

ELLEN LAMBERT MURPHY MEMORIAL COMMUNITY CENTER
20-21 Durkee Street, P.O. Box 82, Winchester, NH 03470-0082
Office 603/239-4316
Bowling Alley 603/239-8809
FAX 603/239-6713

RENTAL CONTRACT

This is a RENTAL AGREEMENT between the Ellen Lambert Murphy Memorial Community Center, located at 2021 Durkee Street, Winchester, NH (hereinafter referred to as the E.L.M.M.C.C.) and:

NAME: _____
Legal Mailing Address: _____ Date of Event: _____
_____ Start Time: _____
_____ End Time: _____
Day Phone: _____
Night Phone: _____ Approximate number of guests: _____

The rental party agrees to the use of the following rooms(s):

HALL \$140.00 _____

KITCHEN ONLY \$50.00 _____

BOWLING ALLEY \$125.00 _____ (Any 4 hours Monday-Saturday)

RUTH COFFIN ROOM ONLY \$50.00 _____

SUNDAY OPEN BOWLING PARTY \$30.00 _____ (2 lanes/2 hours Sunday 12-6 pm.

Plus \$3.00 per bowler to be paid to bowling alley attendant on the day of the scheduled event)

RUTH COFFIN ROOM with AN OPEN BOWLING PARTY bowling party rental

\$20.00 _____ (Maximum of 3 hours on any Sunday with an open bowling party

reservation). I will need gutter tubes YES / NO

During any one day period between 7 a.m. and midnight for the purpose of:

WILL THERE BE ALCOHOL SERVED AT THIS EVENT? YES / NO

Special provisions for this event are:

The rental party agrees to meet with the E.L.M.M.C.C. director or other authorized E.L.M.M.C.C. staff for a "pre rental walk through" to tour of the facility. At which time

the director or ELMACC authorized representative will show the rental party where to locate all the emergency exits, fire extinguishers and emergency phone numbers are located at least one hour before the scheduled event. _____

DATE PRE RENTAL WALK THROUGH

CLEANING/SECURITY DEPOSIT and OTHER FEES:

The following terms and conditions are mutually agreed to between the E.L.M.M.C.C. and the RENTAL PARTY.

The rental party agrees to pay a security deposit no later than two weeks prior to the event, said deposit to be returned to the rental party no later than four weeks following the event, provided that the premises is left in a reasonable and acceptable condition. In addition, the rental party agrees to pay \$50.00 _____ for the use of the hall for set up purposes (This allows access to the rental space after 5 pm the day before the scheduled event). If breakdown time is required on the day following the event, the charge will be \$20.00 _____ if the property is cleared by 9 AM and \$30.00 _____ up to noon.

The rental party shall pay a \$50.00 Cleaning/Security Deposit fee upon the signing of this contract, unless other arrangements have been made with the office. ***The full amount of the rental fee must be paid in full no later than two (2) weeks prior to the scheduled rental date, unless other arrangements have been made with the office.*** The \$50.00 Cleaning/Security Deposit fee will be forfeited in the event of cancellation unless notified two weeks prior to the scheduled rental. _____

initials

The rental party agrees to pay a \$50.00 nonrefundable fee to gain access to the rental space for purpose of set up the day prior (no earlier than 5 P.M. unless other arrangements are made with the office) to the event scheduled. _____

initials

The Cleaning/Security Deposit fee shall be forfeited in full, or in part, as a result of failure to honor this agreement, and/or any losses, and/or any damages occurring during the rental. _____

initials

The rental party shall pay any costs for damages that exceed the \$50.00 Cleaning/Security Deposit fee to the E.L.M.M.C.C. The E.L.M.M.C.C. shall provide the rental with documentation for costs for cleaning and repairs in excess to the \$50.00 Cleaning/Security Deposit. _____

initials

Any refund of the Cleaning/Security Deposit fee shall be returned to the rental party within four (4) weeks after the rental date.

GENERAL MAINTENANCE/SAFETY REQUIREMENTS:

- **THE RENTAL PARTY WILL BE RESPONSIBLE TO SEE THAT NO FIRE EXTINGUISHERS OR MEANS OF EGRESS IS BLOCKED. THE E.L.M.M.C.C. IS A SMOKE FREE FACILITY. YOU MAY SMOKE OUTSIDE. SMOKING IN THE ELMACC BUILDINGS WILL RESULT IN THE LOSS OF THE DEPOSIT.**
- The rental party is responsible for spot cleaning of sticky spills, for securing rubbish in barrels provided and for thoroughly cleaning counter tops, sink and range using the cleaning supplies provided above the kitchen sink.
- The rental party shall be responsible for the removal of all decorations. Please do not use nails or tacks. Please use reusable adhesive that can be obtained at Staples or other office and school retail outlets.
- The rental party shall be responsible for the set up and break down of the tables and chairs, unless other arrangements have been made with the office.

The facility will close and the grounds will be vacated no later than midnight. The E.L.M.M.C.C. director is required by policy to inform the Winchester Police Department when any part of the E.L.M.M.C.C. buildings and grounds are rented for an event that will be providing or participating in the consumption of alcohol. Please ask your guests to be responsible.

I/We have read this fully and understand the above contract to be binding, as stated.

Signature of RENTAL PARTY

DATE

E.L.M.M.C.C. AUTHORIZED REPRESENTATIVE

DATE

