



BUILDING RENTAL FORM

DATE: _____

☐ Clinton Resident (\$20/hr)

☐ Out of Town (\$40/hr)

Group Name/Meeting/Event Type: _____ Number of Guests: _____

Event Details:

Brief Description of event/function and any special details such as use of inflatables, musical performers, etc.: _____

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.

BUILDING RENTAL

NOTES:

Event Date: _____

Rental Time Start: _____ Rental Time End: _____

(Must include set up/clean up in time)

(Total hours: _____ X Hourly Fee: _____) = Total Due: \$ _____

CONTACT INFORMATION

Name: _____

Address: _____

Phone Number: _____ (Text Ok?) _____

E-mail: _____

Alternative Contact (Name and Phone): _____

SECURITY PAYMENT NOTES:

- (Initial): _____ 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): _____ Any damages above and beyond the security deposit will be charged to the renter. If not paid the Clinton Police Department will be involved

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 all damage to the facility and/or equipment, furniture, etc. therein. A fee will be charged to the user if cleaning is needed after use. Children must always be supervised. User is responsible for making sure building is locked and secure after use and must work with the department to confirm these details. User also agrees to comply to the above statements of rules and regulations. The CPR reserves the right to decline any rentals requests depending on failure to comply with agreed upon policies, conflict of interest and/or nature of the event.

Signature _____

Date _____



BUILDING RENTAL FORM

DATE: _____

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: _____

CONDITIONS AND RESPONSIBILITIES OF RENTER

• 560 HIGH STREET CLINTON, MA 01510 | OFFICE OPEN 9:00AM-4:00PM | 978-365-4140 •

DEPOSIT/RENTAL FEES

BOOKINGS ARE ON A FIRST COME, FIRST SERVED, BASIS AND THERE ARE NO HOLDS PRIOR TO RENTAL CONTRACT.

We must receive all three; a signed rental form, a \$100 refundable security deposit, and 50% of the total rental fee, CLINTON PARKS AND RECREATION is unable to reserve your date without **ALL** the above. The complete balance for your rental is due the week prior to your rental date, All payments must be made via cash, check, or card with processing fees. (Checks are payable to: "Town of Clinton")

Payment of \$100 Security Deposit:

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

- The security deposit will only be returned if **ALL** conditions are followed **and** the space is left how it was **prior** to your rental.
- If there are damages and/or an unclean space the deposit will be **kept**.
- If security deposit check is **NOT** picked up **within 30 days** we will **shred** the check.

If **cash** is **NOT** picked up within **60 days** of the rental the cash will be **deposited** as a donation to the department. Any bounced checks will require a **cash payment** and an **additional \$25.00 fee** will be charged.

SITE DECORATION

CAPACITY:

This function room holds up to **70 people** with tables and chairs. CLINTON PARKS AND RECREATION provides the:

- (10) 60-inch Round Tables
- (55+) Black Folding Chairs
- (4) 6-foot Rectangle Tables
- (30) White PREMIUM Folding Chairs

***THE FOLLOWING ITEMS ARE NOT ALLOWED:** • Glitter • Smoke Machines • Inflatables-Water Devices • Silly String • Commercial Tents

INSIDE BUILDING:

- Decorations may be used in the space, but all must be cleaned up and removed from building after use
- All wall decorations must be hung on the designated cork board strips
- **NOTHING IS TO BE HUNG ON THE PAINTED WALLS**
- Decorations **CAN NOT** be hung from any smoke detectors or fire alarms

OUTDOOR SPACE:

- Functions are limited to what can be hung from rafters or held in place through clamps or rubber bands
- Use of nails, tacks, screws, staples, or any other item that will result in holes on the outside building are **PROHIBITED**
- Renters must remove **ALL** decorations at the end of your reservation

RENTAL POLICIES & RULES

Please note with the rental agreement from the department you will have the ability to exclusive use of the facility/space and parking lot designated for your rental.

- The building is available to rent Monday thru Friday, from 8:00am-10:00pm.
- Rentals for Saturday or Sunday are available to rent from 12:00pm-10:00pm.
(Any rental **OUTSIDE** these hours are subject to prior approval by the Director.)

Renter must be present during the rental and is responsible for their guests during the time of the rental. If a legal or dangerous situation occurs, please call 911 or the Clinton Police Department at 978-365-4111.

FACILITY CLEANING/TRASH/EQUIPMENT REMOVAL:

- Set-up/clean-up must be incorporated into your rental time a minimum of one (1) hour each
- 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
- Bathrooms may be used but must be clean after the event
- The function room must be swept 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"
- Parking lot and exterior of the building must be free of all signs, decorations, and trash as well
- All trash must be taken with you after your event, not left in the building

Note: CLINTON PARKS AND RECREATION will stock bathrooms prior to your event

*** 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.**

CONDITIONS AND RESPONSIBILITIES OF RENTER

• 560 HIGH STREET CLINTON, MA 01510 | OFFICE OPEN 9:00AM-4:00PM | 978-365-4140 •

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 renter must **come to the office during hours of operation to retrieve the code and further instruction***
- 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
- Only those renting the facility will have access to the building
- The door may be unlocked for participant access but may not be propped open
- Do not leave the building door propped open during your event for any reason
- Renter agrees that CLINTON PARKS AND RECREATION staff may enter and exit premises during the event if needed

* Upon entering the building, be sure to fill out 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.

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.
- **Renter shall not serve/sell alcohol on premises at any time; this is a dry facility.**
- CPR Building is a **DRUG FREE** and a **non-smoking** facility at all times. **NO EXCEPTIONS.**
- Renter must adhere to the 10:00pm Town of Clinton noise ordinance

* This facility is in a residential area; please be mindful of the neighbors. **NO music allowed past 10:00pm** according to Town of Clinton's noise ordinance

CANCELLATIONS

- Renters must cancel 7 business days prior to rental date, for a full reimbursement.
- **IF** event is canceled within the 7 business days prior to rental, BOTH the \$100 security deposit and 50% of total rental cost, will be kept.
- **IF** an event is canceled by the department, an option to reschedule will be available or you will receive a full reimbursement.
- **IF** renter fails to pay the **FULL** balance due by the week prior to your rental date or fails to make an appointment for entry code instructions prior to rental date, the reservation will be lost, **AND** all prior payments paid will be kept.

* Please contact our office with any questions about the above rules prior to your event between 9am-4pm, 978-365-4140.

Note: This is a copy of the rules of renting for the renter. The office will keep signed contracts and original financial statements.

Reminder:

◇ **Date of Rental:** _____

◇ **Total Time of Rental:** _____

Payments:

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: _____