



# FACILITIES RENTAL FORM

Date Submitted \_\_\_\_\_ Date of Event \_\_\_\_\_

Name/Group/Organization \_\_\_\_\_

WCA Member       Non-Profit 501(c)

Contact

Phone

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Describe activity \_\_\_\_\_ No. of participants \_\_\_\_\_

Event	Start Time:	Event	End Time:
Setup	Start Time:	Cleanup	End Time:

*Please include adequate time for setup and cleanup when determining the total rental time.*

	Rental Rates* Effective January 1, 2015	WCA Members and/or Non-Profit 501(c)3		Non-member	
		2-4 hours	5-8 hours	2-4 hours	5-8 hours
<input type="checkbox"/>	Children's Party	\$50		\$75	
<input type="checkbox"/>	With use of stove	\$60	Not available	\$85	Not available
<input type="checkbox"/>	With full use of kitchen - stove, cookware, dishes & dishwasher	\$75		\$100	
<input type="checkbox"/>	Function Room	\$100	\$150	\$150	\$225
<input type="checkbox"/>	With use of stove	\$115	\$165	\$165	\$240
<input type="checkbox"/>	With full use of kitchen - stove, cookware, dishes & dishwasher	\$150	\$200	\$200	\$275
<input type="checkbox"/>	Tablecloths - dark green	Free	Free	Free	Free
<input type="checkbox"/>	Tablecloths - white	\$12/cloth	\$12/cloth	\$12/cloth	\$12/cloth
<input type="checkbox"/>	Projector & screen	\$20		\$25	
<input type="checkbox"/>	Audio equipment	No charge		No charge	
<input type="checkbox"/>	Wi-Fi capability	\$20		\$25	
<input type="checkbox"/>	Table & chair set up	\$25	\$25	\$25	\$25
<input type="checkbox"/>	Table & chairs put away	\$25	\$25	\$25	\$25
<input type="checkbox"/>	Timothy Patten Park	\$50		Not available	

**\*SPECIAL RATES:** 1) Rent the Function Room 3 times within one calendar year and the 3<sup>rd</sup> booking is 1/2 off. Other multi-use rates are available. 2) Group lessons: 20% of income.

**NOTE:** A \$50 refundable cleaning and damages deposit is required and will be refunded if facility is left in its original condition (trash removed, floor swept, and dishes washed and put away).

Special requirements attached.       Alcohol will be served.       Insurance coverage attached.

NOTES: \_\_\_\_\_

**Wilmot Community Association**  
64 Village Road, Box 23, Wilmot, NH 03287  
Phone: 603-526-7934 Email: wca@tds.net

**WILMOT COMMUNITY ASSOCIATION RELEASE AND INDEMNIFICATION:**

I/We \_\_\_\_\_ agree to indemnify and hold harmless the Wilmot Community Association (WCA), its members, officers, board members and employees from and against any and all losses, claims, damages, injuries, liabilities, actions, costs or expenses, joint and several to which the WCA may become subject (including any legal or other expenses reasonably incurred by it in connection with investigating any claim against it and any amounts paid in settlement or compromise) insofar as such losses, claims, damages, injuries, liabilities, actions, costs or expenses arise in connection with or are based upon (i) the negligence, recklessness or intentional conduct of user or user's guests, attendees, or other persons during the above agreed usage times; (ii) breach of any agreement of user hereunder; or (iii) failure of user or user's guests, attendees, or other persons to comply with the WCA's facility use policy. I/we also understand and agree that the WCA's Board of Directors has sole discretion in determining use of the above facilities and that I/we have read and will abide by the WCA's Facility Use Policy. There will be a \$20 fee for late monthly rental payments.

By signing this document, I further certify that I have read and agree to abide by the WCA Facilities Use Policy.

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Total cost of rental \$ \_\_\_\_\_

\$50 refundable security is due with application, payable in a separate check.

50% deposit due with application \$ \_\_\_\_\_

Balance due no later than 1 week before the date of event \$ \_\_\_\_\_

*Note: If renter cancels 60 or more days prior to the event: the deposit will be refunded in full. 15 to 59 days prior to the event: 50 percent of the deposit will be refunded. Within 14 days of the event: no refund.*

*The WCA reserves the right to cancel a function at any time, even if it is in progress, if the terms of the Rental Agreement are violated by the Renter or his/her guests. This may be done at the WCA's sole discretion. The decision shall be binding and final. In such cases, the WCA shall retain all payments and shall not be liable for any charges or forfeited deposits.*

WCA Use Only

online calendar

Date approved \_\_\_\_\_ WCA Authorizing Agent \_\_\_\_\_

\$50 Security Deposit Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

50% Deposit \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

Total Paid \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_