

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 2023

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, call to see if available.
- **A \$50 security deposit via cash or check** is required at the time of reservation.
Cash deposits must be picked up **IN PERSON**. Checks will be mailed back to customer.
- **Room rental fee must be paid two weeks prior to event.**
- We require two-week notice of cancellation for a refund.
- We have SMART TVs, DVD players & a computer compatible projector available to sign out.
- No DJ's however, music is allowed if it is kept to a reasonable level.
- 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
- Cash deposits not picked up **within 30 days of rental** will be considered a donation. _____ 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 _____