

# RENTAL APPLICATION

MARION GERRISH COMMUNITY CENTER (MGCC)

39 W. BROADWAY, DERRY, NH 03038

TEL. 603-434-8866 FAX 603-432-5760 EMAIL: MGCC.DERRY@GMAIL.COM WWW.MGCCDERRYNH.ORG

**JANUARY - DECEMBER 2019**

Our support comes from your donations, thrift shop sales & room rentals. Thank you!

Who is the rental for (name we will list on reader board)? \_\_\_\_\_

Reason for Rental (Business, Birthday, Baby Shower, Party, etc.): \_\_\_\_\_

How many attending? \_\_\_\_\_ How did you learn about our rooms? \_\_\_\_\_

## Pricing & Information:

- Regular hours are Monday – Friday, 8:00 a.m. to 9:45 p.m. and Saturday 9:00 a.m. to 4:45 p.m.
- Room One (includes full kitchen) is \$120 for four (4) hours and \$20 for each additional hour.
- All other rooms are \$60 for four (4) hours and \$20 for each additional hour.
- **Four-hour rental time INCLUDES the set up and clean up time.**
- Prices double for use outside of the regular operating hours listed above.
- A separate, \$50 security deposit is required at the time of reservation & will be returned on the next business day, after the rental, if room is returned in proper condition.
- Room rental fee must be paid two weeks prior to event.
- We require two-week notice of cancellation for a refund.

**We have TVs, DVD players & a computer compatible projector available to sign out.**

**No DJ's however, music is allowed as long as it is kept to a reasonable level.**

**Please remember WE RECYCLE!**

- I have read & understand the Room Rental Rules (separate sheet). \_\_\_\_\_ Initial
- I have read & understand by signing we agree to hold the MGCC harmless. \_\_\_\_\_ Initial
- WE DO NOT ALLOW **ANY** TOBACCO products (including e-cigarettes) \_\_\_\_\_ Initial
- **TELL YOUR GUESTS NO ALCOHOL ON OUR PREMISES.** \_\_\_\_\_ Initial
- Room must be returned to original state to receive security deposit back. \_\_\_\_\_ Initial
- The use of open flames is prohibited in our building. \_\_\_\_\_ Initial
- The Center may cancel your reservation due to weather or emergency. \_\_\_\_\_ Initial  
*(We will announce on WMUR, News 9 if the Center is closed)*
- If you violate MGCC rules, rental fee & security deposit won't be refunded. \_\_\_\_\_ Initial

Room No: \_\_\_\_\_ Date: \_\_\_\_\_ Times: \_\_\_\_\_

Room Rental Fee \$ \_\_\_\_\_ Additional hours fee: \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

I understand the terms listed here & Room Rental Rules (separate sheet) & I agree to abide by them.

\_\_\_\_\_  
Signature of person renting room & date

Received Security Deposit of \$ \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

Received Total Rental Fee of \$ \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

RETURNED Security Deposit of \$ \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_