



TOWN OF LONGMEADOW RENTAL CONTRACT - COMMUNITY HOUSE

Name of Renter _____
 Address _____

 Phone Number _____
 Type of Event _____
Required Deposit _____
Rental Balance _____

Today's Date _____
 Date of Function _____
 Where _____
 Time: Begin _____ To _____ End _____
 How Many Attending _____
Date Due _____
Date Due _____

Email:		Admission Charge: (circle)	Yes	No
Fax #:				

Room Request (please check)

- Auditorium
- Rear Auditorium
- FULL Auditorium
- Meeting Room A
- Kitchen

Equipment Request (please check)

- Easel
 - Wipe Board
 - TV/VCR
 - Coffee Urns
 - Tables # _____
 - Chairs # _____
- We have 20 Rectangular tables (8x3), 20 card tables, and 200 chairs available

All fees listed are hourly rates and a two (2) hour minimum fee is required. The rental time must include any set up and clean-up time required by the renter for their function. The Community House is available from 8am to 10pm.

Commercial Usage:

Any use which:

- A. a fee is collected at the event
- B. has financial profit as its primary aim
- C. is related to a retail or wholesale business
- D. is by a shopkeeper or merchant in pursuit of business

Non-Commercial Usage:

Any use which is not commercial

Non-Resident Renters must add an additional \$10 per hour rented

Commercial Rental: Weekday-Weekend

Meeting Room \$ 40.00/hr - \$75.00/hr
Rear Auditorium \$ 40.00/hr - \$75.00/hr
Auditorium \$ 75.00/hr - \$145.00/hr
FULL Auditorium \$ 110.00/hr - \$215.00/hr
Kitchen (flat fee) \$ 70.00

Non-Commercial Rental: Weekday-Weekend

Meeting Room \$ 30.00/hr - \$40.00/hr
Rear Auditorium \$ 30.00/hr - \$40.00/hr
Auditorium \$ 40.00/hr - \$75.00/hr
FULL Auditorium \$ 65.00/hr - \$110.00/hr
Kitchen (flat fee) \$ 70.00

Security deposits are required for all rentals based on the type of room being rented.

- Meeting Room / Rear Auditorium Security Deposit \$30
- Auditorium / FULL Auditorium \$110
- Kitchen \$100

If you are renting the Auditorium and Kitchen the total security deposit is \$110 Auditorium + \$100 Kitchen = \$210
 Security Deposits are returned after rental space has been inspected, allow 2 to 3 weeks

Alcoholic Beverages: May be served ONLY if a one-day liquor license is granted by the Board of Selectmen.

A minimum of one (1) month is required by the Selectmen's office to process.

"Liquor Liability" Insurance Coverage is required. This insurance is your responsibility. Fees for this insurance can range from \$300 and up, depending on your situation. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate is required prior to picking up your license. Please ask Community House staff for an application, or contact the Selectmen's office, (413) 565-4110.

The Community House will assess a surcharge of **\$100.00** for having alcoholic beverages on the premises. Additionally, the Select Board's Office charges a **\$50.00** fee, payable when you pick up your license.

Will there be liquor (including beer and wine) at this event? (*please circle*) **Yes** **No**

Notice:

The Office of Campaign and Political Finance has deemed the Community House is not available for political fundraisers, as it does not comply with Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose."

Applicant Signature

Your Signature indicates you have been given, understand and accept the terms for rental and all conditions pertaining to rental.

Applicants Signature

Date

Return signed rental contract to the Parks and Recreation Office.

Longmeadow Parks and Recreation
735 Longmeadow Street
Longmeadow, MA 01106

Phone: 413.565.4160
Fax: 413.565.4165
www.lprd.net **CHECK FACILITY AVAILABILITY ONLINE!**

COMMERICAL

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$40 / \$75	x	_____	=	_____
Rear Auditorium	\$40 / \$75	x	_____	=	_____
Auditorium	\$75 / \$145	x	_____	=	_____
FULL Auditorium	\$110/ \$215	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Flat Fee

Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____

Total Rental fee:

Security Deposit

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____

Security Deposit:

NON-COMMERICAL

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$30 / \$40	x	_____	=	_____
Rear Auditorium	\$30 / \$40	x	_____	=	_____
Auditorium	\$40 / \$75	x	_____	=	_____
FULL Auditorium	\$65 / \$110	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Flat Fee

Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____

Total Rental fee:

Security Deposit

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____

Security Deposit:

Payment by cash, check, MasterCard, Visa and American Express. Checks must be made out to LPRD.

For Office Use Only	Security Deposit	Cash: ___	CC: ___	Check: ___	Check # _____	Rec'd _____
	Rental Paid	Cash: ___	CC: ___	Check: ___	Check # _____	Rec'd _____

Approved by: _____ Date: _____