



# 25 Central Street

## WINDSOR, CONNECTICUT

### RENTAL SPACE



#### Hourly Rates

Monday - Thursday: \$300 Per Hour\*  
Minimum 3 hours rental  
(1 hour before start time added for free)

Friday - Sunday: \$300 Per Hour\*  
Minimum 4 hours (1 hour before start time  
added for free). **Weekend partial rentals are for specific time slots only (10am-5pm OR 5pm-11pm).**

*Plus \$150 Cleaning and Garbage Disposal*

#### 25 Central Street Rental includes

- Access to two floors
- Free parking
- Use of mobile bar/refrigerated unit, refrigerator
- 10 8' Rectangle tables (seats 10)
- 80 White plastic folding chairs
- Kitchenette with running water (no stove/oven and no on-site cooking)
- High-speed internet/WIFI
- Maximum Capacity: 300

#### Full Day Rates

Monday - Thursday: \$1200  
Friday - Sunday: \$1500

Full-Day Rate Hours: access 9AM – Midnight  
Plus \$150 Cleaning and Garbage Disposal

#### Available for Rental

- Additional White plastic folding chairs: \$2 ea.
- Beige stackable stationery chairs: \$2 ea
- 60" Round tables (seats 8-10 people ): \$14 ea
- Dance floor: \$950

#### Hours Available During Events

10am-12midnight\*

#### Contact

25 Central Street, Windsor, CT 06095 • 25centralstreet@gmail.com  
**25CentralStreet.com • 860-683-0025**

\* Rates do not apply to holidays. Please contact us for our holiday pricing. Pricing and terms are subject to change.  
This includes time for cleaning. Must be out of building NO LATER THAN MIDNIGHT.  
PRICING EFFECTIVE : 2024-2025





## INFORMATION AND BOOKING POLICIES

### Deposit

A 50% of facility rental fee is required as a non-refundable deposit to secure your date. No rental dates will be put on hold without a deposit. Deposits may be credit card, cash or check. All deposits made will be credited toward your final invoice. Final payment of invoice will be due 48 hours prior to the booking date. Final payment must be made in the form of Venmo, Cashapp or cash only and must include costs of additional rental items.

At the time of booking credit card information must be kept on file by 25 Central Street.

### Cancellation policy

Payments are refundable in full if canceled in writing 30 days prior to your event. Any cancellation requests received after that point are non-refundable. The facility reserves the right to cancel the contract if it deems necessary.

### Alcohol Policy

If the Renter/Lessee will have alcohol on the premises, the Renter agrees to include a **Host Liquor Liability Rider** within their **Special Event Liability Insurance** policy.

If a caterer or bartender is hired in order to sell alcohol during your event, a copy of their permit must be provided to 25 Central Street at least ten (10) calendar days prior to the event. In addition, alcohol permits must be displayed during the event.

**PLEASE NOTE:** Under NO circumstances shall the Renter/Lessee sell or attempt to sell any alcohol to anyone without an alcohol permit on file. Renter shall not permit any person under the age of twenty-one (21) to consume alcohol regardless of whether or not the person is accompanied by a parent or guardian.

### Parking

Parking is available in the front, side, and rear of the building. Please do not park in any space marked "tenant parking only." You may also park in the lot across the street, across the train tracks, and the side lot near the building during your event.

### Cleaning

In addition to the cleaning fee, all renters/lessees are responsible for all items brought in by you, your vendors, and/or your guests. These items must be removed at the conclusion of the event. This includes decorations, furniture, flowers, bottles, cans, food and food-related items, utensils, equipment, paper goods, trash, and other decorative or rubbish items.

### FAQs

- A State of Connecticut sales tax will be applied except in the cases of a verified Tax Exempt Status Certificate that must be submitted as a printed copy/document.
- No on-site cooking is allowed
- No on-site or indoors smoking
- No smoking within 10 feet of building doorways
- Overhead garage door must be kept closed during event
- For private parties, outside food is allowed. For ticketed, cost-basis events, all food permits must be obtained by licensed vendors
- No animals or pets are allowed inside building
- No glitter use in or around the building
- Maximum Capacity: 300
- Terms and conditions apply upon signing rental contract
- ADA restrooms on main floor

