

# 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 2022**

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
  - We reserve the right to cancel reservations. \_\_\_\_\_ 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 \_\_\_\_\_