

# Atkinson Community Center

APPLICATION FORM – USE / RENTAL CONTRACT – Effective May 1, 2023

Location: 4 Main Street Atkinson NH 03811 (603) 362-1098  
 E-mail Address [commrec@atkinson-nh.gov](mailto:commrec@atkinson-nh.gov)  
 Mailing Address 19 Academy Avenue Atkinson NH 03811

Reservation Day and Date: \_\_\_\_\_, \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Day Month / date / year

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Organization: \_\_\_\_\_ **Estimate number of people:** \_\_\_\_\_

Type of function: \_\_\_\_\_

**FOOD CAN BE BROUGHT IN AND SERVED. WE RECCOMEND TO BE SERVED INDIVIDUALLY BY THE DESIGNATED SERVERS WITH MASKS AND GLOVES.**

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED INSIDE AND OUTSIDE OF COMMUNITY CENTER PREMISES EXCEPT WHEN ADHERENCES TO THE FOLLOWING ADDITIONAL TOWN REQUIREMENTS ARE FOLLOWED.**

Requested room(s) / area (please check all appropriate boxes):

- Banquet Room: < 120 people for meetings and non-exercise programs and <40 for exercise programs
- Meeting Room 1: <12 people       Meeting Room 2: < 24 people       Outside / Parking area

**RENTAL FEES**

	1	2	3	4	5	7
Room	Atkinson Town Government & Recreation	Atkinson Community Non-Profit (65%+ Resident)	Atkinson Resident Private	Atkinson Business For - profit	Other Non-Resident Non- Profit	Other Non-Resident Private/ Business
Banquet Includes use of kitchen	N/A	N/A	\$175 < 4 hours \$30/additional hour	\$50 / hour or 20% profit	\$50 / hour	\$300 < 4 hours \$50 additional hour
Kitchen Only	N/A	N/A	\$50 up to 4 hours	\$50 / hour	\$50 / hour	\$50 / hour
Security deposit	N/A	\$200	\$200	\$200	\$200	\$200
Certificate of Insurance	N/A	YES	NO (YES - if serving alcohol)	YES	YES	NO (YES - if serving alcohol)

Room 1	N/A	N/A	\$10 / hour	\$15/ hour or 20% profit	\$15 / hour	\$20 / hour
Room 2	N/A	N/A	\$20/hour	\$30/ hour or 20% profit	\$30 / hour	\$40 / hour
Security Deposit	N/A	\$50	\$50	\$50	\$50	\$50
Certificate of Insurance	N/A	N/A	N/A	YES	YES	N/A

**AMOUNT DUE:**

Upon registration, 2 separate checks and a copy of certificate of insurance (See CERTIFICATE OF INSURANCE below) are required along with this application form. Please make your checks payable to the "Town of Atkinson."

- Hall rental- include set-up and clean up time \$ \_\_\_\_\_  
 Credit Card (VISA/ MC/ DIS) / Check / Money order # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_
- Security deposit - Banquet Room \$ 200 / Room 1 and 2 \$ 50 \$ \_\_\_\_\_  
 Credit Card (VISA/ MC/ DIS) / Check / Money order # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

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**SECURITY DEPOSIT:** Initial \_\_\_\_\_

A security deposit is required (check or money order only) \$200 for the Banquet Room and \$50 for Room 1, 2, 3 and Kitchen only. This will be held until the event is over and the facility has been inspected by an authorized representative and found to be in acceptable condition. The deposit check will be returned or destroyed within 10 days provided all regulations are followed and no additional charges are incurred. Non-profit organizations are encouraged to make donations towards ongoing facility maintenance. The security deposit will be forfeited if the event is canceled within 10 days of the reserved date.

**CERTIFICATE OF INSURANCE:** Initial \_\_\_\_\_  Yes  No

The Town of Atkinson reserves the right to require liability insurance for any event held at the Recreation Facility. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 for each occurrence, with the Town of Atkinson (19 Academy Avenue Atkinson NH 03811) named as an additional insured and must not exclude liquor liability. For events at which alcohol is present a Waiver of Liability must also be provided.

The certificate of liability insurance can be obtained from your own insurance company, or you can search “one day Special Event Liability policy.”

**ALCOHOLIC BEVERAGES:** Initial \_\_\_\_\_  Yes  No

Alcoholic beverages are NOT allowed in the facility except when adherences to the following town requirements are followed.

- A paid Police Detail must be arranged by contacting Atkinson Police Department at their non-emergency number (603)362-4001 at least two weeks prior to the event in accordance with RSA 105:9 The police department will assess and determine if a police detail is required.
- The renter must provide a certificate of liability insurance at least two weeks prior to the event. Please see CERTIFICATE OF INSURANCE section for further details

**CANCELLATION POLICY:** Initial \_\_\_\_\_

- There will not be any charge for a cancellation due to the COVID-19 cases and the full amount of rental fee will be refunded.
- A full refund will be given if the Atkinson Recreation Department receives a minimum of 14 days cancellation notice prior to the event.
- A 50 percent refund will be returned if the event is cancelled with 7 to 13 days’ notice.
- No refund if the event is cancelled with less than 7 days’ notice.
- The Atkinson Recreation Department reserves the right to cancel a function at any time, even when in progress, should you, or any of your guests, violate the terms of this agreement.
- The Atkinson Recreation Department reserves the right to cancel or reschedule any event without notice due to unforeseen emergencies. If the event cannot be rescheduled a full refund will be given.

**FACILITY USAGE:** I initial \_\_\_\_\_

- No Smoking is allowed anywhere inside the building per RSA 155:64-77. Smoking is allowed in designated outdoor areas only.
- Trash is the responsibility of the renter and must be placed in the dumpster provided.
- The facility shall be left in a clean and orderly condition.
- Groups using the facility are responsible for setup. Chairs, tables, etc. shall be returned to their original placement.
- Use of Atkinson Recreation equipment is not allowed without permission.
- Tacks, pins, nails, staples, glue, duct tape or similar items are not allowed.
- All decorations including, but not limited to, balloons, streamers, flags, banners, etc., must be removed at the conclusion of the event.
- No open flames are allowed except celebratory or ceremonial candles.

**PARKING:** Initial \_\_\_\_\_

Please do not block any entries, exits, or gates. Do not park on the roadway in such a manner as to prevent emergency vehicle access.

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## RENTERS RESPONSIBILITIES AND WAIVER

1. The center’s main door will be unlocked for your reserved time scheduled by the access control system. The door will be locked when the time of your reservation ends. You will still be able to exit from inside after the door is locked.
2. Ensure that the space rented is left in a clean and orderly condition. Please fill out the two Check Lists on page 3 and return that page with key after the function.
3. All damage, accidents, or injuries, including vandalism and theft, must be reported to Atkinson Recreation Department within 24 hours.
4. The renter is responsible for all damage no matter how minor. The Atkinson Recreation Department reserves the right to obtain a quote for repair of damages and to bill the renter accordingly.
5. All doors and windows must be shut and locked, lights shut off, A C shut off, and heat turn down to 62 degrees at the conclusion of your event.
6. The Center/Recreation Committee reserves the right to cancel or deny the use of the facilities to anyone, at any time, at their discretion. All deposits and fees will be returned.
7. The Town of Atkinson and/or the Recreation Department is not responsible for personal property/money or for the safety of any property brought onto the premises.
8. After your function – make sure to shut off all the lights, close all the windows and lock up all the doors then drop the key(s) in the Center’s key drop by the office door or promptly return to the Town Hall, Selectmen’s Office.
9. The renter shall save and hold the Town of Atkinson, its officers, directors, employees, agents, contractors and subcontractors harmless for any and all injuries, damages, claims, costs and expenses arising out of the renter’s operations, and arising out of the premises occupied by the renter and not attributable to the sole negligence of the Town.

**I have read the above contract and agree to the conditions and terms specified therein. This booking will remain tentative subject to cancellation by the center/committee, until this contract is signed and received by the center.**

Customer Signature	Date	Community Center Representative	Date
		Noriko Yoshida-Travers	
Customer name -print			

----- **FOR OFFICE USE ONLY** -----

**RENTAL FEE RECEIVED:**    **DATE:** \_\_\_\_\_ **AMOUNT: \$** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**DEPOSIT FEE RECEIVED:**    **DATE:** \_\_\_\_\_ **AMOUNT: \$** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please see page 5 for Customer check list

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CUSTOMERS' CHECK LISTS - Return completed form after the rental.

<b>Room Rental Check List.</b>		Check
1	For evening and weekends rentals - No need to have a key for the door. The center's main entrance door will be open at your reserved time scheduled by the access control system.	
2	<b>DO NOT DRAG</b> tables, chairs, or any kind of hard objects across the floor.	
3	Do not put anything on the walls or ceiling. <b>NO GLITTER.</b>	
4	The entire area used must be cleaned using disinfecting cleaning supplies and neat before you leave.	
	- Tables and chairs wiped and put them back in places.	
	- Chairs stacked and placed on front wall.	
	- Floors swept and any spills wiped up.	
	- Take trash out of all barrels and dispose of it in dumpster and put in new trash liners. You can find the trash liners on the bottoms of trash barrels or in the kitchen cabinet.	
5	All personal equipment must be taken with you. Center/Town is not responsible for any items left behind.	
6	The person(s) named on the application form has responsibility to report any damage, destruction, or loss of Center property. These will be billed to the person(s) named on the application form.	
7	All AC units – leave as auto setting.	
8	All lights off.	
9	All doors and windows must be shut and locked.	
10	The main entrance door will be locked at our reserved time scheduled by the access control system. If you are running late, you are still able to exit from inside, but will not be able to reenter. So please make sure to take all your belongings with you when you leave.	
<b>Kitchen Check List</b>		Check
1	Do not drain any grease, coffee grounds, food scraps into the sink, or you will be charged \$75.00. Only water can go through the grease trap below the sink. <b>Please scrape all grease, food scraps &amp; coffee grounds into the trash barrel.</b>	
2	Clean what you used - ovens, stove, griddle, microwave.	
3	All pots, utensils, etc., washed, wiped, and put away.	
4	Check refrigerator (clean and take all the items you brought in).	
5	Wipe counter and work areas.	
6	Sweep floor and mop if necessary.	
7	Take out trash and put new liners for next group.	

# of tables used - rectangular: \_\_\_\_\_ round: \_\_\_\_\_ # of chairs used: \_\_\_\_\_

**Failure to adhere to the above conditions may result in retention of your deposit and denial of future requests to use the Recreation Facility. Please be considerate and respectful of this building and to all who share this building. Thank You.**

**NOTE: Keep this form until the date of your event. At the conclusion of your event go through the list and check it off. Please return this sheet with the key once your event has concluded.**

Customer Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

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**Office Use Only**

Center representative \_\_\_\_\_ Date: \_\_\_\_\_