

Rate is based on six (6) hour period unless noted. Additional time shall be rated at \$50.00/hour. Fees must accompany application. Applicants will forfeit cleaning deposit for failure to meet requirements specified below. Cleaning deposit shall be held until the hall has been inspected and meets the specified cleaning requirements as set forth in this agreement. Cleaning deposit will be returned within seven (7) days of the use of facility.

Cancellation within fourteen (14) days of the scheduled event will forfeit the \$100 Cleaning Deposit.

Hall Cleaning Requirements

It is expected that the applicant will carryout what is carried-in. Kitchen will be left clean and neat. Dishes and silverware are to be cleaned and put away. All trash is to be removed and put in dumpster provided outside. Tables and chairs are to be put away. Floors used shall be dry-mopped. When hanging decorations, tape only may be used on the walls and ceilings and must be removed and disposed of. **Absolutely no tacks are allowed.**

Building must be left secure. All lights are to be turned off and windows closed and locked. Thermostat must be turned down to 60 degrees.

To have tables and chairs set up for renter, the fee shall be an additional \$30 during the week and \$60 on weekends.

- **Castonguay Pavilion**

\$150.00 for up to six (6) hours. Includes use of the picnic tables, grills, porta-let and surrounding picnic area by pavilion. This is a carry-in, carryout rental. *

- **Upper Fields (Babe Ruth, Softball and Soccer)**

\$100.00 for up to six (6) hours. Includes use of fields and porta-let. This is a carry-in, carryout rental. *

- **Lower Field or Olson Field**

\$50.00 for up to six (6) hours. Includes use of field and porta-let. This is a carry-in, carryout rental. *

- **Combined Rental of Pavilion and Fields**

\$300.00 for up to six (6) hours (\$25.00 for each additional hour). This is a carry-in, carryout rental. *

*A \$100.00 deposit is required to ensure the property is cleaned up after use. The deposit will be refunded once the town has inspected the facility.

Rules and Regulations Governing the Brentwood Community Center and Recreation Fields

The Town of Brentwood is pleased to cooperate and to extend to the public the use of its facilities. In return, the town expects the property to be respected and protected from any damages. The following explains the rules and regulations under which its use is made possible and to clarify the responsibilities of organizations utilizing these public facilities.

1. The applicant must provide a certificate of insurance when requesting usage of any town property or building. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/500,000 with additional personal injury of \$300,000 AND the Town of Brentwood listed as an additional insured. Applicants further release the Brentwood Recreation Department, Brentwood Recreation Commission, the Town of Brentwood and their agents from all claims, demands of chance on account of any and all injuries to persons or property that may result by virtue of said participation.
2. Sign out key to the Community Center may be picked up at the Recreation Office, located at the Town Office. Keys given for weekend use shall be returned to the office on Monday, week-day use of the BCC will require return of the key the next business day. Lost keys will forfeit the \$100.00 cleaning deposit.
3. Trash must be disposed of in the dumpster provided at the site.
4. If the renter is planning on having a cash bar at the function a state liquor license shall be required. A liquor license may be obtained at the NH Liquor Commission in Concord. These licenses are not issued immediately, so apply well in advance. To obtain a one-day license, contact the NH Liquor Commission at 603-271-1722. The Town of Brentwood shall not be held liable for any injury and/or damage resulting from the presence of alcohol. The applicant assumes sole responsibility and liability. No kegs will be allowed. If liquor is served it may be required that a Brentwood Police officer be at the premises at the Brentwood Police detail rate schedule, to be an additional cost to the applicant. Alcoholic Beverages are permitted on a "bring your own" basis if permission is obtained prior to the event.

5. Organizations/groups using the facilities shall see that all persons are completely out of the building/recreation area within the time specified in the approved application. No outdoor activity, including cleanup, shall continue beyond dusk, unless pre-approved.
6. No signs, posters, exhibits, banners or decorations of any kind shall be hung in or about the park area which would in any way mar or deface same. Public address systems are prohibited unless approved in writing by the Board of Selectmen.
7. The applicant/organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
8. Any damages to the property or any injury to any person must be reported to the recreation office or Selectmen's office within twenty-four (24) hours of said occurrence.
9. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation.
10. No solicitation of funds shall be permitted unless first approved in writing by the Board of Selectmen.
11. Dogs are not allowed in any town park except if they are used for handicapped purposes.
12. No overnight camping in the town parks without a permit, and fires are prohibited.
13. Smoking is prohibited in all town buildings.
14. The use of candles is prohibited, except for celebratory cakes.
15. The Town of Brentwood reserves the right to require police presence – the cost shall be the responsibility of the renter.
16. Adult supervision is required for anyone under 21 years of age.
17. Property is to be left as you found it.
18. The Town of Brentwood and Recreation Department, at any time, reserves the right to change, amend the foregoing regulations or withdraw from organization or person the privilege of using town buildings or park facilities, all within its discretion.

I have read the rules and regulations governing the use of the facilities, as stated hereof, and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith.

Authorized signature _____ Date _____

Received by _____ Approved by _____ Date _____

Total Fees Paid _____ check number _____ Cash _____

If no fee charged, approved by _____

Certificate of insurance received on _____ (attach to application)

Key number _____ Received By _____ Date key returned _____ Received by _____

The Town of Brentwood reserves the right to waive part or all charges and/or requirements.

Waiver Granted _____

As Authorized by the Board of Selectmen/Designee: _____
 (Signature Selectmen/Designee)