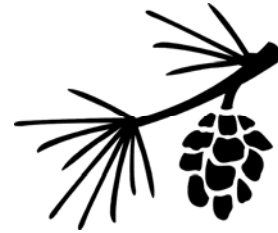


Pines Community Center

Tilton-Northfield Recreation Council

P.O. Box 262 Tilton, NH 03276

Phone (603) 286-8653 Fax (603) 286-2211



Rental Agreement

1. **Payment-** See Rental Fees
2. **Damages-** The renter is the person signing the Rental Agreement and they shall bear financial responsibility for any damage done to the facility.
3. **Building Guidelines-**
 - ◆ Access to the facility is through the front doors only.
 - ◆ Participants are restricted to the room(s) reserved for their function, with the exception of restrooms.
 - ◆ Function tables and chairs are available for use during the rental.
 - ◆ This is a **non-smoking facility**, and as such there is to be no smoking inside the facility.
 - ◆ All children's and teens' parties must have **at least** a 1 to 8 adult to child ratio.
4. **Set Up, Take Down & Clean Up-** Cleaning is the responsibility of the renter, and he/she will be charged for areas that have not been cleaned or items that have not been put away.
 - ◆ **Set up, take down, and clean up must be done during the time of the rental** and are the responsibility of the renter.
 - ◆ Garbage must be removed from the building and taken to our dumpster.
 - ◆ All tables, chairs, etc. must be returned to their proper places.
 - ◆ All decorations and tape must be removed from walls, ceilings, tables, chairs etc.
5. **Kitchen-** It is the responsibility of the renter to clean the kitchen after the function.
 - ◆ Clear freezer and refrigerator of any left over items.
 - ◆ Clean the floor, sink, counters, microwave, dishwasher, and stove if necessary.
6. **Alcohol-** Any group or individual using the building must obey all rules of the State of New Hampshire pertaining to alcoholic beverages.
7. **Unruly Behavior-** The staff of the Pines Community Center will contact local authorities if the behavior of the participants appears to be unruly.
8. Compliance with these regulations is the responsibility of the person signing the Rental Agreement.

Rental Fees

Security Deposit	\$50.00 The security deposit is due at time of registration and is required to secure reservation date. Separate cash or check from rental fee.
Basic Rental	\$110.00 Three hours
Additional Hours	\$30.00 per hour, three additional hours maximum.
Use of Kitchen	\$30.00 for the entire function
Non-Resident Fee	\$30.00
Cancellation Fee	\$10.00 If notice is given at least two weeks before rental. \$50.00 If notice is given less than two weeks before rental.
Payment Due	Full payment is due at least two weeks prior to the rental date. The event will be cancelled if payment is not received by this time and you will be charged a \$50.00 cancellation fee.

Date of Use _____ Start Time _____ End Time _____

Renter _____ Phone _____

Address _____

Organization (if applicable) _____

Type of Event _____

Number of Participants _____ Age Group _____

Number of Chaperones (if applicable) _____

Charges:

_____ Security Deposit _____ 50.00

_____ Basic Rental Fee (3 hrs.) _____ 110.00

_____ Additional Hours (\$30/hr.) _____

_____ Kitchen (\$30.00) _____

_____ Non-Resident Fee (\$30.00) _____

Total amount due: _____

Balance due by: _____

AGREEMENT: We have read the regulations governing the use of the Pines Community Center and will take full responsibility for the above-mentioned group's compliance with the regulations. We understand that failure to abide by the regulations may result in immediate termination of facility use privileges. We understand that any damage done by the group will result in the loss of the damage deposit and additional fees will be charged if necessary. We also agree to hold harmless and indemnify the Tilton-Northfield Recreation Council and its employees for any injuries or damages resulting from our use of the facility.

Signature of Renter _____ Date _____

Deposit _____ Balance _____

Rental Supervisor _____

Director Signature _____

Board Member (where applicable) _____