



Rindge Recreation Department

283 Wellington Rd. PO Box 131
Rindge, NH 03461
Tel. (603) 899-6847 Fax (603) 899-9724

Craig Fraley, Director

RENTAL OF TOWN PROPERTY Recreation Building @ Wellington Park Rental Agreement

Applicant's Name: _____ Organization: _____
Mailing Address: _____
Telephone #: _____ Rental Date: _____
Purpose of Rental: _____ Time (From): _____ (To): _____
Number Attending: _____ Capacity Limitation: 150
Email: _____

Rental Fees

Amt. Due

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

Official Governmental Boards, Committees No Charge

Rindge Community/Charitable Organizations (non-profit) No Charge

Rindge For-Profit \$125.00 _____

Rindge Resident: \$100.00 _____

Non-Resident (private & for profit) \$150.00 _____

1/2 Function Hall (rentals are based on 2 hour blocks, additional \$25 per hour charges apply)

Official Governmental Boards, Committees No Charge

Rindge Community/Charitable Organizations (non-profit) No Charge

Rindge For-Profit \$75.00 _____

Rindge Resident: \$50.00 _____

Non-Resident (private & for profit) \$100.00 _____

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 (Refundable: Submit separate check) _____

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.
- User groups may not book space more than 3 months in advance.
- 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.
- 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.
- Alcohol is not permitted on Wellington Park property.
- Smoking is not permitted inside any building. Tobacco products must be disposed of properly in the receptacle.
- 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 Recreation Building 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

FOR OFFICE USE ONLY

Application received by _____ on _____
(name) (date)

Approved or Denied

Applicant notified on _____ by _____
(date) (name)

Phone call or email

Rental Fee _____ recv'd _____

Security deposit _____ recv'd _____

Other Fees _____ recv'd _____

Certificate of Liability recv/d _____

NOTES: