

# 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

1. **Payment-** See Rental Fees below
2. **Damages-** The Renter is the person signing the Rental Agreement and 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 in Insurance needs to include the Tilton-Northfield Recreation Council as additional insurance. If insurance is provided by Renter's family or another party, they must co-sign the form. Both renter and co-signer need to 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 ROOM!**
  - ◆ 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 need to be supervised by adults at all times and are not allowed to run, wander, or hang out in the hall or other rooms.
  - ◆ 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 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 after 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 **CAN NOT** be sold on the premises. Functions can be BYOB, or host (renter) provides at n/c. All waste from alcohol needs to be removed from the premises.  
**Init.** \_\_\_\_\_
6. 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.** \_\_\_\_\_

**Payment Due**

Full payment and proof of insurance is due 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.** \_\_\_\_\_

**Rental Fees**

- Security Deposit** \$50.00 Due at time of registration and required to secure the reservation date
- Basic Rental** \$225.00 Three hours      **Additional Hours** \$40.00 per each additional hour
- Use of Kitchen** \$30.00 covers time of entire function
- Non-Resident Fee** \$30.00 fee for renters who **do not** live in Tilton or Northfield
- Cancellation Fees** \$10.00 If cancelling at least two weeks before rental.  
\$50.00 If cancelling less than two weeks before rental.

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 \_\_\_\_\_**

Charges:

\_\_\_\_\_ Security Deposit \_\_\_\_\_ \$50.00

\_\_\_\_\_ Basic Rental Fee (3 HRS) \_\_\_\_\_ \$225.00

\_\_\_\_\_ Additional Hours (\$40/HR) \_\_\_\_\_

\_\_\_\_\_ Kitchen (\$30.00) \_\_\_\_\_

\_\_\_\_\_ Non-Resident Fee (\$30.00) \_\_\_\_\_

**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 damages resulting from our use of the facility.

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deposit** \_\_\_\_\_ **Balance** \_\_\_\_\_

**Rental Supervisor** \_\_\_\_\_

**Director Signature** \_\_\_\_\_

**Insurance form received:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_