



Information on Room Bookings at Community Center

Rooms:

- Events can be in the Guilford room and/or Whitfield room. It is a large two-sided room. When the divider between the two rooms is open, they can hold over 200 people.
- **Guilford Room:** Used for birthday parties, large room with high ceilings, can host 100 people. Also known as the “gym” or “the big room.” Good place for activities and games.
- **Whitfield Room:** Adjacent to the Guilford room, close to the kitchen, regular ceiling height, can host 50-60 people. Also known as the “lunch room.” Good place for eating.
- **Note:** On Saturdays, the Guilford/Whitfield rooms will NOT be available until 2:00 pm.

Registration form:

- Indicate what games, activities, and vendors you are hiring in the “set-up” portion. Examples: pinata, bounce house, painting, mad scientist, musicians, etc.
- Include details on the form: number of people attending, room set-up requests, date, time range, age group of attendees.
- Room reservations are on a first-come first-serve basis. The registration form needs to be emailed back ASAP so that we can process the request, confirm the booking, and collect payment. We cannot accept requests more than 3 months in advance. We can book a room without payment but a short period of time will be given to pay otherwise the reservation will be canceled. Do not send payment until cost is established. The room is not booked until you receive email confirmation.
- Payment: You can drop off or mail checks to the community center once the balance is applied to your account. We take Visa, Mastercard, and Discover.
- Email completed registration form to Jennifer Knight: knightj@guilfordct.gov

Important Information:

- For bounce houses, it is required to have a Certificate of Liability on file. The Town of Guilford/Parks & Recreation needs to be listed as both “certificate holder” AND “additionally insured.” Address: 32 Church Street, Guilford, CT 06437.
- Vendors for entertainment require a certificate of liability.
- Can use our basketball hoop that is always setup. No other use of our equipment is permitted.
- Need to provide your own bouncy balls, basketballs, hoola hoops, games, etc. Hard balls such as baseballs or golf balls are NOT permitted.
- Kitchen is not available for use or storage.
- People need to bring own food, beverages, decorations, table placemats, etc.
- Alcohol, helium balloons, and confetti are NOT permitted.
- Balloons that are blown up with regular hot air or per a balloon pump are allowed.
- Tables and chairs are provided. The room will be setup and broken down before and after your event by our staff. Long tables can be set-up against the wall for food, cake, gifts, etc.
- We allow a 15-minute courtesy period of arrival prior to your event. We need 30 minutes before and after events for setup and clean-up.
- Events are charged per hour.