**Facility Rental Reservation Form**

***(Please complete, sign and email to*** [***phil@northconwaycommunitycenter.org***](mailto:phil@northconwaycommunitycenter.org) ***or mail to above PO Box address)***

| **Space being requested** (Check all that apply): | | | |
| --- | --- | --- | --- |
| * Entire Campus * Entire Building * Outdoors Only * Gym * Overnight Use | | * Multipurpose Room * Game Room * Conference * Art Room * Kitchen | |
| **Date:** |  | **Event Time:** |  |
| **Setup Begin:** |  | **End Time:** |  |
| **# People:** | *Building capacity is 325* | **Organization:** |  |
| **Contact Name:** |  | **Phone:** |  |
| **Email:** |  | | |
| **Mailing Address:** |  | | |

How do you intend to clean up after your event?

* Our volunteers/employees will be responsible for cleaning up
* I would like to hire NCCC staff to clean up
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you like to pay for the rental fee?

* 25% deposit to reserve the space, remaining balance due at the event
* Pay entire balance in advance
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please initial the following to indicate that you understand and agree:**

\_\_\_\_\_The renter must provide a certificate of insurance naming the North Conway Community Center as additionally insured.

\_\_\_\_\_It is the responsibility of the renter to obtain a special event permit if necessary. Visit conwayrec.com/permits/special-event-permit or call Michael Lane at (603) 901-1139.

\_\_\_\_\_If alcohol is being sold, the renter is responsible for providing proof of a liquor license. Visit www.nh.gov/liquor to find the application for a one day liquor license if necessary. If the alcohol will be served for a private event, event insurance is necessary.

\_\_\_\_\_For large groups, the renter is responsible for having a trained crowd manager (one crowd manager is sufficient for groups up to 250 people, two crowd managers are necessary for larger groups). Certification can be completed online at <https://www.crowdmanagers.com/training> for $19.95 per person.

\_\_\_\_\_The renter must call or email 1-2 weeks prior to the event to arrange to get key box code for after hours arrivals, receive training on any equipment (such as the stove), and receive instructions on how and where to access tables, chairs, dumpster, and cleaning supplies.

\_\_\_\_\_The renter must ensure the event does not exceed capacity of 325 people, with a maximum of 120 seated guests and 205 standing. If the event requires tables or staging, it is the responsibility of the renter to coordinate with the North Conway Fire Chief to recalculate the capacity.

\_\_\_\_\_It is the responsibility of the renter to review and understand the building wide emergency plan and to make adjustments according to the particular event.

\_\_\_\_\_After unloading, renters shall not leave vehicles in the circle.

\_\_\_\_\_It is the responsibility of the renter to arrange tables, chairs, and trash cans as needed for the event.

\_\_\_\_\_Painter’s tape is the only tape permitted for marking floors or hanging signs. The renter could be charged up to a $150 cleaning fee for tape residues left on floors or walls.

\_\_\_\_\_The renter understands that open flames, smoking, and the use of vape pens are not permitted on the premises.

\_\_\_\_\_The renter must ensure that all hallways and exits are kept clear of any obstructions.

\_\_\_\_\_At the end of the event, the renter must leave windows and doors closed and locked, propane turned off to the oven, trash emptied and disposed of in the dumpster, and tables and chairs returned to storage.

\_\_\_\_\_If the event produces excessive amounts of trash, it is the responsibility of the renter to arrange for alternative means of disposal.

\_\_\_\_\_It is the responsibility of the renter to report any inoperable items or damages to the executive director, regardless of fault.

\_\_\_\_\_Renters shall hold the North Conway Community Center (NCCC), its officers, directors, employees, volunteers, agents, contractors, and subcontractors harmless for any and all injuries, damages, claims, costs and expenses arising out of the renter’s conduct and operations, and arising out of the premises being occupied by the renter and not attributable to the negligence of the NCCC.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_