



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 are able to get into the building to begin decorating, 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

______{initials} I understand that I am responsible for the set-up, break-down, & clean-up for this event

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

	Security Deposit (Required at booking)	Resident	Resident Non-Profit	Non- Resident	Non-Resident Non-Profit	Business
Room A or B	\$150	\$40/hr	\$30/hr	\$60/hr	\$50/hr	\$70/hr
Room C	\$300	\$70/hr	\$55/hr	\$90/hr	\$75/hr	\$100/hr
Conference Room	\$50	\$35/hr	\$25/hr	\$50/hr	\$40/hr	\$60/hr

Full Payment & Deposit due at booking

Deposit will be charged on the credit card and checks will be cashed

Will there be alcohol at this event (\$25 fee)? 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 _____

[Office Use]

of Hours _____ Fee/hr. \$ _____ Add'l fee \$ _____ Room & Fee Total \$ _____

Deposit \$ _____ Total Due \$ _____ Date Paid _____ Initials _____ O _____ P _____ HB _____

Check # _____

CC# _____ Exp Date _____ CVV _____

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 listed applicant is responsible for all aspects of the rental.
2. 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. **Sunday-Thursday: Event must end no later than 9:30 p.m. and you must be out of the building by 10:00 p.m.** **Friday & Saturday: Event must end no later than 10:30 p.m. and you must be out of the building by 11:00 p.m.**
3. Renter is responsible for set up, break down, and clean up. While your rental of the indoor facility may run past dark, the park closes at dark, and you may not stay in the park after that time.
4. Full payment of rental fee and deposit is due at booking, reservation is not confirmed without payment.
5. **Deposit:** Your deposit is required at the time that you book the facility. *Deposit will be held on the credit card and checks will be cashed.* Your deposit will be refunded to you after your rental less any fees incurred. The minimum cleaning fee is \$50. The fee for any time over the rented time will be withheld at least double the hourly rate and billed per half hour. *If an account has multiple violations, they will not be allowed to rent facilities in the future.*
6. Food/beverages are allowed but must remain in the room. Refrigeration/freezer/ice/kitchen is not available.
7. The serving of alcohol is permitted by the drink by private parties reserving the room. No 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. 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 fee in the amount of \$25 will be charged if alcohol is served, supplied, or distributed on the premises.
8. Renter may not remove/alter the artwork on the wall, in the event that damage occurs, the renter is liable.
9. 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).
10. Any for profit/business rentals must be made in the business name and pay the business rate.
11. If there are any problems after office hours (M-F 8-4:30), please call 636-751-0402
12. In the event of questionable weather, please contact us at 636-751-0402 to see if the facility is closed.
13. The City is not responsible for loss or damage to personal property.
14. Animals are not allowed in the building with exception by the Director.
15. Any incidents that occur on City property should be reported immediately to staff.
16. 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.
17. The City reserves the right to cancel or alter this agreement at any time with or without cause.
18. 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.
19. Renter and all invitees shall abide by all directions of City staff during the use of the facilities.
20. 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. If not signed by applicant listed this application and permit are invalid and subject to cancellation.

Print Name

Signature of Applicant

Date