Rental Agreement & Fee Schedule

Henniker Community Center, Grange Hall, or Angela Robinson Bandstand / Community Park

c/o Henniker Selectmen's Office, 18 Depot Hill Rd., Henniker, NH 03242 / Phone (603) 428-3221 ~ Fax (603) 428-4366 ~ Web www.henniker.org

SPECIAL NOTICE ABOUT THE TEEN CENTER: The Henniker Teen Center cannot be rented or used unless special permission is received by the Henniker Board of Selectmen, with input from the Community Center Activities Committee. Town Boards and Committees are exempt from this permission requirement.

LOCATIONS: Grange Hall is located at 21 Western Avenue. Henniker Community Center and Angela Robinson Bandstand / Community Park are located at 57 Main Street.

Date(s) and time(s) of requested use:_____

_____

I hereby request permission to use the ☐ Henniker Community Center ☐ Grange Hall ☐ Angela Robinson Bandstand / Community Park

facilities for the said purpose of (please describe the event):

_____

_____

I agree to the terms of this contract.

1. Contract agreement must be completed in full and signed by applicant or designee.
2. Renters must be at least 21 years of age. A person 21 years of age or older must be present at time of use.
3. The facility can only be used on the date(s) and times(s) specified above.
4. Alcoholic beverages, tobacco products or controlled substances are not permitted on the premises.
5. Angela Robinson Bandstand/Community Park are only available during daytime hours. However, the Selectmen may grant a special exception for use after hours.
6. If you have reason to believe the event will attract 300 or more persons at any one time, you must also apply for a town Assembly Permit at least 30 days prior to the event. Not doing so could result in a fine up to $1,000.
7. Renter will assume responsibility for the use of this facility and agree to submit payment for any damages caused as a direct result of said use. Renter will hold the Town of Henniker harmless against any liability that may occur from the use of the facility.
8. **INSURANCE**: A certificate of insurance or document stating that insurance coverage will apply to this rental shall be presented at time of application. In some cases, the Selectmen may waive this requirement.
9. **KEY PICKUP** (for Grange and Community Ctr. Buildings only): The renter is responsible for obtaining a building key prior to the event, and returning the key afterwards. Keys are available at Henniker Town Hall, 18 Depot Hill Road, during normal business hours (8am-4:30pm, M-F).
10. **USER FEES:** Persons, groups, or organizations using the facilities, not part of the Town of Henniker government as recognized by the selectmen, shall pay a user fee. See Fee & Deposit Schedule on page 2.
11. Renter is responsible for leaving the grounds free of litter. The facility is to be left in a clean condition as found.
12. No equipment is to be left overnight unless with permission from the Town Administrator/Selectmen and the applicable fee is applied.
13. Use of the Community Center Balcony is forbidden.
14. Bicycles, skateboards, scooters, roller skates and other people-powered vehicles are NOT permitted to be operated on sidewalks or walkways in the downtown area (including Community Park) and such use is subject to warnings and fines.

Please note this does not apply to vehicles designated to assist handicapped persons or tricycles, strollers, and wagons operated by pre-school-aged children under supervision of a responsible adult.

15. Animals are not permitted within town buildings except for guide dogs designated to assist a handicapped person.
16. Dogs must be leashed at all times in any park area. Animal feces must be removed by the dog owner in all parks and public areas. Violations are subject to fines and court summons

The renter hereby accepts all responsibility for the above-described purpose and agrees to abide by all laws and regulations of the Town of Henniker and the State of New Hampshire. The renter hereby consents to the entry, at any time, in the course of his/her duties, any town officer, including but not limited to inspection. Failure to comply with these regulations will result in the denial of future use of the facilities.

Name of Applicant: _____ **Organization/Company:** _____

Mailing Address: _____

Phone: _____ **Email:** _____

Date of Application: _____ **Signature:** _____

FEE & DEPOSIT SCHEDULE

Make checks payable to Town of Henniker. Please make separate checks for rental fee and deposit.

Grange Building or Community Center Building	Bandstand / Community Park
$25.00 a day for the first four hours (non-refundable, due at time of application) $5.00 for each additional hour.	$10.00 for the first four hours (non-refundable, due at time of application) $10.00 for each additional hour
$15.00 additional fee for overnight storage of equipment and continued use preventing others from renting the facility.	
DEPOSIT: For rental of more than 8 hours, a $100.00 deposit is required which is refundable if no damage has occurred during that particular rental period. Deposits must be paid as a separate check.	

1. Fees do not apply to any official Town of Henniker Boards or Committees, State, County, Federal or any other government agency. Any designated 'special event' of the Town of Henniker or it's committee and boards do not require payment of a fee.
2. This fee Schedule will apply to all private entities, business, personal use or any other groups, non-profit included, or persons not identified in item 1.
3. The Town Administrator, with the approval of the Henniker Board of Selectmen, may waive the fee requirement for a non-profit group or organization that may not have the organizational structure or ability to pay, i.e. some senior citizen meetings or emergency type requests for those that justify the need for the facility and cannot pay. Absolutely no exemptions shall be considered if any funds are accepted at the door as income for the renter, be it donations or admission fees.

OFFICE USE ONLY

Contract must be approved by the Town Administrator or in his absence, the Finance Director.

APPROVAL: Request approved: ☐ Yes ☐ No Fee waived: ☐ Yes ☐ No ☐ N/A (town group)
Insurance waived: ☐ Yes ☐ No ☐ N/A (town group)

Approved by: _____ Date: _____

☐ Entered in calendar FEES: Amount Due: $_____ Date paid: _____

INSURANCE: ☐ N/A ☐ Insurance Document Received (attach to application)