

Danville Community Center
169 Main Street, Danville, NH 03819 (603)382-8253 x1
APPLICATION FORM USE/ RENTAL CONTRACT

Date: _____ Time: start _____ end: _____
ROOM: Banquet Kitchen Estimated number of people: _____
NAME: _____ TELEPHONE: _____
ADDRESS: _____
TYPE OF FUNCTION / ORGANIZATION: _____

SECURITY DEPOSIT: A security deposit of **\$75.00** is required for **ALL** rentals. It may or may not be required for non-profit organizations; at the discretion of the Community Center Committee. The deposit will be returned upon inspection of the facilities. Non-profit organizations are encouraged to make donations for the continual maintenance and upgrading of the facility.

RENTAL FEES

TOWN RESIDENT: 2 hour minimum - \$150.00, each additional hour is \$25.00

NONRESIDENT: 2 hour minimum - \$175.00each additional hour \$35.00

TOWN NON-PROFIT ORGANIZATIONS - no rental fee.

AMOUNT DUE: Hall rental \$ _____ Check # _____

Security Deposit \$75.00 Check # _____

Upon registration, 2 separate checks are required along with application form.

Please make check out to Town of Danville

RESPONSIBILITIES

1. Pick up key(s) at Town Hall, Tax Collector's Office or Selectmen's Office.
2. The entire area used must be cleaned and neat when you leave. Please look for the Customer's checklist. A minimum of \$75.00 will be charged if not properly cleaned.
3. The security deposit will not be returned if damages, destruction, or loss of Center property is detected. If damages, destruction, loss is greater than the security deposit the person(s) named above will be billed directly. Please do not drag tables or chairs across the floors.
4. It is the responsibility of the person(s) named above to report any damages.
5. All trash must be thrown in the dumpster located outside of the Community Center. Trash can bags can be found in the kitchen and must be replaced. The key to the dumpster will be provided.
6. All doors and windows must be shut and locked, lights shut off, AC shut off, and heats turn down to 59 degrees.
7. The Center/Board of Selectmen 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.
8. All personal equipment must be taken with you. The Center/Town is not responsible for items left behind.
9. Immediately after your function, drop the key(s) in the Center's drop box or return to the Town Hall, to the Tax Collector's or Selectmen's Office promptly.
10. The Center/Town of Danville is excused from all claims made by any party or person(s) for property damages or injuries sustained on the premises.
11. If a function is cancelled, the deposit and rental fee will be refunded in full if the Center is notified at least 14 days in advance.
12. Alcohol Use in Accordance with Article 2011-17: Granted _____ Denied _____

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

Management Committee Rep. Date