

Facility Rental

Name

Purpose of Rental

Street Address

Number of Attendees

City Zip

Date of Rental

Phone Number

Facility Requested

Adult Sponsor Phone Number

Time of Rental

(initial) There will be a 30 MINUTE WINDOW between reservations. You are expected to have your area clean and all belongings removed before the next rental. If you require more time for your reservation, check with the front desk before your rental about purchasing additional hours.

Facility Rental Deposit

- Facility deposit is non-refundable if reservation is cancelled.
- Facility deposit is transferable to another reservation, if the Manchester Parks & Recreation Department is notified at least 10 working days in advance.
- Deposit will be applied to total balance of rental.
- Deposit must be paid in full and reservation completely filled out and signed before reservation can be made.

Facility Rental Payment

- Facility rental fee must be paid in full at least 7 days prior to reservation.

Total Fee - _____ Deposit = _____ Balance _____ Date paid in full

Terms and Conditions of Agreement

(initial) **Clean up** will be done by the above person/organization; if clean up is not satisfactory a \$25.00 cleaning fee must be paid and/or future rental privileges will be revoked.

The above person/organization indicated assumes full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above person/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above.

There is no smoking allowed in the Manchester Recreation Complex or the Ada Wright Building. The use of alcoholic beverages is prohibited in any park facility and park grounds. Use of Rollerblades, skates, scooters, skateboards, and bicycles are prohibited inside the Ada Wright Building. Any damages to park facilities or equipment will be the responsibility of the above person/organization.

There is a \$25.00 return check fee. Customer will be responsible for all costs of collections including court costs and attorney fees.

Signature

Date

Staff Initials