



Manchester Parks,
Recreation, & Arts

Manchester Park Building Facility Rental Agreement

Rental Date _____

Name ('Renter') _____ Organization _____

Email Address ^{Required} _____ Day Phone _____

Address _____ City _____ State _____ Zip _____

Event _____ # of People _____

Start time (include set up) _____ End time (include clean up) _____

start time is the time that you will be able to enter the building, end time is the time that you will have to be out of the building after clean up

Facility (check one)

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

Tables & chairs (please check all that apply)

____ 60 inch Round ____ 6 foot Rectangle ____ 8 foot Rectangle ____ Chairs

Additional Equipment:

____ Wireless Mic Sound system (\$50) ____ Podium

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

Will your Caterer be serving Alcohol? ____ Yes ____ No Name of Caterer _____

Will you have any entertainment? ____ Yes ____ No Type of entertainment _____

Name of Entertainer _____

Fees (staff use)

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

Full Payment is due at booking

Deposit cc# _____ Exp date _____ Code _____

Required

Cash
Check
MC/V/D

<OVER>

Terms and Conditions

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 infraction and notification will be given 48 hours prior to processing.
3. Food and 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. All caterers must contact the Parks, Recreation, & Arts office before the event regarding delivery and set-up. 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.
5. A nominal fee in the amount of \$25 will be charged if alcohol is served, supplied, or distributed on the premises.
6. Renter may not remove or alter the artwork hung on the wall, in the event that any damage occurs to artwork, the renter will be liable.
7. Tape, glue, tacks, pins, or nails may **not** be used on the walls, floors, or any other surface. Glitter, confetti, and open flame are **not** allowed (except sterno & candles on a birthday cake).
8. 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
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 undersigned 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.

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.

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

Please initial the following acknowledging receipt of the information

Check Out/Clean Up The applicant 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. _____

Technology: I understand that it is my responsibility to make arrangements to test the technology that I plan to use before my event, the city will provide the smart TV and HDMI cord but they are not responsible for setting it up. If I use the city computer, I will be charged \$25. _____