

**Agreement for Rental and Fee Schedule**  
**Henniker Community Center and Grange Hall Building**  
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](http://www.henniker.org)

Contract for the use of the Town of Henniker's Community Center or Grange Hall by individuals, groups, or organizations. Contract must be approved by the Town Administrator or in his absence, the Finance Director.

**Grange Hall is located at 21 Western Avenue. Henniker Community Center is 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** 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. 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.
6. **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.
7. **KEY PICKUP:** 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).
8. **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.
9. Renter is responsible for leaving the grounds free of litter and disposing of the contents of all receptacles. The facility is to be left in a clean condition as found.
10. No equipment is to be left overnight unless with permission from the Town Administrator/Selectmen and the applicable fee is applied.
11. No electrical equipment allowed that would overload the building circuits and trip the circuit breaker.
12. Use of the Community Center Balcony is forbidden.
13. The renter hereby accepts all responsibility for the above-described purpose and agrees to 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.
14. 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**  
**Fee Schedule for the Henniker Community Center and Grange Buildings**

1. \$25.00 for the first four hours. \$5.00 for each additional hour.
2. \$15.00 additional fee for overnight storage of equipment and continued use preventing others from renting the facility.
3. 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.
4. 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 its committee and boards do not require payment of a fee.
5. 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 4.
6. 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.
7. Checks payable to: **Town of Henniker. Please make separate checks for rental fee and deposit.**

**OFFICE USE ONLY**

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:    Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Date Invoiced: \_\_\_\_\_

Date Paid: \_\_\_\_\_

INSURANCE

N/A                     Insurance Document Received (attach to application)