

# Facility Rental

Name	Purpose of Rental
Street Address	Number of Attendees
City	Date of Rental
Phone Number	Facility Requested
Adult Sponsor	Time of Rental
Phone Number	

\_\_\_\_\_ There will be a **30 MINUTE WINDOW** between reservations. You are expected to have your area clean and  
(initial) all belongings removed before the next rental. If you require more time for your reservation, check with the front desk before your rental about purchasing additional hours. If you stay longer than the time indicated on this contract, you must pay a penalty of \$10.00 per 15 minutes past your contract time.

## Facility Rental Deposit

- Facility deposit is NON-REFUNDABLE if reservation is cancelled.
- Facility changes must be submitted in writing.
- Facility deposit MAY be transferrable to another reservation, if the Manchester Parks and Recreation Department is notified at least 10 business days in advance and the NEW reservation must be scheduled within 30 days or the deposit will be forfeited
- Deposit will be applied to total balance of rental.
- Deposit must be paid in full and reservation completely filled out and signed before reservation can be made.
- Deposit amount is half of the rental fee

## Facility Rental Payment

- Facility rental fee must be paid in full at least 7 days prior to reservation.
- Refunds will NOT be given for non-use of facility or cancellations not made within 10 business days of rental.
- Refunds that are issued will be minus the NON-REFUNDABLE DEPOSIT

Total Fee	-	Deposit	=	Balance	Date paid in full
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## Terms and Conditions of Agreement

\_\_\_\_\_ **Clean up** will be done by the above person/organization; if clean up is not satisfactory a \$25.00 cleaning fee must be paid  
(initial) and/or future rental privileges will be revoked.

The above person/organization indicated assumes full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above person/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above.

There is no smoking allowed in the Manchester Recreation Complex or the Ada Wright Building. The use of alcoholic beverages is prohibited in any park facility and park grounds. Use of Rollerblades, skates, scooters, skateboards, and bicycles are prohibited inside the Ada Wright Building. Any damages to park facilities or equipment will be the responsibility of the above person/organization.

There is a \$20.00 return check fee. Customer will be responsible for costs of collection including 33 1/3 collection costs, court costs and attorney fees.

Signature	Date	Staff Initials
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