



MERRIMACK PARKS & RECREATION
 116 NATICOOK ROAD, MERRIMACK, NH 03054
 TELEPHONE (603) 882-1046 FAX (603) 883-5335
MCASPARIUS@MERRIMACKNH.GOV

FUNCTION HALL RENTAL APPLICATION

Person/ Organization Name: _____

Address/Town/State/Zip: _____

Contact Phone #: (Home or Work) _____ (Cell) _____

Email Address: _____

Date Requested: _____ Group Arrival Time: _____ Event End Time: _____

Estimated number of attendees: _____ Purpose of Event: _____

Please select how you would like the tables and chairs to be setup for you from the options below. Please visit our website for sample diagrams of possible setup option. (www.merrimackparksandrec.org/functionhall)

Banquet with Head Table: _____ Banquet without Head Table: _____ Classroom Style: _____

Theater- Option A: _____ Theater- Option B: _____

Other (please elaborate: _____

Tables & Chairs # of Tables Needed: _____ # of Chairs Needed: _____

Will there be alcohol present? Yes: _____ No: _____

Optional Add on Services: (check if applicable) TV for Presentations/ Videos: _____

Kitchen Use: _____ (Fee Applies)

PA / Sound System: _____ (Fee Applies)

RENTAL RATES:	
Merrimack Resident/Non-Profit/Business	\$175.00 / 3 hour minimum time block
Non-Resident	\$350.00 / 3 hour minimum time block
**After 3 Hour Minimum Time Block; rate is prorated by the by the hour	

OPTIONAL ADD ON SERVICES	
Kitchen Use Fee	\$50.00 (flat rate fee)
PA / Sound System & Microphone	\$25.00 (flat rate fee)

A \$50.00 security deposit is required to reserve any date along with the completed rental application. The deposit will be applied to the total cost of your rental.

All rentals require a certificate of liability insurance naming the Town of Merrimack as additionally insured. Applicants may obtain this policy from their own insurance carrier or can purchase an Event Insurance Policy through our carrier. See page 2 for details.

I am applying for use of the Wasserman Park Function Hall. I have read the Rental Rules and Regulations on pages 2 of this application and agree to abide by them. My signature signifies my understanding and acceptance of all Rental Rules and Regulations.

Signature of Contact Person _____ Date: _____

***For events where alcohol will be present, Town Manager Approval is required before reservation can be finalized.**

Town Manager Signature: _____ Date: _____

RENTAL CATEGORY DEFINITIONS

- **Merrimack Based Resident/Business/Non-Profit Community Organization:** Individual, business or community organization renting the facility must be based in the Town of Merrimack in order to pay the resident rate.
- **Non-Resident Individuals/Business Groups:** Anyone not specifically identified in the above category would be defined as a Non-Resident.

DESCRIPTION OF PHYSICAL SPACE

- The Front Room measures 25 feet x 35 feet (875 square feet) and can hold up to 100 people standing or 50 people if seated theater or classroom style based upon our New Hampshire Permit to Operate a Place of Assembly.
- The Main Hall measures 35 feet x 50 feet (1750 square feet) with a high ceiling and can hold up to 200 people standing or 100 if seated theater or classroom style based upon our New Hampshire Permit to Operate a Place of Assembly.
- The Kitchen features a Propane Convection Oven, Commercial Stove, Refrigerator, Walk-In Freezer and Microwave along with a three compartment sink.
- The Building now has a 75" Flat Screen TV available for use with presentations but you must provide your own computer or DVD player to play the presentation. Use of TV must be requested in advance so that we can go over setup with you.

INSURANCE REQUIREMENTS

- Rentals are available 7 days per week between 7:00 am – 11:00 pm. Parks & Recreation Department activities have priority use of the building. All other rentals are accepted on a first-come first-serve basis based upon availability. The Function Hall does not have air conditioning. As such, the facility cannot be rented June 1st – August 31st each year.
- All rentals require a certificate of liability insurance naming the Town of Merrimack as additionally insured. The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for person injury, bodily injury and property damage.

Applicants may obtain this policy from their own insurance carrier or can purchase Tulip Event Insurance Policy through our carrier. A copy of the insurance binder must be submitted to the Parks & Recreation Department at least one week in advance of the event along with any final payments that are due or the event will be cancelled. Insurance policies without liquor coverage start at \$75.00 per event.

Events wishing to have alcohol present must also meet the following conditions:

- Hire a Licensed Caterer or Bartender to the serve alcohol.
- Caterer/Vendor must also provide a certificate of liability insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and which names the Town of Merrimack as additionally insured.
- All alcohol must remain inside the Function Hall during the event and is not permitted outside the building.

LIABILITY & INDEMNITY AGREEMENT

In consideration of the permission granted for the use of the Town of Merrimack's property known as the Wasserman Park Function Hall, I hereby release the town, their officers, employees and agents from any and all liability for injury or death which may be sustained by any member of our group while participating in said recreational activities, whether or not caused by the negligence of the town's officers, employees and agents, and waive all claims and the right to sue to which we may otherwise be entitled as a result of such injury or death.

I further agree to indemnify the town, their officers, employees and agents from any and all liability, loss or damage, including but not limited to bodily injury, illness, death or property damage, and reasonable attorney fees and costs which they may become legally obligated to pay as a result of claims, demands, costs or judgment against them arising out of our use of the **Wasserman Park Function Hall**, whether or not negligence of the town, their officers, employees and agents is involved, and whether or not liability is sole, joint or several.

I have read this form and understand all its terms, plus have the authority to sign granted by the above listed group. I hereby execute it voluntarily and with full knowledge of its significance.

Completed applications can be emailed to: mcasparius@merrimacknh.gov or mailed to: Merrimack Parks & Recreation, 116 Naticook Road, Merrimack, NH 03054. For questions, please call 603-882-1046.