



RINDGE RECREATION DEPARTMENT

283 WELLINGTON ROAD, RINDGE, NH 03461
Tel. (603) 899-6847
e-mail: RecDirector@town.rindge.nh.us
www.RindgeNH.org



Director: Daniel M. Bemis

RENTAL OF TOWN PROPERTY
Rindge Recreation Building at Wellington Park
Rental Agreement

Applicant's Name: _____ Organization: _____
Mailing Address: _____
Telephone #: _____ Rental Date: _____
Purpose of Rental: _____ Time (From): _____ (To): _____
Number Attending: _____ Capacity Limitation: 150 without tables or
Email: _____ 90 seated at tables and chairs

Rental Fees

Function Hall (rentals are based on 2 hour blocks, additional \$25 per hour charges apply)

	Rental Fees	Amt. Due
Official Governmental Boards, Committees		No Charge
Rindge Community/Charitable Organizations (non-profit)		No Charge
Rindge For-Profit	\$150.00	_____
Rindge Resident:	\$125.00	_____
Non-Resident (private & for profit)	\$175.00	_____

Other Fees/Charges

Kitchen Use: \$25 per event	_____
Custodial Fee: \$50 per event (groups of 100 or more)	_____
Recreation Department Employee \$25.00 per hour (if required by the Director)	_____
Security/Damage Deposit** \$100.00	_____

Total Due: _____

RENTAL & USAGE POLICIES

- The facility must be left in the same condition it was in prior to your function. You are responsible for clean-up and removal of all rubbish accumulated during your function.
- Recreation sponsored events take precedence over all other requests for usage.
- All user groups are responsible for their own set- up & tear down.
- It is the responsibility of the person(s) named above to report any problems or damage to the recreation department.
- Pets are not permitted inside the building at any time except for Service/Disability guides or recreation programs that deal with pets.
- Use of any town owned property including the television must be approved by the Director prior to the event.
- Tables and chairs need to be cleaned and returned to their storage places in the garage.
- Storage space for user groups is **not** available at the Recreation Department. All personal equipment must be taken with you (including all food & drinks). The Recreation Department is not responsible for any item left behind.
- The use of tape, staples and tacks are not permitted on the walls. *This includes decorations for parties.* The bulletin board is available for such postings.
- The Recreation Department reserves the right to cancel or deny use of the facility to anyone, at any time at their discretion. All deposits and fees will be returned.
- Tobacco is not permitted on Wellington Park property. Alcohol is not permitted on the property without prior approval from the Rindge Recreation Director and Rindge Police Chief.
- If it is necessary for a Recreation Department employee to be present during your event, the applicant must cover the hourly rate (\$25 per hour).
- A cancellation fee equal to 50% of the rental fee will be assessed to the user group if cancellation occurs less than one week prior to the event. A rental agreement is considered voided if the user groups don't call or show.

RENTAL PROCEDURES

- Applicant must submit Rental Agreement 2 weeks prior to event. Every effort will be made to process the Agreement within 3 business days.
- Once your application has been approved you will receive notification via telephone or email. Upon notification of approval, you must pay all fees associated with the rental within 48 hours.
- All applicants must provide the Town of Rindge with a certificate of liability, listing the Town as the "Additional Insured" in the amount of \$1,000,000.

POLICE SERVICES REQUIRED

Note: Depending on the type of event, police coverage may be necessary. It is your responsibility to contact the Rindge Police Department (899-5009) in order to verify if a police officer must be present and to schedule special police duty for your function.

I have read and understand the regulations stipulated on this form and agree to abide by said regulations as set forth by the Town of Rindge. I understand that the policies are strictly enforced and failure to comply with the policies & procedures may result in the Town retaining the security deposit.
In consideration of being permitted to rent/use the facility known as the Rindge Community Center and/or Wellington Park, I hereby agree on behalf of myself and all those participating in this event, to indemnify and hold the Town of Rindge and its officers, agents, employees, representatives and assignees, harmless for any and all liabilities, losses, damages, or injuries suffered during or as a result or in conjunction with the use of the Recreation Building.

Applicant's Signature: _____ Date: _____
Responsible/Insured Party

Rental Approval: _____ Date: _____
Authorized Town Official's Signature