



## DCA Meadowlands Rental Contract for Catered Events

Darien Community Association (DCA)  
274 Middlesex Road  
Darien, CT 06820  
203-655-9050  
Event Coordinator: Laura Boulton, extension 12

**History:** Listed on the National Register of Historic Places, the DCA Meadowlands is a 15,000 square foot Regency-style estate on 8 acres of land, originally constructed in the late 1800s. It was a private residence until 1949, when it was purchased by the Darien Community Association, a non-profit established in 1923.

Property features include:

- Air-conditioned Garden Wing accommodating up to 150 seated guests
- Formal garden designed by Ellen Biddle Shipman, known as the “Dean of American Women Landscape Architects”
- Several beautifully-decorated room options for smaller gatherings, all with a view of the formal garden
- 4 acre bird sanctuary
- Newly-renovated bathrooms
- Secret Garden

### RENTAL RATES

#### First floor, up to 10 hours

Includes time for deliveries, set-up, decorating, actual event, and break-down/clean-up

- Friday: \$3800 \*
- Saturday: \$4200 \*
- Sunday: \$3600 \*
- Monday-Thursday: upon request

\* The above rates are discounted by 20% from December-March. Registered non-profit organizations receive a 15% discount year-round (subject to nonprofit contract conditions, see Appendix F). Current DCA family members receive a 10% discount year-round. The DCA will apply the highest discount.

Rooms/space included:

- Garden Wing: 140 seated with tables, chairs, and small dance floor; 150 seated without dance floor; 270 seated auditorium-style; 320 for standing reception. Additional seated guests may be accommodated through tenting, with DCA approval and through approved tent companies (see page 5).
- McKitterick Room: 44 seated with tables and chairs, 80 standing
- Dining Room: 26 seated with tables and chairs, 50 standing
- Library: 18 seated with tables and chairs, 32 standing
- East Room: 16 seated with tables and chairs, 30 standing
- Main commercial kitchen
- Auxiliary kitchen
- Formal garden with terrace and covered porch

Client initials \_\_\_\_\_ DCA initials \_\_\_\_\_

For an additional fee:

- Formal Garden for wedding ceremony or seated events: \$500
- Wedding rehearsals: \$200 (see page 6)
- Children's events (additional charges determined by type of event, as well as age and number of guests - see page 6)

Weddings/receptions include use of 2 upstairs rooms for the bridal parties.

Extra event hours may be arranged, based on venue availability, as long as the event end time does not violate the evening curfew (see page 4). House supervisor fee also applies (see Appendix F).

An overtime charge of \$500/hour (or any portion of an hour), will be deducted from the security deposit for any event running over the contracted time.

Rental rates are reviewed annually by the DCA (but any changes would not affect existing contracts).

The DCA reserves the right to approve all rental requests.

#### Hourly room rentals

One hundred and twenty (120) days or less in advance, rooms may be rented on an hourly basis for a minimum of 4 hours, and maximum of 7 hours. Any overtime and house supervisor fees will be charged for the full hour. If the actual time used should exceed 7 hours, pricing will revert to the full 10 hour rate (see page 1).

- Garden Wing: \$350/hour
- McKitterick Room: \$150/hour
- Lillian Gade Boardroom: \$150/hour
- Dining Room: \$100/hour
- Library: \$75/hour
- East Room: \$50/hour

#### ITEMS INCLUDED IN RENTAL FEE

Tables, chairs, china, flatware and coffee urns (see complete equipment inventory in Appendix A).

#### NOT INCLUDED IN RENTAL FEE

- Security deposit (see below)
- One-day insurance policy (see page 3 - may be waived depending on size/nature of event)
- House Supervisor fee for any hourly room rentals: \$30/hour (see page 4). This fee is included in the full 10 hour rate.
- Darien Police Department supervision (see page 5 - for large gatherings or if alcohol is served)

#### SECURITY DEPOSIT

A \$750 security deposit, in the form of separate check, is required and will be refunded following the event, provided all rental regulations are complied with and no loss, damage or overtime hours occur. Depending upon the nature of the event, the DCA reserves the right to require a larger security deposit.

#### RENTAL RESPONSIBILITY

The individual signing the contract (client) assumes all responsibility for the rental - before, during, and after the event. All payments, correspondence and communications will be made through the client. The client assumes the risk of all liability for any injury to a person or damage to property of the DCA, client and/or guests on DCA property, including the interior and exterior of the DCA Meadowlands, during the rental. The client assumes responsibility for all vendors, contractors and guests while they are on the premises, and agrees to abide by all the rules and regulations in this agreement. By assuming this responsibility, the client agrees to indemnify, if necessary, and hold the DCA harmless from any cause of action on any claims made as a result of any failure to maintain reasonable sanitary standards or other acts. Client agrees that he or she may forfeit part or all of the security deposit, or be liable for additional damages, if not in adherence to DCA rules and regulations.

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

The DCA is not responsible for power outage, weather-related occurrences or other conditions not within the control of the DCA.

**RESERVATIONS/PAYMENTS**

The DCA Meadowlands may be reserved up to 18 months in advance (with the exception of the hourly rate structure noted above), on a first-come, first-served basis. A date is considered reserved once the DCA receives and processes a signed contract and non-refundable deposit of 50% of the rental fee. The remainder of the rental fee, as well as the security deposit, House Supervisor fee and proof of insurance (see below) is required no later than 90 days before the event. All payments are required via check. Any failure to complete all parts of the reservation process may result in the termination of the reservation.

**CANCELLATION/RESCHEDULING**

The client must notify the DCA of a cancellation in writing. If the DCA can book an event of equal or higher rental income for that date, the rental fee deposit, security deposit and House Supervisor fee will be refunded. Otherwise, only the security deposit will be refunded. If the cancellation occurs within 90 days of the event, the entire rental fee is forfeited, and only the security deposit will be refunded.

The DCA reserves the right to cancel any rentals due to conditions beyond its control - in which case, the rental fee, security deposit and House Supervisor fee will be returned.

If the rental is postponed due to the death of or a bona fide emergency medical problem of the client or client's actual/proposed spouse, parents and/or children (documented to the satisfaction of the DCA), any paid rental fees will apply to a future reservation. This reservation must be fully executed within one year of the postponement date, or all fees shall be forfeited.

**APPOINTMENTS (Weekdays, 9:00 am - 3:00 pm)**

For available dates and/or appointments to tour the DCA Meadowlands, please call the DCA Event Coordinator at 203-655-9050, extension 12. Appointments must be scheduled in advance during the above stated hours and are subject to house event usage.

**CATERER**

The DCA does not provide catering services, but will provide a list of its preferred caterers. Requests to use caterers outside of this list would need to be evaluated by the DCA. If a staffing company or bartending service is used, it must be contracted by the caterer.

The client is responsible for securing the caterer and for their activities during the event. No later than 90 days before the event, the client and caterer will be required to sign and submit a form (Appendix B) acknowledging responsibility for set-up, clean-up, trash/recycling and break-down. Caterers are required to meet with the DCA Facilities Manager to review the facilities, prior to the event. The DCA reserves the right to prohibit certain caterers from utilizing the facilities based upon any past failure to comply with DCA, Town of Darien or state rules and regulations.

For weddings or other large events, we recommend that you plan with your caterer for no less than two hours of set-up time and a minimum of one hour for break-down and clean-up.

**INSURANCE REQUIREMENTS**

**Client**

The DCA requires the client to secure a one-day insurance policy to cover the event, and provide a certificate of insurance demonstrating this, no later than 90 days before the event. The policy is liability insurance to ensure additional coverage in the event of any claims. It may be obtained through the client's own insurance agent or online at [www.wedsafe.com](http://www.wedsafe.com). Coverage must be in the amount of \$1,000,000, issued by an insurance company licensed to do business in the state of Connecticut, and name the Darien Community Association as certificate holder and additional insured. Host liquor liability coverage must also be included if alcohol is to be served.

For events with 50 guests or less, the one-day policy requirement may be waived, depending upon the nature of the event.

Caterer

Please provide caterer contact information to the DCA. We require a copy of the Caterer’s Certificate of General Liability Insurance, naming the DCA as a certificate holder and additional insured. Furthermore, if serving alcohol, we require \$1,000,000 in liquor liability coverage. This documentation, as well as a copy of the caterer’s license (and liquor permit if providing alcohol) must be submitted no later than 90 days prior to the event.

The caterer is responsible for contacting the DCA to arrange a site visit after all caterer documentation and insurance has been submitted.

HOUSE SUPERVISOR

A House Supervisor, employed by the DCA, will be on hand for the hours the DCA Meadowlands is in use. His/her responsibility is solely to supervise the use of the house and ensure that the client complies with all regulations and rules. Upon violation of any rules, the supervisor has the authority to order immediate correction, and/or terminate the event if the nature of the violation is severe. The supervisor will also make sure the house is set up as defined on the approved floor/seating plan, and that any decorations comply with the regulations.

The house will be cleaned and prepared for the opening time of the event, but custodial services are not provided during rental hours - the client/caterer is responsible for all set-up and break-down of tables, chairs and decorations, as well as clean-up. At the end of the event, the supervisor will go over a checklist with the client/caterer to ensure all of their responsibilities are completed. All parties will sign the checklist. The DCA reserves the right to inspect the facility on the first business day after the event and to point out any discrepancies. Failure to comply with the rules and regulations concerning the care and clean-up of the facility will result in charges to correct these discrepancies that will be deducted from the security deposit.

HOURS AND CURFEW

We operate in a residential area under a special use permit from the Town of Darien Planning and Zoning Commission. In order to comply with these regulations, all music must cease and any bar must close one hour before the end of the event contract time. The event contract time may be no later than 10:00 pm Sunday-Thursday and 1:00 am on Friday and Saturday. The house must be cleaned and the premises vacated by this time. If the curfew is violated, the client will forfeit the security deposit.

All music must be moved indoors by 11:00 pm on Friday and Saturday, and 8:00 pm Sunday-Thursday, and all doors and windows must be closed. When music is outdoors, amplification is not permitted.

ALCOHOLIC BEVERAGES

Alcoholic beverage service may be handled in 2 ways: 1) Your caterer can bring in the alcohol and bartenders if they have a liquor permit; 2) You may bring in the alcohol and have the caterer provide the bartenders.

Serving of alcoholic beverages must conform to all Town of Darien and Connecticut state regulations. They may only be consumed by of-age adults in the areas rented by the client. There will be no self-service of alcoholic beverages. All bartenders must be provided by the caterer. No cash bars are allowed without the appropriate license and insurance. Caterers are required to carry a minimum of \$1,000,000 in liquor liability insurance. A certificate of insurance showing evidence of this coverage must be on file at the DCA office, a minimum of 90 days prior to the event.

The Darien Community Association, Inc. disclaims and client assumes responsibility of any liabilities arising from the event and from the observance of the law (Statute 30-86 of the Connecticut General Statutes, 1958 revision) which reads as follows: “Any permittee who, by himself, his servant or agent sells or delivers alcoholic liquor to any minor or to any intoxicated person, or to any habitual drunkard, or to any person after having received notice from the selectman, as provided in Section 30-83 or 30-84, not to sell or give such liquor to such person or any person, except the parent or guardian of a

minor, who delivers or gives any such liquors to such minor, except on the order of a practicing physician, shall be subject to the penalties of Section 30-113.”

**DARIEN POLICE DEPARTMENT SUPERVISION**

For any large gatherings, or if alcohol is being served, Darien Police Department supervision is required, at the client’s expense. The client will reserve one officer per every 150 guests, unless the DCA, based on the nature of the event, feels increased coverage is warranted. The police officer(s) will sign in at the beginning of guest hours and sign out at the end of guest hours. Police must be requisitioned to arrive one half hour before the beginning of guest hours, and to stay one half hour after guest hours end, or until all guests have left the property.

Police will direct traffic and do general security/police duty. The client must concede to the authority of the on-site policeman if the deportment of any guest is questionable.

The hourly fee for police coverage is determined by the Darien Police Department and is subject to change. The fee is per officer, with a 4 hour minimum.

**PARKING/GROUNDS**

- All driveways are one-way. Cars must enter the grounds through the west driveway only, and leave through the east driveway.
- The DCA has 115 parking spaces. Cars should park only in spaces provided and in such a way as not to interfere with traffic flow. Driveway, entrance and exit must be kept clear at all times. Damage caused by any infraction of this rule shall be assessed by the DCA and paid by the client
- The DCA assumes no responsibility for damage to cars on DCA property
- Signs are not permitted on the grounds
- No furniture may be placed on the front lawn
- The four-acre DCA Bird Sanctuary to the west of the house is open to the public

**FIRE REGULATIONS**

- Seating/floor plan must comply with the Darien Fire Marshal room capacity regulations
- No candles or open flames are permitted. Glass votives or hurricanes may be used.
- The DCA is a non-smoking facility - no smoking is permitted inside. A receptacle for cigarette butts is located near the Garden Wing entrance.

**COMPLIANCE WITH STATE AND TOWN LAWS**

Clients (and any caterers/vendors they hire) must comply with all applicable laws and regulations of the State of Connecticut and the Town of Darien, including but not limited to fire, safety and zoning laws. The DCA reserves the right to terminate any use which is not in compliance. Depending upon the type of function and the space used, the Darien Fire Marshal may need to approve any plans in advance. Certain events may require a permit from the Town of Darien Health Department, or need to be registered with the state (i.e. raffles).

**TENTS**

Requests for tents will be considered on an individual basis. If approved, all tenting must be done by one of the DCA’s approved tenting companies. All tents require a permit from the Town of Darien Building Department and inspection prior to the event. No stakes may be driven into the lawns or parking lot.

**DELIVERIES/PICK-UPS**

Rented supplies may be delivered one day in advance of rental and picked up before 8:30 am on the next business day (i.e. Saturday rental supplies may be picked up on Monday), but these arrangements must be confirmed with the DCA. Food, refrigerated items, wedding cakes and flowers must be delivered during the event set-up hours. The DCA is not responsible for any supplies, rentals or personal items while on the premises.

### **DECORATING AND HOUSE RULES**

As the DCA Meadowlands is a historic home and listed on the National Register of Historic Places, many of our house rules reflect this designation, and/or are dictated by our insurance coverage.

All decorating must be done under the supervision of the House Supervisor. Any materials/equipment/rented items brought into the house must be approved in advance by the DCA, and be in compliance with fire codes.

- No rice, birdseed, rose petals, confetti, or glitter, inside or outside. No fireworks, sparklers or glares, inside or outside. No bubbles inside.
- Decorations may be hung by hooks, from the molding where available. We do not permit the use of tape, staples, nails, poster putty or other fastening materials. No decorating is permitted on or attached to walls, floors, mirrors, woodwork, furniture, light fixtures or railings.
- Animals are not allowed in the building, except for guide dogs.
- Children must be supervised at all times.
- Rental of the house is generally “as is.” Requests for the moving of any house furniture must be approved in advance and done only under the supervision of the House Supervisor. Some furniture items may not be moved, including the Garden Wing pianos. Requests for any alterations or additions to plantings (i.e. urns) from caterers or florists must be submitted in advance for approval. Window treatments and wall sconces may not be removed. The pianos may only be used with DCA approval in advance.
- All materials and decorations are to be removed from the premises during event clean-up. Any other items left at the house for more than 3 days after the event will be donated to the DCA Thrift Shop, 996 Post Road in Darien.
- Any breakage, loss or damage must be reported to the House Supervisor during the function, and will be deducted from the security deposit refund.
- The fireplaces may not be used. They are not in working order.
- Mats must be used under any beverage, ice or bar service areas.
- The DCA reserves the right to redecorate, remodel, or make any changes to the exterior or interior of the DCA Meadowlands without prior notice or obligation to the client.
- Only that section of the house specifically indicated in the contract is to be used, and only for the purpose specified.
- During the month of December, the house (inside and outside) may be decorated with a holiday theme, and these decorations are not to be removed or relocated.

### **REHEARSALS**

Wedding rehearsals may be scheduled on Wednesdays and Thursdays, as well as Fridays during the day, subject to availability, for a fee of \$200.

### **BANDS/D.J./MUSIC**

Please see “Hours and Curfew” section on page 4 for rules regarding music. The Garden Wing is equipped with a stage and 20 amp circuits.

Bands may not use bubble or smoke/fog machines.

### **EVENTS INVOLVING UNDERAGE GUESTS**

Guests under the age of 18 must be supervised at all times. For any event where the number of underage guests exceeds 12, the DCA will require additional supervisory and/or police staff, at client expense.

For children’s parties, additional rental fees and security deposit apply. The amount will be determined based on the type of event, and the age as well as the number of guests.

I agree to abide by the DCA contract terms enumerated above.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Client name

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
DCA

Client initials \_\_\_\_\_ DCA initials \_\_\_\_\_

## Appendix A: Rental Inventory

The rental fee includes tables, chairs, china, flatware, and coffee urns in the quantities noted. Linens and glassware are not included.

### Furniture

Round tables (60 inch, seats 10):	18
Rectangular tables (6 foot)	4
Rectangular tables (8 foot)	7
Round bistro tables (30 inch)	5
Round cocktail tables (36 inch, seats 4)	5
White garden folding chairs	200

### China

Dinner plates (10 inch)	180
Salad plates (7 inch)	180
Cups	180
Saucers	180
Luncheon plates (9 inch)	180
Bread and butter plates (6 inch)	180
Sugar and creamer sets	40

### Flatware

Dinner knives	180
Dinner forks	180
Dessert/salad forks	180
Spoons	180
Butter knives	180

### Coffee urns

Stainless steel 100 cup	1
Stainless steel 55 cup	2
Stainless steel 30 cup	2

### Main kitchen includes:

10 burner Southbend stove and oven  
Southbend convection oven  
2 door Traulsen refrigerator and 1 door freezer  
Hobart dishwasher  
Microwave

### Auxiliary kitchen includes:

Garland convection oven  
2 door Traulsen refrigerator

### Coat closet

In entrance foyer (125 hangers)

Additional rental option, Jewish wedding: \$100  
8' x 8' birch chuppah (excluding decoration)

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_



## Appendix B: Client/Caterer Responsibilities

The client is responsible for securing his/her own caterer, and for their activities and actions during the event. The client/caterer is responsible for all set-up and break down of tables, chairs and decorations, as well as clean-up.

The caterer is required to provide their Certificate of General Liability Insurance, naming the DCA as a certificate holder and additional insured. Additionally, if serving alcohol, the caterer must carry \$1,000,000 in liquor liability coverage. We require this documentation no later than 90 days prior to the event.

The caterer is responsible for contacting the DCA to arrange a site visit after all documentation (including this form) has been signed/submitted.

The client must also post a security deposit to guarantee the satisfactory clean-up of the facility, equipment and to cover any damage that could occur. If there is unsatisfactory clean-up, money is withheld from the client's security deposit to cover the custodial services needed to return the DCA Meadowlands to satisfactory condition. The following are the responsibilities of the client/caterer for the event. Failure to comply with these responsibilities will result in a forfeiture of the security deposit.

### Set-up

- Mats (provided by caterer) must be used under any beverage, ice or bar service areas
- Use of candles is prohibited - hurricanes or votives only
- Set-up of all tables, chairs and decorations

### Clean-up

- Kitchen equipment left clean. Stoves/ovens turned off, stove top and ovens empty and clean, refrigerator empty, floor swept and clean. Dishwasher emptied and off. Dishes and flatware counted and returned to original location. Coffee urns emptied and clean.
- Tables and chairs returned to storage
- All garbage, glasses, etc. removed from each room, entry areas, and outside grounds (if used)
- All trash bagged and placed in dumpsters. Single stream recycling is mandatory. All recyclables placed in dumpster recyclable bin

### Break-down

- All personal equipment and decorations removed
- Rental items stored for pick up, in location designated by the DCA
- Tables and chairs stored. White chairs stacked in caddies
- If any furniture has been moved with DCA approval, it should be returned to its original location

Client signature \_\_\_\_\_ Date \_\_\_\_\_

Caterer signature \_\_\_\_\_ Date \_\_\_\_\_

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

## Appendix C: Pre-Event Checklist

### At booking

Signed contract, plus signed summary page (provided by DCA Event Coordinator)  
50% deposit

### By 3 months before

Balance of rental fee  
Security deposit  
Client one day event policy/certificate of insurance  
Caterer certificate of insurance and license/liquor permit  
Signed Appendix B: client/caterer responsibilities  
Requisition for police coverage  
Tenting company certificate of insurance if applicable

### By 2 months before (or once the above documentation is submitted/approved)

Caterer site visit  
Confirm seating plan  
Tenting installation details if applicable

### 1 month ahead

Event Coordinator reviews event plans with House Supervisor

### 2 weeks ahead

Schedule tent inspection if applicable

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

**Appendix D: Post-Event Checklist**

At the conclusion of the event: (to be completed by House Supervisor)

All responsibilities in set-up/clean-up/break-down checklist have been completed based on a preliminary inspection, with any known exceptions noted below:

The DCA reserves the right to inspect the facility on the first business day after the event, and to point out any discrepancies. Any failure to comply with the rules and regulations concerning the care and clean-up of the facility will result in charges to correct these discrepancies that will be deducted from the client's security deposit.

Client signature \_\_\_\_\_

Date \_\_\_\_\_

Caterer signature \_\_\_\_\_

Date \_\_\_\_\_

House Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_

**For House Supervisor use only:**

Any discrepancies noted upon further inspection?

Security deposit refund?

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

**Appendix E: Rental Summary**

Rental date: \_\_\_\_\_

Type of event: \_\_\_\_\_

Area(s) to be used: \_\_\_\_\_

Hours of rental: From \_\_\_\_\_ to \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Alcohol to be served? \_\_\_\_\_

# of police required: \_\_\_\_\_

Rental fee: \_\_\_\_\_

House supervisor fee: \_\_\_\_\_

Security deposit: \_\_\_\_\_

Additional fees apply? \_\_\_\_\_

Floor plan/set-up:

Materials/equipment/rented items/decorations to be brought into the house (including delivery time):

Tenting details if applicable:

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

**Client Information:**

Person responsible for rental: \_\_\_\_\_

Name of organization, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address: \_\_\_\_\_

Return security deposit to:

Individual or organization name: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR INTERNAL USE:**

Police coverage confirmed

Tent permit obtained (if applicable)

Tent inspection date/time (if applicable)

Cleaners booked

I have read and agree to abide by the regulations concerning the use of Meadowlands.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

DCA signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client initials \_\_\_\_\_

DCA initials \_\_\_\_\_

## Appendix F: Extra Event Hours; Nonprofit Events

### Extra event hours

Extra event hours preceding an event may be contracted at \$350/hour. Examples include:

- Bridal party hair and makeup
- First look photography
- Family portraits

If extra hours are required for vendor set-up, installation or breakdown, those hours are discounted at 50% (\$175/hour).

The DCA's house supervisor fee (\$30/hour) applies to all extra hours. These hours are also dependent on venue availability and must not exceed curfews.

### Nonprofit organization events

Nonprofit organizations receiving the 15% discount are entitled to up to 2 site visits at no charge. If additional time is required, hourly billing of \$50/hour will apply.