

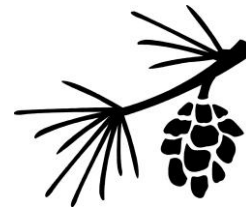
Pines Community Center

Tilton-Northfield Recreation Council

61 Summer Street, Northfield, NH

P.O. Box 262 Tilton, NH 03276

Phone (603) 286-8653 Fax (603) 556-7360



Rental Agreement Rules

1. **Payment- See Rental fees on the back.**
2. **Damages-** The Renter is the person signing the Rental Agreement, who shall bear financial responsibility for any damage done to the facility. Renter must provide proof of \$300,000.00 homeowner's or renter's liability insurance for approval of rental. Certificate of Insurance MUST include the Tilton-Northfield Recreation Council as additional insured. If insurance is provided by Renter's family or another party, they must co-sign the form. Both renter and co-signer must be present during the entire rental. **Init. _____**
3. **Building Guidelines-**
 - ◆ Access to and exit from the facility is through the front doors only. All other doors are for emergency use.
 - ◆ Participants are restricted to the function room, any other room(s) reserved for their function, and the restrooms. **NO ONE MAY ENTER 603 KARATE!**
 - ◆ This is a **non-smoking facility**, which means smoking is not permitted inside the building. Please do not smoke within ten feet of the doors and windows.
 - ◆ Children and teens must be supervised by adults at all times, and are not allowed to run, wander, or hang out in the halls, or other rooms. All children's and teens' parties must have at least a 1 to 8 adult to child ratio.
 - ◆ Set Up, Take Down & Clean Up are the responsibility of the Renter, and must be done during the time reserved for the rental. The renter will be charged for areas not cleaned and for items that have not been put away properly.
 - ◆ Renter must check in at front desk upon arrival and complete check-in list.
 - ◆ Decorations are permitted, but tacks and duct tape may not be used. Adhesives are available at the front desk. Ceiling decorations may be used only where there are existing ceiling hooks. All decorations and adhesives must be removed during clean-up.
 - ◆ Garbage must be removed from the building and taken to our dumpster.
 - ◆ All tables, chairs, etc. must be returned to their proper places. Chairs should be stacked with backs to room, seats against wall to be accessible to the chair trolley, in numbers posted on wall. Tables should be returned to the table trolleys, 8' on one, 6' on other. Please do not drag tables & chairs.
 - ◆ Floors must be swept after use and mopped if staff deems necessary.
 - ◆ Renter must check out at front desk before leaving and complete check-out list. **Init. _____**
4. **Kitchen-** If using the kitchen, it is the responsibility of the renter to clean the kitchen at the end of the function. **Init. _____**
5. **Alcohol-** All groups/individuals using the building must obey all rules of the State of New Hampshire pertaining to alcoholic beverages. **Alcohol may not be sold on the premises.** Functions may be BYOB or host (renter) provided at n/c. All waste from alcohol **must** be removed from the premises. **Init. _____**
6. **Unruly Behavior-** The staff of the Pines Community Center will contact local authorities if the behavior of the participants becomes unruly. **Init. _____**
7. **Compliance with these regulations is the responsibility of the person signing the Rental Agreement.** A resident relative or friend may not sign the agreement for a non-resident in order to avoid the non-resident fee. The agreement must be signed by the responsible person, and the responsible person must be present during the entire rental. **Init. _____**

Rental Fees

Security Deposit \$150.00 Due at time of registration and required to secure the reservation date (in a separate check)

Half Day Rental \$350.00 Four hours **Full Day Rental \$650.00** Eight hours

Wedding Rental \$1000.00 Eight hours **Additional Hours \$50.00** per hour

T-N Residents \$50.00 discount

Cancellation Fees \$10.00 If cancelling at least two weeks before rental.

\$50.00 If cancelling less than two weeks before rental.

Payment Due Full payment and proof of insurance 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.

Init. _____

Date of Use _____ Start Time _____ End Time _____

Renter (responsible party) _____

Phone _____ Email _____

Street Address _____

Mailing Address (If different from above) _____

Organization (if applicable) _____

Type of Event _____ Approx. # of Participants _____

Age Group _____ # of Chaperones (if applicable) _____

Will alcohol be present? (circle one) Yes No If Yes, Provided N/C or BYOB

_____ Security Deposit _____ \$150.00 _____

_____ Half Day Rental Fee (4HRS) _____ \$350.00 _____

_____ Full Day Rental (8HRS) _____ \$650.00 _____

_____ Wedding Rental (8HRS) _____ \$1,000.00 _____

_____ Additional Hours (\$50.00) _____

_____ T-N Residents (-\$50.00 discount) _____

Total amount due (including deposit): _____

Balance due by: _____

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

Signature of Renter: _____ Date: _____

Deposit: _____ Balance: _____

Rental Supervisor: _____ Director Signature: _____

Insurance form received: _____ Date: _____ Initials: _____