

Education Center Rental Policies

To secure a function, a deposit is required for all facility room rentals unless prior payment arrangements have been established with CTCPA. Deposits can be paid by check or credit card. If no credit card has been established prior to the event, payment is required upon conclusion of the event for the space rental.

All prices are subject to change until confirmed by signed contract.

Cancellation of any event must be in writing to the CTCPA. Cancellation must be within the noted time as stated within the cancellation clause. Advance deposits will be returned within one month should the cancellation notification be in accordance with the cancellation clause. The CTCPA will use its discretion as to waiving a cancellation fee for events cancelled after the cancellation date.

CTCPA requires a 72 hour final count of the attendance for all rentals. Monday and Tuesday are requested by 12:00 noon of the previous Friday.

Any and all special requirements such as audio visual or registration tables need to be indicated to the CTCPA representative at the time the contract is executed. If a change in the classroom style set-up of the room is requested, there will be an additional room set-up fee.

Event guests will be admitted to the CTCPA building and be expected to depart at the times stated on this event order. The CTCPA reserves the right to charge an additional fee if a group departs late from a meeting room causing staffing issues.

The user is responsible for the arrangements and all of the expenses of shipping materials, merchandise, exhibits, or any other items to and from the Education Center. The CTCPA representative **MUST BE NOTIFIED IN ADVANCE** of shipping arrangements to ensure proper acceptance, as well as storage of these items upon arrival at CTCPA. All packages must be labeled with the meeting date, name of the function and should be addressed to the attention of: Doreen Fredette. Upon conclusion of the event the CTCPA is not responsible for damage or loss of any items left in the Education Center. The user must make their own arrangements for materials/packages to be picked up. If packages are left and not picked up within 5 days, the CTCPA reserves the right to dispose of these items. If large crates, boxes, excess garbage, etc. are left behind and there is any type of expense to dispose of these items, the guest is responsible for these charges and will be billed.

If, for any reason beyond its control, the CTCPA is unable to honor the contract, our liability is limited to the deposit which will be refunded to the user. In no event shall the CTCPA be liable for consequential damages of any nature for any reason whatsoever. If for any reason the space reserved hereunder is not available for the function, the CTCPA may substitute, therefore, other space at least comparable in quality and the client agrees to accept such substitution. CTCPA reserves the right to change the function room based on the final count.

CTCPA reserves the right to inspect and control all functions. Liability for damage to the premises or equipment will be charged accordingly. CTCPA does not assume any responsibility for personal property and equipment brought onto the premises.

CTCPA reserves the right to limit the volume of sound in the meeting facility to acceptable limits.

The CTCPA does not allow the use of the following during a function: bubble machines, fog makers or confetti. The CTCPA reserves the right to approve, disapprove, and inspect other decorations, props, etc. that a user wishes to use during and event. It is the duty of the user to notify the CTCPA of any such items that may be used at the time of booking.

Organization Authorized Signature

Date

Organization Authorized Signature *(Please Print)*

Organization Name *(Please Print)*