

# 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.MGCCDERRY.NH.ORG

**JANUARY - DECEMBER 2024**

Who is the rental for (this will be on the reader board)? \_\_\_\_\_

Reason for rental (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 \$30 for each additional hour.
  - All other rooms are \$80 for four (4) hours and \$20 for each additional hour.
  - Rental time **INCLUDES** the set up and clean up time (estimate at least 30 minutes to clean).
  - We accept cash or checks (made to Marion Gerrish Community Center), no credit/debit cards.
  - 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 the 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 & agree to the MGCC Rental Rules & Room Use Policy (separate sheet). \_\_\_\_\_ Initial
  - By signing you agree, on behalf of everyone at your rental, to hold the MGCC harmless \_\_\_\_\_ Initial
  - By signing you agree to inform everyone at your rental of our rules. \_\_\_\_\_ 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
  - Birthday candles and sterno for chafing dishes are the only flames allowed in building. \_\_\_\_\_ Initial
  - We reserve the right to cancel reservations. \_\_\_\_\_ Initial
- (We will contact you via the provided info & announce on WMUR, News 9 if the Center is closed)*
- If you, or anyone at your rental, violates our rules, and are asked to leave the building, the rental fee & security deposit won't be refunded. \_\_\_\_\_ Initial

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

Room Rental Fee(\$80/\$120) \$ \_\_\_\_\_ Addt'l hours fee (\$20/30 p/hr) \$ \_\_\_\_\_

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

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

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

I (we) have read and agree to abide by the MGCC Rental Rules & Room Use Policy (attached) In addition, all members of our group agree to hold the MGCC harmless for any injuries sustained while on our property

\_\_\_\_\_  
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 \_\_\_\_\_