



Manchester Parks,
Recreation, & Arts

Manchester Park Building Facility Rental Agreement

Rental Date _____

Name _____ Organization (if applicable) _____

Email Address _____ Phone _____

Address _____ City _____ State _____ Zip _____

Event _____ # of People _____

Start time (this is the time that you can come into the building to begin setting up tables & chairs) _____

End time (this is the time that you will be cleaned up, tables & chairs broken down, and out of the building) _____

I understand that I am responsible for the set-up and break-down for this event. (initial) _____

Facility (check one)

____ Room A ____ Room B (side w/TV) ____ Large Room C ____ Conference Room

	Resident	Resident Non-Profit	Non-Resident	Non-Resident Non-Profit	Business
Room A or B	\$40/hr	\$30/hr	\$60/hr	\$50/hr	\$70/hr
Room C	\$60/hr	\$50/hr	\$80/hr	\$70/hr	\$90/hr
Conference	\$35/hr	\$25/hr	\$50/hr	\$40/hr	\$60/hr

Max Cap. Chairs Only Room A/B: 60 Room C: 120 Tables & Chairs Room A/B: 50 Room C: 110 Conference Room: Up to 12

Additional Equipment Requested:

____ Wireless mic sound system- for speaking only (\$50) ____ Podium

Will there be alcohol at your event (\$25 fee)? ____ Yes ____ No Will you be using a caterer? ____ Yes ____ No

Name of caterer _____ Will your caterer be serving alcohol? ____ Yes ____ No

Will you have entertainment? ____ Yes ____ No If yes, what? _____

Fees (staff use)

Total hours _____ Fee/hr. _____ Add'l fees _____ Total Due \$ _____ Date paid _____ G _____ P _____ HB _____

Full Payment is due at booking

Deposit cc# _____ Exp date _____ Code _____

<OVER>

Terms and Conditions

YOU WILL NOT HAVE ACCESS TO THE SPACE BEFORE THE TIME THAT YOU HAVE IT RENTED

1. Applicant ('renter') must be 21 years or older and must be present for the entire rental. The applicant is responsible for all aspects of the rental.
2. Full payment of rental fee is due at booking. Dates will not be held without completed application and payment. A credit card is required as the security deposit and will be held for any violations of the agreement and/or damage to the facility. The amount charged will be determined by the Director and notification will be given 48 hours prior to processing.
3. Food/beverages are allowed but must remain in the room; Refrigeration/freezer/ice/kitchen is not available.
4. The serving of alcohol is permitted by the drink by private parties reserving the room. No package liquor sales allowed. Caterers/businesses providing alcohol must have the appropriate city and state licenses. A copy of the license and insurance must be provided to the Manchester Parks, Recreation, & Arts office prior to the reservation date. In the case where alcohol is sold by the caterer, a copy of the license must be posted in the area where sales will take place. Individuals reserving the room will not be permitted to sell alcohol. Under no circumstances will renter allow anyone under 21 years of age to consume or be served alcohol. Renter holds all liability for anything resulting in providing, distributing, or serving alcohol. A nominal fee in the amount of \$25 will be charged if alcohol is served, supplied, or distributed on the premises.
5. Renter may not remove/alter the artwork on the wall, in the event that damage occurs, the renter is liable.
6. Tape, glue, tacks, pins, or nails may not be used on the walls, floors, or any other surface. The facility does not provide any window coverings except the installed shades. Glitter, confetti, and open flame are not allowed (except Sterno & candles on a birthday cake).
7. Your rental time begins when you are scheduled to arrive for set-up and your ending time is when you are scheduled to be out of the building after clean-up. Renter is responsible for set up, break down, and clean up. If there are any problems after office hours (M-F 8-4:30), please call 636-751-0402
8. In the event of questionable weather, please contact us at 636-751-0402 to see if the facility is closed. If the City closes the facility, you will be able to re-schedule your rental for another available date in the following 12 months.
9. The City is not responsible for loss or damage to personal property.
10. Animals are not allowed in the building with exception by the Director.
11. Any accidents that occur on City property should be reported immediately to staff.
12. The facility is available to people of all abilities. Renter may not exclude, segregate, or discriminate against any such person in the use thereof on the grounds of race, color, religion, national origin, sex, ancestry, or disability.
13. The City reserves the right to cancel or alter this agreement at any time with or without cause.
14. Renter's use of the facility shall not, under any circumstance, interfere with the City's use of the facility for its normal business purposes.
15. Renter and all invitees shall abide by all directions of City staff during the use of the facilities.
16. The renter hereby releases and discharges the City of Manchester, its officers, employees, and volunteers (the 'Releasees'), from any and all liability and injuries sustained, or loss incurred by renter or renter's guests arising out of the above identified rental and agrees to hold each of them harmless with respect thereto.

_____ Check Out/Clean Up The renter agrees to remove all belongings and place trash in the proper receptacles, wipe off tables and place neatly on the correct carts and sweep the room at the end of the rental. Any damages, insufficient clean up or running over your allotted time will be noted at check-out and a fee will be assessed. You will receive 48 hr. notification before your card is charged. If the renter & party do not leave the building at the time noted on the rental application, the renter is subject to a fine. The Park closes at dark and you may not stay in the park after that time.

_____ Cancellation/Refund Policy: Rental fees will be refunded if notice of cancellation is given, in writing, a minimum of 14 days prior to your event, minus a \$5 surcharge. NO REFUND will be given for cancellations 13 days or less prior to the event. A rental may be rescheduled up until 14 days prior to the rental. COVID- if a cancellation is required due to Covid Guidelines, a full refund will be issued.

As the Applicant identified on page one of this agreement, I have read and will abide by these Terms and Conditions, as well as the Ordinances of the City of Manchester. I understand that if I do not comply, my event may be stopped by the city without refund.

(Print Applicant Name)

Signature of Applicant

Date