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Town of Clinton

560 High Street

Clinton, MA

01510

**REQUEST FOR USE OF CLINTON PARKS & RECREATION BUILDING**

Event Date: \_\_\_\_\_\_\_\_\_\_ Function Start Time: \_\_\_\_\_\_\_\_\_ Function End Time: \_\_\_\_\_\_\_\_ *(1 hour will be added on each end for set up and wrap-up)*

Group Name/Meeting/Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests: \_\_\_\_\_\_\_ Is this going to be a reoccurring function: \_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_ no

Will any outside vendors be present at the party (outside vendors include bounce house companies, pony rides, entertainment, etc.)? \_\_\_\_ yes \_\_\_\_ no If yes, we will need proof of insurance from the company before rental date.

**Fee Structure:**

|  |  |  |
| --- | --- | --- |
| **Event Rental:** | $20.00 per hour- Resident | $40.00 per hour- Non-Resident |
| **Recurring Rental:** | $10.00 per hour-Resident | $20.00 per hour – Non-Resident |

**Additional Refundable Security Deposit due at the time of booking: $25.00**

**$40 + (total hours: \_\_\_\_\_\_\_\_\_ X Hourly Fee: \_\_\_\_\_\_\_\_\_)= Total Due: $\_\_\_\_\_\_\_\_\_**

**Contact Information: (Please Print)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Security Payment Notes:***

* *After the party I give permission for the department to shred my deposit check if no damage occurred*

*(Initial): \_\_\_\_\_\_*

* *If the security deposit is not picked up within 60 days of the rental I agree and understand that the balance will be deposited as a donation to the department (Initial): \_\_\_\_\_\_*

***Please read and sign the Building Use Rules on the reverse.***

*Office use only*

*Amount Received: ­­\_\_\_\_\_\_\_\_ Form of Payment:* *Cash* *Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_*

*Amount Received: ­­\_\_\_\_\_\_\_\_ Form of Payment: Cash Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_*

*Deposit Received: \_\_\_\_\_\_\_\_\_ Form of Payment: Cash Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_*

*Deposit Returned: Yes No • To Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_\_*

**Set-up Time:\_\_\_\_\_\_\_\_\_\_ Clean-up Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONDITIONS AND RESPONSIBILITIES OF RENTER**

**DEPOSIT/RENTAL FEES**

***Bookings are on a first come first serve basis and there are no holds. Bookings are finalized through payment of proper deposits and completed rental agreement.***

A signed rental form as well as the $25.00 refundable security deposit and 50% of the total rental fee must be received to hold your date and times. CLINTON PARKS AND RECREATION is unable to reserve your date without all the above. The balance of your rental is due forty-eight (48) hours prior to your rental.

The $25.00 security deposit will only be returned if all conditions are followed and the space is left how you found it. If there are damages and/or an unclean space the deposit will be kept. If your deposit check is not picked up within 30 days we will shred the check.

All payments must be made via cash or check. Checks are payable to: “Town of Clinton”.

*Note: Security deposit and 50% date hold fee must be in two separate payments.*

**SITE DECORATION**

Decorations may be used in the space, but all must be cleaned up and removed from building after use. All wall decorations may be hung with painter’s tape **only**. Decorations CAN NOT be hung from any smoke detectors or fire alarms.

The following items are **NOT** allowed:

* Glitter
* Smoke machines
* Water devices
* Silly string

Bounce Houses and the like require approval from CLINTON PARKS AND RECREATION. If approved CLINTON PARKS AND RECREATION will need copies of either the renter’s personal liability insurance or the liability insurance of the bounce house rental facility.

**CAPACITY**

This function room holds up to 70 people with tables and chairs.

Clinton Parks and Recreation provides the following at no extra cost:

* (10) 60’ Round Tables
* 65+ Black Folding Chairs
* (4) 6” Rectangle Banquet Tables

**FACILITY CLEANING/TRASH/EQUIPMENT REMOVAL**

Set-up/clean-up must be incorporated into your rental time a minimum of one (1) hour each @ $20/hour. Any additional time needed must be added to your rental time and will be charged accordingly.

All tables and chairs may be used, but must be returned to their original space after use. If using markers/paint/etc. on tables then a table cloth must be used to prevent damage to tables.

All trash must be taken with you after your event, not left in the building. **Trash is not to be dumped into the dumpster at Fuller Field or the CLINTON PARKS AND RECREATION’s Dumpster/thrown over the gate, if this takes place your security deposit will be forfeited.**

The function room must be swept/vacuumed/mopped of all food, trash, etc. once the event is complete. CLINTON PARKS AND RECREATION provides all cleaning supplies/equipment which can be found in the closet labeled as “Cleaning Closet”.

**FACILITY CLEANING/TRASH/EQUIPMENT REMOVAL, CONTINUED…**

Bathrooms may be used, but must be clean after the event. CLINTON PARKS AND RECREATION will stock bathrooms prior to your event.

Parking lot and exterior of the building must be free of all signs, decorations, and trash as well.

**TOWN, COUNTY, STATE FEDERAL LAWS**

Renter agrees to comply with all applicable town, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS.

**Renter shall not serve/sell alcohol on premises at any time this is a dry facility.**

**FACILITY ENTRY AND EXIT**

One or two business days prior to the reservation date, the renter will be issued a code for the use of the building. The code will not be distributed via email or phone; thus, the renter must come to the office during hours of operation to retrieve the code and further instruction. A copy of the renter’s license will also be taken at the time of the code retrieval. Only those renting the facility will have access to the building.

Access to the office space, closets, and park garage are strictly off-limits during your event. Any disruption, damage, or theft occurring in these areas will result in fines and necessary legal action. The only closet that should be accessed during the event is the labeled “Cleaning Closet”. All other closets are off limits, if they are found off track your security deposit will be forfeited.

Do not leave the building door propped open during your event for any reason. The door may be unlocked for participant access, but may not be propped open.

**Upon entering the building, be sure to fill out the top portion of the checklist to note any damages prior to your event. Prior to exiting the building, the renter must ensure that the required checklist has been filled out, the facility is in good condition and all lights as well as heat/AC is turned off. Renter agrees to lock up the facility at the end of the event.**

Renter agrees that CLINTON PARKS AND RECREATION staff may enter and exit premises during the event if needed.

This building may only be rented between the hours of 8:00am and 10:00pm. We do operate in a residential area, so we please ask to observe a normal level of noise.

**CANCELLATION**

Cancellations prior to a week before the rental will receive a full refund. If an event is cancelled within a week of the reservation both the 50% deposit and the $25.00 security deposit will be kept.

**Please contact our office with any questions about the above rules prior to your event 978-365-4140.**

*All Fire Department, Police Department, and Parks & Recreation, and Board of Selectman rules and regulations pertaining to the use of the Parks & Recreation building must be strictly followed. The user will be held responsible for any and all damage to the parks & recreation office and/or equipment, furniture, etc. therein. A fee will be charged to the user if cleaning is needed after use. Children must be supervised at all times. User is responsible for making sure building is locked and secure after use and must work with the director/assistant director to confirm these details. User also agrees to comply to the above statements of rules and regulations.*

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Signature Date