



Manchester Parks, Recreation, & Arts

Manchester Park Building Facility Rental Agreement

Rental Date(s) _____ Facility Rm A Rm B Rm C Conf. Room

Name _____ Organization _____

Email Address _____ Phone _____

Address _____ City _____ State _____ Zip _____

Type of Event _____ # of People (max 100) _____

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 must 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

_____ **Check Out/Clean Up** The renter agrees to check out with room attendant and 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.

Max Cap. Room A or Room B: 50 Room C: 100 Conference Room: Up to 15

	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	\$70/hr	\$60/hr	\$90/hr	\$80/hr	\$100/hr
Conference Room	\$35/hr	\$25/hr	\$50/hr	\$40/hr	\$60/hr

Additional Equipment Requested:

\$50 Sound System (not for music)

Use of the TV

Podium

Will there be alcohol at this event? YES NO

The serving of alcohol is permitted 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 1 week 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.

Will there be entertainment at this event? YES NO

If yes, what _____

Fees

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

Full Payment is due at booking

Deposit cc# (required) _____ Exp date _____ Code _____

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. Any for profit/business rentals must be made in the business name and pay the business rate.
3. Full payment of rental fee is due at booking, reservation is not complete without payment. A valid 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.
4. Food/beverages are allowed but must remain in the room.
5. Refrigeration/freezer/ice/kitchen is not available.
6. 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.
7. Renter may not remove/alter the artwork on the wall, in the event that damage occurs, the renter is liable.
8. You may not affix anything to the walls. 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).
9. 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
10. In the event of questionable weather, please contact us at 636-751-0402 to see if the facility is closed.
11. The City is not responsible for loss or damage to personal property.
12. Animals are not allowed in the building with exception by the Director.
13. Any accidents that occur on City property should be reported immediately to staff.
14. 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.
15. The City reserves the right to cancel or alter this agreement at any time with or without cause.
16. 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.
17. Renter and all invitees shall abide by all directions of City staff during the use of the facilities.
18. The renter hereby releases and discharges the City of Manchester, its officers, employees, and volunteers, 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.

Cancellation/Refund Policy: Rental fees will be refunded if notice of cancellation is given, in writing, 14 days prior to the rental date, minus a \$5 surcharge. **NO REFUNDS** will be given for cancellations less than 14 days in advance.

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 or cancelled by the city without refund.

Print Name

Signature of Applicant

Date