

# Common Ground Site and Facility Rental Fees and Guidelines

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**SITE RENTAL: \$50 - \$125 per hour depending on space**

**CLEANING FEE PER BUILDING: \$200**

**\*Insurance Required if Alcohol is served or over 50 people are in attendance**

**\*All Food, Liquor and/or Raffle permits must be applied for and completed by The Renter. Common Ground is not responsible for providing these documents.**

**\*NO HELIUM BALLOONS ALLOWED IN Multipurpose Space (gym)**

***Please consider set-up and clean-up time when calculating the total time of your event.***

Common Ground Facilities are available for special events and meetings as follows:

- Use of Springside Multipurpose Space (gym) or Hilltop Cafeteria and Upper Campus (outside of the cafeteria adjacent to the Hilltop Building): \$125 per hour
- Use of the Farmhouse classroom and Kitchen and The Farmhouse Patio (adjacent to the Educational Garden and Animals): \$125 per hour
- Use of the Harvest Pavillion and Wetland Field: \$125 per hour
- Use of individual classrooms for Private Meetings: \$50 per hour
- Use of the Common Ground High School Commercial Kitchen: \$50.00 per hour \*very limited availability

**Site rental includes:**

- Private use of the areas of our site that you are renting. ***Other activities that do not present a conflict for space, parking, or campus atmosphere may be taking place in buildings or campus spaces that are not reserved for your use.***
- Use of the field area in front of Harvest Pavilion or at upper campus if specified in your rental contract.

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- Use of rectangular picnic tables if specified in your rental contract (we have about 20 throughout the campus - you may move them and are also responsible for returning them to their original location) they seat 4-6 adults comfortably.
- Up to 58 parking spaces, **we always encourage the use of public transportation, car-pooling, and ridesharing to alleviate parking conflicts.**
- A staff person to open/close buildings, answer questions, and address site related issues that may arise during your event.
- 230 folding chairs and 6 72W x 29.5D x 28.875H rectangular tables that seat up to 6 adults/8 children are available in Springside Multipurpose Space (gym)
- 10 round tables that seat up to 10 people each and 150 classroom chairs are available in the Hilltop Cafeteria
- Tables and chairs in all classrooms
- Projectors in all rooms
- A basic sound system with two speakers and one mic in the Multipurpose Space (gym)
  - A projector and theater-style screen are available for viewing films in the Multipurpose Space for an additional fee.

### **Cleaning Fees**

If food is served, or if more than 50 people attend an event, a cleaning fee of \$200 per building (Springside, Hilltop, Farmhouse) will be added to the rental fee.

**Event set-up and clean-up.** The \$200 Cleaning fee covers cleaning floors, bathrooms, and surfaces. You are responsible for bagging all trash and recycling, removing decorations, and returning any spaces used to their original set-up.

- **You may hire a Common Ground Staff member to aid you in set up/clean up for an additional \$25.00 per hour.**
- Multipurpose Room Tables must be folded and placed against a wall
- Chairs must be folded and returned to rack in the Multipurpose room or placed on top of tables in the Farmhouse
- Trash/Recycling in the multipurpose room should be neatly bagged and stacked in the Springside Kitchen before leaving the premises.
- Compost Buckets (available upon request) should be emptied into the compost receptacle located in the Harvest Pavilion.

### **Deposit and Rental Fees:**

A signed contract and a **25% date-hold deposit at the time the reservation is made.** The 25% date-hold deposit is non-refundable unless Common Ground is forced to cancel, in that case your deposit will be refunded. The balance of your space rental fee is due 10-days prior to your event. **No terms are implied or granted and no work will be allowed to commence until full payment is received.**

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Payment is accepted through cash, check or [Paypal](#). Please make checks out to NHEP, Memo: "Facilities Rental" and send to 358 Springside Ave. New Haven CT 06515.

### Insurance

Events with a planned attendance of more than 50 people or events that serve alcohol will require Event Insurance (<https://www.theeventhelper.com/>) or any insurance provider of your choice. A copy of your insurance certificate with New Haven Ecology Project listed as the non-liable venue and specific language around liquor liability will be required before your event.

### Permits

[Permits](#) must be applied for and completed by the renter. Common Ground is not responsible for providing these documents. Some common permit types are:

For the **SALE** of alcohol on our premises: [Temp. Liquor Permit](#)

For the **SALE** and distribution of food to the public: [Temp Food Service Permit](#)

To hold a raffle: [NHPD Full Raffle Packet](#)

### Renter must provide the following if desired:

- Rental tent, tables and chairs in addition to those available in Springside Multipurpose Space (gym), dishes, utensils, linens, dance floor, advanced sound system, etc. (We prefer that Mr. Tent [\(203\) 272-5793](tel:2032725793) and A-Plus Audio Visual [\(203\) 954-9577](tel:2039549577) be used for these services)
- Caterer and wait staff
- Bar and bartender
- Event set-up and clean-up. Cleaning fee covers cleaning floors, bathrooms, and surfaces. You are responsible for bagging all trash and recycling, removing decorations, and returning any spaces used to their original set-up. You may hire a Common Ground Staff member to aid you in set up/clean up for \$25.00 per hour.
- All food to be served. No food preparation is allowed within our facilities unless Commercial Kitchen fees have been paid. A barbecue grill can be used on site with the proper precautions.
- Any other needed services or supplies not listed or included above
- Note that on-site storage of food or decorations before the hours of your rental is NOT available.
- **All Food, Liquor and/or Raffle permits must be applied for and completed by the renter. Common Ground is not responsible for providing these documents.**

The following additional facilities and services may be available as follows upon request:

Fresh vegetables and herbs from the farm: In season, we may be able to provide you or your caterer with fresh salad greens, heirloom tomatoes, and other delicious produce from our farm.

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Access to Animal Yards: Our farm animals are typically in their yards during the daytime and are visible through the fences. If you'd like guests to be able to enter the animal yard to visit with the chickens, ducks, goats, and sheep the fee is \$25 per hour (includes a staff person to welcome guests into the animal yards).

A staffed campfire: Evening events can be warmed up by a campfire in the woods! We will provide firewood and a staff person to keep it going and welcome your guests – you provide any desired campfire snacks! 2 hours, \$125

*Non-Profit Discount Pricing available upon request*

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_