

Penacook Community Center

76 Community Drive • Penacook, NH 03303 • (603) 753-9700 • FAX (603) 753-6691

USE OF PENACOOK COMMUNITY CENTER PROPERTY RELEASE FROM LIABILITY

I, _____, representing _____
Renter's Name Organization/Affiliation

hereby request to use the described property (the gymnasium) owned by the Penacook Community Center on _____, from _____ to _____, for the purpose of _____ and agree to pay the security deposit of \$75.00 due with the signing of this contract. There will be a \$10.00 cash deposit for the key (if applicable).

A rental fee of \$_____ is due one week prior to the rental date. You may choose, for an additional fee of \$5.00 per equipment group, one or more of the following: (please check)
____Basketballs ____Volleyballs (& net) ____Dodge balls ____Soccer Balls (& Goal)
an additional _____ is enclosed.

*I/We release the Penacook Community Center and its employees from any responsibility or liability of any kind in the event of injury, damage, or harm of any kind to any person or equipment involved in our activity. **Further, I/we agree to provide a Certificate of Insurance to prove adequate liability insurance naming PCC as additional insured for the date of the rental.***

Signed: _____

Organization: _____

Address: _____

Telephone: _____

Penacook Community Center Use Only:

Building/Equipment: _____

Date(s): _____ Times(s): _____

PCC Staff Involved: _____

Comments: _____

CONDITION OF RENTAL

1. We require 30 days notice of cancellation. If less than 30 days, the usual rental fee will apply.
2. No smoking or alcoholic beverages allowed in the buildings or on the premises.
3. All furniture is to be returned to original position. Do not drag furniture across the floor, do not block any doors with any items.
4. All trash is to be removed from premises.
5. Property must be cleaned immediately following event. Floors must be swept prior to departure, and dirt picked up and disposed of. Under no circumstances will you be allowed to clean at a later date.
6. Doors and windows are NOT to be opened when the heat is turned on in the building when heat is turned off, do not use "wedging devices" to hold doors open.
7. Capacity will not be exceeded 150 persons.
8. All decorations and tape must be removed.
9. All furniture which renter, caterer, or anyone else moves onto the property must be removed the same day.
10. All lights must be turned off, all doors and windows secured prior to leaving.
11. All keys must be returned to the Business Office the next business day.
12. Costs to repair any damaged property will come from security deposit
13. "Pre" and "post" inspections of the rented facility will be conducted by PCC staff.
14. A police officer is required over 80 people or at the discretion of PCC.

RENTAL FEES

\$50.00 per hour for Members, \$75.00 per hour for Non-Members
(Plus an additional \$5.00 for each equipment group)

Effective September 1, 2008

We require a \$75.00 deposit with contract and proof of insurance coverage.

I have read and understand the above instructions. I further understand that failure to comply with these instructions may result in the loss of my security deposit.

Signature

Date