



La Grua Center: Rental Information

Rates: (Special nonprofit rates available - see below)

Events and Meetings Open to the Public:

Weekday rate (Monday through Friday, 9 a.m.-5 p.m.): \$50/hr

Evening/Weekend rate (Friday through Sunday): \$100/hr

Private Events and Meetings:

Closed meetings: \$50/hour

Private rentals:

- Wedding ceremonies \$1,200 per event. La Grua Center rental fee is for access to the space on the day of the event, from 9 a.m. to end of event - not to go beyond 10 p.m. including any clean up. Any additional time needed on other days will be billed at a \$50/hour rate. Times will be rounded up to 1 hour.
- Celebrations memorial services, birthday parties, showers, etc:
 - Catered: \$1,200 for the day
 - Not catered: \$300/hour

Events & Meetings Open to the Public (Nonprofit Organizations/Government Agencies):

- Weekday rate (Monday-Friday, 9 a.m.-5 p.m.): \$25/hour
- Evening/Weekend rate: \$50/hour
- Ticketed or Fundraiser public events: \$100/hour

Ongoing Classes and Meetings*:

- 25% of class fees - minimum of \$25/class
- Minimum number of classes: 10 classes, no more than 90 minutes each.

*All classes and organizations must carry insurance. Please speak with La Grua Center staff for details.

A 20% deposit is required to hold the space.

La Grua Center: Event/Activity Policies

Parking

La Grua Center has use of the north end visitor parking lot in the Stonington Commons Community at 32 Water Street. There is NO parking available to La Grua Center visitors along the driveway around the green or in front of La Grua Center in the circle; this parking is available for residents only.

Music

Any music, musicians, or band must be approved by La Grua Center prior to event. Music must end no later than ½ an hour before the contracted event end time.

Use of Space

Events and activities in La Grua Center are limited to La Grua Center's building alone. Use of the Stonington Commons areas, including the adjacent green outside La Grua Center, is not permitted by visitors.

Hours

No event shall go past 9:30 p.m. Clean up must be finished by 10 p.m.

Occupancy

La Grua Center has space for a maximum of 150 persons seated theater style (with the use of the mezzanine). Maximum seating at tables is 96.

Set Up and Clean Up (Please see "User Agreement")

Event/activity users will be responsible for set up and clean up of their event. La Grua Center must be returned to same condition as found. Users are solely responsible for any damage and misuse and may be charged for any cleaning or repairs deemed necessary by La Grua Center staff.

La Grua Center will be available for set up beginning at 9 a.m. the day of the event, at the discretion of La Grua Center staff. No event may go past 9:30 p.m. Clean up must be completed on the day of the event, no later than 10:00 p.m., with no items (i.e, rental chairs, dishes, glasses) left behind unless approved by La Grua Center staff. Additional time for set up or clean up will be at the discretion of La Grua Center staff, with an additional fee of \$50/hour. All times are rounded up to the next hour.

Booking an Event/Activity

- All bookings are made on a first come, first serve basis.
- Bookings are not reviewed or confirmed until Application & User Agreement are signed and received.
- Payments will be accepted in the form of cash, check, or credit card.
- In case of cancellation within seven days of the event, the 20% deposit is non- refundable.
- La Grua Center reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.
- La Grua Center reserves the right to refuse use of its building for events/ functions that conflict with its mission.

Alcohol Policy

For ANY event/activity with alcohol, the following applies:

- Liquor at La Grua Center must be served by a licensed, professional server, approved by La Grua Center and having liquor liability coverage naming La Grua Center, Inc., Stonington Commons Community, Inc., Northeast Property Group, Inc., and Trumbull-Atwood Condo Associates, Inc. as additional insureds (please contact Program Director for further details).
- No guests may bring their own alcohol.
- Alcohol may not be served past one half hour before the end of the event.

Decorating

- Any and all setting up and decorating must be approved by La Grua Center.
- Taping, pasting, tacking, pinning, nailing, or otherwise attaching items to walls, windows, doors, ceilings, floors, or furniture is not allowed.
- Candles are allowed only if they are enclosed in a hurricane or glass holder that completely encompasses the flame.

Catering

- All catering activity is the responsibility of the user.
- Any and all catering must be approved by La Grua Center prior to confirming the event. La Grua Center may request copies of all licenses.
- All providers of food and/or alcohol must have a business and/or liquor license, health inspection certificate, and liability insurance certificate.
- Caterers must adhere to the "User Agreement" rules, and the user is responsible for making a copy available to contracted caterer.

List of Preferred Caterers:

- Liquor:
 - Cask n' Keg – (860) 536-8708
Contact: Kevin Wildes
- Catering:
 - A Thyme to Cook – (860) 887-5932
Contact: Linda Sample
 - Coastal Gourmet (Mystic Market) – (860) 572-5318
Contact: Amy Stroope
 - Ocean Blue Catering (Mystic Aquarium) – (860) 572-5955 ext. 337
Contact: Kathy Lloyd

La Grua Center – Application for Use

CONTACT INFORMATION

Contact Person:

Address:

Email:

Phone:

Organization Name:

Is this a 501(c)(3) organization? Yes No Tax ID #:

Is this a government agency? Yes No Name:

EVENT INFORMATION

Date of Event:

Event starts:

Event ends:

Set up begins:

Clean up begins:

Other:

Total time used: hours

Type of Event:

Private Event Meeting Class Recurring Class

Brief description of Event:

Free of charge? Yes No

Expected Attendance:

Number of table and chairs needed: Chairs Tables

Is event open to the public? Yes No

If not free of charge, what is the ticket price/entrance fee? \$

Will you require the A/V System (Screen/Projector, wireless microphones, PC)?

Yes No

Will food or drink be served? Yes No

If event is catered, please list contact info for caterer (name, phone, email):

Will alcohol be served? (Please review the Alcohol Policy on p. 3) Yes No

Will there be any items for sale (books, art, CDs/DVDs, etc.)? Yes No

Please email completed Application & User Agreement (next page) to
kelli@lagruacenter.org, or mail to: La Grua Center, P.O. Box 342, Stonington, CT 06378.

La Grua Center: User Agreement ~ Updated November 2017

Each user MUST sign the La Grua Center "User Agreement" prior to the event/activity. See below. For further information or questions please contact Kelli Rocherolle at kelli@lagruacenter.org.

- La Grua Center should be left in the same manner that you found it.
- User shall be responsible for all set and clean up. All tables, chairs, and glasses in the kitchen may be used.
- All tables and chairs shall be returned to their storage place.
- Rectangular tables shall be stacked to the right of the AV box in the storage room.
- Round tables shall be stacked under the AV box in the storage room.
- Chairs shall be stacked 7 high and returned to storage room, as far back as possible so that access to the tables is possible.
- All black tables (if used) and any other items such as podium or kitchen items shall be returned to their original location.
- There are 50 chairs upstairs that are for use on the mezzanine only.
- All tables shall be wiped down to remove any crumbs or spills prior to returning to storage area.
- Floors should be spot swept to pick up any crumbs, and spills should be cleaned up as well. Cleaning supplies are in the kitchen under the sink.
- No items are to be placed on the window sills at any time.
- Shades may be raised and lowered as necessary; please return to "up" position.
- For any event/activity with food or heavy trash use, all trash should be bound, removed, and emptied into the trash bins in the Stonington Commons trash area.
- All recyclables should be emptied and put into recyclables bin in the Stonington Commons trash area.

SIGNATURE _____

DATE _____

By entering your signature in the box above, you are agreeing to the terms outlined in this contract.