

The first floor of the Carriage Barn, including the kitchen and rest room facilities, is available for use. Seating in the Barn is limited as follows; use of the second floor attic is not permitted at any time.

- Round Table Seating Arrangement: 120 people (Round Tables are the responsibility of the renter. They are not included as part of the rental fee.)

- Rectangular Seating Arrangement: 100 people

Note: The number of people in attendance (guests) is exclusive of those facilitating the execution of the event such as, but not limited to, instructors, caterers, and other staff.



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PARKING

With the exception of the handicapped parking spaces in the parking areas adjacent to the Carriage Barn, parking for larger events is permitted in the North Field. No parking is permitted in the Hurlbutt Soccer Field parking lot, along Hurlbutt Street or any of its side streets, at any time. No parking against the carriage barn in the side lot. This fire lane needs to remain accessible at all times. Please kindly remind your guests that our driveway is one-way only.

LIGHTING

Renter is responsible for turning off exterior lighting including any temporary lighting. Supplemental temporary exterior lighting is required for evening events in the designated parking area of the North Field based on the following schedule:

51-100 people one temporary light pole placed in the top third of the field

101-150 people two temporary light poles placed in the top and middle thirds

151-200 people three temporary light poles placed in the top, middle and rear portions of the field

TEMPORARY STRUCTURES

Any temporary structures, such as tents, are restricted to the northeast sector of the property as designated by Friends of Ambler Farm and are subject to Renter, at its sole cost and expense, obtaining a Temporary Event Permit from the Town of Wilton.

PERMITS

If your event is not a private party, a [Temporary Event Permit](#) must be secured by renters from the Town of Wilton. Please start at page 6 for information on what each town Department requires. The last two pages are ones that need to be completed and submitted.

A [Temporary Liquor Permit](#) may also need to be obtained from the State of Connecticut if serving alcohol at an event.

MUSIC

No outdoor amplified music or public address system is permitted on the Premises unless specifically allowed in writing by Friends of Ambler Farm. The emission of noise, as measured at the parcel property lines, shall not exceed 55 dBA between the hours of 7:00 a.m. and 10:00 p.m. or 45 dBA between the hours of 10:00 p.m. and 7:00 a.m.

OUTDOOR EVENTS

Outdoor fires or bonfires are not permitted on the Premises. Outside-only rentals using ~6 picnic tables with adjacent 20' x 40' tent (June-Sept) remain outside under the tent during inclement weather or may be rescheduled pending availability. Outside rentals are to be broken down by dusk as there is no tent lighting. An outside only rental excludes use of the main room in the Carriage Barn, but tables and chairs are available for use as needed. Renter is responsible for the set up and break down of tables and chairs. If an outside event is requested to move indoors,



FRIENDS OF AMBLER FARM, INC. RENTAL INFORMATION AND RATES

advance approval from an Ambler Farm staff member is required and subject to Carriage Barn availability. Rental Fees will be adjusted based on facility and grounds usage.

FOOD AND BEVERAGES

If the Renter is providing food and beverages, the Renter, at its sole cost and expense, shall obtain a Temporary Food Service Permit as part of the Temporary Event Permit process for the event if it is required by the Wilton Health Department.

We request that you use nut-free food, when possible, to avoid cross contamination of allergens.

Outdoor Food Preparation: Use of grills or other types of outdoor food preparation is subject to Renter, at its sole cost and expense, obtaining a Temporary Event Permit from the Town of Wilton.

Caterer: If the event is catered, the Renter shall provide the Town of Wilton, as part of their Temporary Food Service Permit process, with a copy of the caterer's license for any food prepared or served. Renters are responsible for the proper performance of their caterers or other hired staff, including the cost of cleaning farm areas that have not been left in good order. The caterer must breakdown/clean-up the event within the stipulated rental period.

Alcoholic Beverages: If the Rental Agreement permits the Renter to provide alcoholic beverages, it shall appoint a "Designated Person" who is over the age of twenty-one, who will remain on the Premises throughout the event, who will not consume alcoholic beverages during the event and who will be personally responsible for the Renter's compliance with all laws and regulations applicable to the provision of alcohol. See above regarding the securing of a [Temporary Liquor Permit](#) from the State of Connecticut.

GARBAGE & GENERAL CLEAN UP

Renter is responsible for leaving the Premises in a clean and orderly condition. Waste receptacles shall be emptied and recyclable items sorted in the proper containers.

Renter shall take good care of Ambler Farm's facilities and equipment and shall report all damage occurring during Renter's use of Ambler Farm.

CARRIAGE BARN

Key: Pick-up and return of the key to the Carriage Barn and bathroom facilities will be coordinated with the Friends of Ambler Farm's authorized representative. Renter is responsible for returning the key provided in the lock box behind the White Carriage Barn. An Ambler Farm representative will show you where this is located before the beginning of the event.

Smoking: Smoking is not permitted anywhere in the building.

Decorations: The Carriage Barn is an historic structure. No changes or alterations to the building, its accessories, or its fixtures are permitted. Decorations may not be affixed to the walls or ceiling



FRIENDS OF AMBLER FARM, INC. RENTAL INFORMATION AND RATES

with tape, tack or wire that might leave permanent marks. No open- flame candles are permitted unless used with hurricane covers or in votives. No fresh or living greens (trees, wreaths, garlands) are permitted aside from those in flower arrangements and vases. Renter is responsible for removing all decorations after the event.

Tables & Chairs: A Friends of Ambler Farm representative will indicate what furniture is available to renter. Renter will be responsible for cleaning and storing furniture as indicated. Renter will be held responsible for any damage/breakage.

Kitchen: Renter is responsible for proper use and cleaning of all appliances and utensils and for turning off stove and ovens after use. Renter may not use any food or beverages that are on-hand prior to the event. Renter must supply their own linens, serving ware, utensils, plates and drinkware. Renter is responsible for removing its leftover food and beverages from the building.

Bathrooms: Renter is responsible for proper use and cleaning of bathroom facilities. Outdoor gatherings over (100) people require the rental of an additional outdoor portable bathroom by the Renter.

Clean Up: The floors of the White Carriage Barn must be left broom-swept, and all spills must be cleaned up. Kitchen equipment, tables, counters, sinks and ranges must be cleaned and left in original order. Counter tops and furniture also must be wiped clean.

Ambler Farm requires the use of and provides environmentally-conscious cleaning products. Cleaning solutions can be found underneath the sinks in the kitchen.

Lock-Up: At the conclusion of the rental period, renter is responsible for leaving the thermostat at 55 degrees in colder weather (and turn off the A/C in warmer weather). Please turn off all lights, and lock all windows and doors.

OTHER BUILDINGS

Use of the Red Barn, Raymond-Ambler House and other buildings on the property is prohibited unless specifically outlined in this agreement.

SMOKING

Smoking is not permitted in or around any building or structure located at Ambler Farm.



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NON-PROFITS

“Non-profit” entities shall be defined as any entity or group not operated for profit. Nonprofit entities are further defined as Wilton community-based organizations or local chapters of national organizations (i.e. Kiwanis) which have been formed for charitable, educational or public service purposes. Examples of organizations satisfying this definition of nonprofit entities that are not 501c3 entities are: Animals in Distress, Association of Fundraising Professions, Cat Rescue, CERT, Encore Club, high school reunions, Hurlbutt Street Schoolhouse, Moms Club, Newcomers Club, Wilton Soccer Association, Wilton Democratic Town Committee, Wilton Republican Town Committee, Wilton Warriors Lacrosse, Wilton Children’s Theatre, Wilton Football Boosters Club, The Grange, Treblemakers, WelcomeWagon, Wildlife in Crisis, Wilton Basketball Association, Wilton Chamber of Commerce, Wilton Garden Club, Wilton Kiwanis and Wilton Playshop.

CERTIFICATE OF INSURANCE

The Friends of Ambler Farm and the Town of Wilton require a Certificate of Insurance providing public liability insurance for bodily injury and property damage. The certificate shall name Friends of Ambler Farm, the Town of Wilton and its officers, employees, and agents for a limit of \$1,000,000 for the period of the rental.

The following language must appear on the Certificate of Insurance: "The certificate names the Town of Wilton, Friends of Ambler Farm, their officers, agents, and employees as additional insured against any and all claims for bodily injury and property damage arising out of the insured's use of facilities. Insurance coverage

for the Town of Wilton shall be provided on a primary non-contributory basis. The Certificate Holders are:

The Town of Wilton, 238 Danbury Road, Wilton, CT 06897 and
Friends of Ambler Farm, PO Box 7442, 257 Hurlbutt Street, Wilton, CT 06897

Renter shall defend, protect, indemnify and hold harmless the Town of Wilton, the Friends of Ambler Farm and all of its officers and board of directors, board of selectmen, employees and members against and from all claims arising from the negligence or fault of the Renter or any of its agents, members or invitees which arise out of the use of Ambler Farm.

The policy period specified in the certificate must include the date of the event.

If the Renter uses a caterer, Renter also shall obtain from said caterer a Certificate of Insurance confirming coverage of not less than \$1,000,000 and naming the Renter, the Town of Wilton and the Friends of Ambler Farm as additional insureds with respect to any claims arising from such caterer’s performance, supplies, equipment, food or beverages they provide.



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PUBLIC USE

Residents of the Town of Wilton shall have reasonable and safe general public access to Ambler Farm at all times including those times when the Farm grounds and/or buildings are rented to or used by organizations other than the Friends of Ambler Farm or the Town of Wilton.

GOVERNING LAW

This Rental Agreement shall be governed by and interpreted in accordance with the laws of the State of Connecticut, notwithstanding any conflicts of laws, rules or principles under which any other law would be applicable.

PRESS/MARKETING

Any and all use of the names Ambler Farm, Friends of Ambler Farm or the Ambler Farm logo in the press or media outlets must be approved by the Friends of Ambler Farm Board of Directors or their agents in writing prior to their appearance in the press.

Failure to do so may result in a forfeiture of the security deposit.



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RENTAL AGREEMENT

I have read, understand, and agree to abide by the attached rules, requirements, and conditions for renting the White Carriage Barn and/or Grounds at Ambler Farm. (Please retain copies for your records.)

Name of Organization _____
Street Address _____
Town/State/Zip _____
Is the organization a nonprofit? NO YES EIN# _____
Event /Organization _____
Telephone _____ Email Address _____
Type of Event _____
Date of Rental _____
Hours: From _____ To _____
Estimated Attendance _____
Will Food be Served? NO YES
If Food is being served, will it be Catered? NO YES
Check Facilities Requested Below:
 White Carriage Barn Only White Carriage Barn + Grounds Grounds Only:
Picnic Tables + Tent

Fee (# Hours Used) * (Hourly Rate)	_____
Administrative Fee (\$25 per hour * # Rental Hours)	_____
Cleaning Fee	<u>\$175.00</u>
Security Deposit	<u>\$250.00</u>
TOTAL	_____

Signature of Renter / Organization's Representative

Signature of Friends of Ambler Farm Authorized Agent Print Name

Please mail signed agreement along with security deposit, rental fee, and Certificate of Insurance to:

Friends of Ambler Farm, P.O. Box 7442, Wilton, CT 06897