



STUDIO at BILLINGS FORGE

563 Broad Street | Hartford, CT 06106 | 860.548.9877 | www.billingsforgeworks.org

RENTAL AGREEMENT for HARTFORD RESIDENTS
and
BILLINGS FORGE COMMUNITY WORKS/FIREBOX EMPLOYEES

Name: _____

Address: _____

Telephone Number: _____ Email: _____

Cell Phone Number: _____ Fax Number: _____

BFCW staff processing this request: _____

Please check all that apply to you:

I live in Hartford <i>specify</i>	<input type="checkbox"/> Billings Forge Apartments AND POAH Properties	<input type="checkbox"/> Frog Hollow neighborhood		
	<input type="checkbox"/> other Hartford neighborhoods:			
	<input type="checkbox"/> Asylum Hill	<input type="checkbox"/> Clay Arsenal	<input type="checkbox"/> Parkville	<input type="checkbox"/> South Green
	<input type="checkbox"/> Barry Square	<input type="checkbox"/> Downtown	<input type="checkbox"/> Sheldon Charter Oak	<input type="checkbox"/> South Meadows
	<input type="checkbox"/> Behind the Rocks	<input type="checkbox"/> Northeast	<input type="checkbox"/> Southwest	<input type="checkbox"/> West End
	<input type="checkbox"/> Blue Hills	<input type="checkbox"/> North Meadows	<input type="checkbox"/> South End	

I work at BFCW or Firebox restaurant	<input type="checkbox"/> BFCW program/adm	<input type="checkbox"/> The Kitchen Employee	<input type="checkbox"/> Firebox Employee

Event Details

Event Date: ____/____/____ Start Time _____ End Time* _____

* FIVE hour rental include preparation of the facilities pre-activity (decoration and room set up), as well as post-activity breakdown and cleanup.

Intended event: Birthday (____adult / ____child) Baby shower Baptism Wedding

Other, specify _____

Number of expected guests: _____

MAXIMUM capacity is 80 people for seated events and 100 for non-seated events.

FEES

Fee description	Amount required	Amount received & date
Security Deposit	\$100	\$ _____ Date ____/____/____
Rental fee (up to 5 hours)	\$ _____	\$ _____ Date ____/____/____
EXTRA HOURS	\$ _____	\$ _____ Date ____/____/____



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Rental Policies

Holding period

- To hold a date in the Studio calendar, this form must be completed and returned with a \$100 deposit paid and confirmed by a BFCW staff.

Reservation confirmed

- Rental fee must be submitted 15 days before the rental date.
- All reservations are effective when the agreement form is completed, returned, and the remaining rental fee is paid and confirmed by a BFCW staff.
- FIVE hour rental includes preparation of the facilities pre-activity (decoration and room set up), as well as post-activity breakdown and cleanup.
- The room can be rented for more than 5 hours with an extra charge per hour.
- Use of the facilities for longer than five hours without previous arrangements will result in a charge of \$25 for every 15 minutes the activity extends past the reserved time. Billings Forge Community Works reserves the right to ask the renter to vacate The Studio if the activity is one hour past the reserved time.

General Rules of Use

- User may not use stickers, labels, cellophane tape, or other attachments that will leave a glue, paste, or oil residue behind upon removal.
- Screws, nails, staples or other mounting techniques that might adversely affect the structural or decorative integrity of any part of the building are prohibited.
- The following are not allowed for any reason: flames, pyrotechnics, toxins, and chemicals or like items.
- User is responsible for removing all decorations.

Food and Beverage

- Home-made food can be set up and served in the Studio.
- **The Studio does not have a license to serve alcoholic beverages. Therefore, consumption of alcoholic beverages is not permitted in the room nor the premises.**
- The Kitchen holds a commercial alcohol license that can be used when there are contracted catering services.
- Considering that part of our mission is supporting culinary job training through our business/café and catering services, we do not allow other commercial catering.
- Our dedicated catering staff from The Kitchen can discuss and coordinate options that are suitable to the needs of your activity. They can be contacted at (860) 727-8752.

Parking

- **The onsite parking lot between the Studio and Firebox restaurant IS NOT to be used at anytime. This parking is reserved for restaurant patrons. Vehicles will be towed at owner's expense.**
- There is limited day time parking available through the Lyceum (227 Lawrence St.) or street parking. There is also the option of requesting Firebox restaurant evening parking with valet service. Also, you could use the State owned parking lot at the corner of Capital and Broad streets.



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Renter signature

Date ____ / ____ / ____

BFCW staff signature

Date ____ / ____ / ____

Please sign and return to Trudi Lebron, Associate Director of Community & Youth Programs.

Email: trudi@billingsforgeworks.org

Fax: 860-548-9877

In Person: 227 Lawrence St. 2nd Floor, Hartford, CT 06106