



Tolland County Agricultural Center, Inc.

*Supporting All Branches of Connecticut Agricultural Education and
Family Life Programs since 1956*

RULES & GUIDELINES FOR USING THE TOLLAND COUNTY AGRICULTURAL CENTER

Set up & Clean up

- 1 hour set up time is allotted prior to the event. If additional time is needed, there may be an hourly rate applied (\$50/hour) to the contract price.
- Tables/Chairs must remain within the rental space; however, you may rearrange them to meet your event's needs. At the conclusion of the event, the space must return to its original condition.
- No tacks, staples, nails, or taping of decorations to any surface will be allowed unless using painters' tape to attach.
- No decorations may be hung from the ceiling.
- Glitter, Confetti, and Open-Flame Candles are **STRICTLY PROHIBITED**.
 - Only battery-operated candles, Sterno fuel for food warming, and birthday candles are permitted.
- All trash must be bagged and disposed of in the dumpster on the west side of the property near the parking lot.
- If TAC staff needs to do extra cleaning or repairs after your event, you will be billed for those costs at a starting rate of \$100/hour, before materials.

Deposit

A refundable security deposit may be required when you reserve TAC. After your event, we'll inspect the space and return your deposit minus any charges for damage or extra cleanup.

Taxes and Fees

You are responsible for any taxes or fees that apply to your event.

Safety, Accidents, and Insurance

- TAC is not responsible for injuries to people or damage to personal property during your event.
- You agree to protect and hold TAC and its staff harmless from any claims or expenses that result from your event.
- For horse shows, auctions, or events with paid (or unpaid) admission, you must provide liability insurance in the name of both your organization and Tolland County Agricultural Center, Inc. Coverage must be at least \$1,000,000. Proof of insurance (certificate, binder, or policy copy) must be provided at least 10 days before your event.



860-875-5714



24 Hyde Ave Vernon CT, 06066



tollandcountyagriculturecenter.com



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- For insurance questions, contact Penny-Hanley & Howley Co., Inc., 52 Main Street, Stafford Springs, CT 06076 — (860) 684-2721.

Signage and Advertising

- You may place event signs on the front island up to two weeks before your event. Signs must be secure and not block visibility for vehicles entering or leaving.
- Do **not** post signs on telephone poles. Any fines or damages resulting from posted signs are your responsibility. Remove all signs after your event.
- For help with social media, websites, or other advertising, contact the TAC manager.

Keys and Age Requirement

Anyone reserving TAC or checking out keys must be at least 21 years old.

Footwear and Substances

- No bare feet on the property at any time.
- No alcohol, cannabis, or illegal drugs are allowed anywhere on TAC property.
- All buildings and grounds are smoke-free.

Food Service

- If you are serving food to the public, you must obtain a temporary food service permit from the North Central District Health Department (31 N Main St, Enfield, CT; (860) 745-0383).
- The only approved area for preparing, serving, or selling food is the kitchen in the Activities Building (GOLD). Please follow all posted kitchen rules to keep the area safe and clean for everyone.

Final Note

TAC is cared for by dedicated volunteers. Please treat the property with care and leave it as clean and well-kept as you found it, so everyone can continue to enjoy it for years to come.

Updated 11/8/25



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