



MERRIMACK PARKS & RECREATION
 116 NATICOOK ROAD, MERRIMACK, NH 03054
 TELEPHONE (603) 882-1046 FAX (603) 883-5335
WWW.MERRIMACKPARKSANDREC.ORG

FUNCTION HALL RENTAL APPLICATION

Group/Organization Name: _____

Contact Person: _____

Address: _____

Contact Phone #: (Home) _____ (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 a diagram of each option. (www.merrimackparksandrec.org/functionhall)

Theater- Option A: _____ Cluster Seating: _____ Classroom Seating: _____ No Table or Chairs needed: _____
 Theater- Option B: _____ Boardroom: _____ Horseshoe: _____

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

Optional Add on Services: Kitchen Use _____ LCD Projector: _____ PA system _____ Stage: _____

RATES	MERRIMACK RESIDENT, MERRIMACK BUSINESS OR NON-PROFIT ENTITY	NON-RESIDENT
Mondays – Fridays Rentals between 7:00 am – 6:00 pm	\$100.00 / 2 hour time block	\$200.00 / 2 hour time block
Mondays– Fridays Rentals between 6:00 pm – 11:00 pm	\$175.00 / 3 hour time block	\$350.00 / 3 hour time block
Saturdays & Sundays Rentals between 7:00 am – 11:00pm	\$175.00 / 3 hour time block	\$350.00 / 3 hour time block
Flat Rate Reception/Event Package Setup Friday Night after 6:00 pm Hall Usage All Day Saturday	\$600.00 (package price)	\$1,200.00 (package price)

OPTIONAL ADD ON SERVICES	
KITCHEN USE FEE	\$50.00 (flat rate fee)
SCREEN & LCD PROJECTOR	\$25.00 (flat rate fee)
PA SYSTEM & MICROPHONE	\$25.00 (flat rate fee)
STAGE (3 FT X 8 FT)	\$25.00 (flat rate fee)

A \$50.00 security deposit is required to reserve any date along with all pages signed and initialed. 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 Tulip 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 and 3 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

Total Amount Due

***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.
- **Wedding Reception/Event Package:** A wedding reception / Event Package is available for a block price and allows renter to set up the Function Hall on Friday Night after 6:00 pm and have use of the Hall all day on Saturday until 11:00 pm. Subject to hall availability.
- **Discounted rates available:** Events that take place Monday –Friday between 7:00 am – 6:00 pm are available in 2 hour time blocks instead of the standard 3 hours for a reduced rate.
- Reduced rates available for user groups renting the facility on a routine or reoccurring basis.

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 is heated during the winter months, but the space is not air-conditioned. We have 18 six foot tables and 17 eight foot rectangular tables and 140 folding chairs available for use.

RULES & REGULATIONS

- 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 on a first-come first-serve basis based upon availability.
- 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. The insurance application form is available at <https://merrimackparksandrec.org/wasserman-park>. 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 \$77.00 per event. Insurance policies for events with liquor present start at \$153.00.
- **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.
- No smoking is allowed anywhere inside the building. No fog machines or pyrotechnics devices are allowed. If the fire alarm or the sprinkler system is set off, fines will be imposed upon the renters.
- Thumbtacks or similar hardware to hang decorations should not be used. If tape is used, it must be fully removed afterwards. Hanging decorations from sprinkler system pipes are prohibited.
- The Town of Merrimack and its employees are not responsible for any lost or stolen articles or for the safety of any property brought onto the premises.
- Any damages to Town property, even accidental damages are the responsibility of the individual or organization renting the facility. Damages must be reported to the Parks & Recreation Department within 24 hours or the next business day.
- Applicant is applying for the use of the Function Hall building at Wasserman Park only; all other amenities at Wasserman Park are open to the general public and usage of those amenities cannot be restricted.

***Initial:** _____

RULES & REGULATIONS

- Individuals can be dropped off in the loading zone near the entrance to the facility but all cars must be parked in one of the designated parking lots during the event. Parking is available in the Resident Parking Lot located behind the Parks & Recreation Department Office, in front of the Day Camp Office or in the Non-Resident Parking Lot located near the Park's exit. In addition, two handicap accessible parking spaces are available directly next to the buildings entrance. Handicapped accessible parking spaces are for vehicles with appropriate license plate or placard. Parking is prohibited along the Park roadways or in the grass near any of the buildings. Renters are responsible for informing their attendees of the parking regulations at the facility.
- In the event of inclement weather and the Town is forced to close the building, a reasonable attempt will be made to notify the contact person named on the reservation form. The Town of Merrimack is not responsible for any cost or inconvenience incurred by the organization or individual.
- The Town Manager or their designee has the authority to make exceptions to all fees and rules and can add additional requirements for permitted events if deemed necessary based on the nature of the event.

PAYMENTS, CHARGES & REFUNDS

- A \$50.00 deposit is due at time of reservation in order to hold your requested date. This deposit will be applied to the total cost of your rental.
- Final balances, caterer information and liability insurance must be received one week prior to the scheduled rental date or renter's date and deposit will be forfeited.
- Payment is accepted by Cash, Check or Check Card (Visa, MasterCard or Discover)
- Checks should be made payable to the: **TOWN OF MERRIMACK**
- Refunds may be granted with notice of ten (10) business days prior to the date of the event. All cancellations received more than ten (10) days in advance will be assessed a \$25.00 administrative processing fee. No refunds will be granted for cancellations less than ten (10) business days prior to the date of the event, except for extenuating circumstances. In the event of a cancellation due to weather, renter has the option to reschedule the rental to a mutually agreed upon date or receive a full refund.

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 the below signed 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 am aware that use of the facility and participation in recreational activity may present a strain on our participant's bodies and by doing so exposes them to the always present risk of injury or death and, therefore, we represent to the town that, we assume all risks of our participation.

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.

Signature: _____

Date: _____

QUESTIONS?

For questions regarding rental policies and procedures or if you would like to schedule a tour of the building, please contact the Merrimack Parks & Recreation Department at 603-882-1046.