



Town of Canaan
PO Box 38
Canaan, New Hampshire 03741

"Working towards a better Community"

Meeting House Rental Agreement

This Agreement is between _____ (Renter) and the
Town of Canaan, NH on this date _____.

Guidelines for Rental

All persons wishing to reserve the use of the building must sign this contract. Please remember that your signature on this contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function. Adequate adult supervision must be supplied at all times. ***The Town of Canaan reserves the right to cancel any event with a minimum of a 30 day advanced notification.***

Fee Schedule (attached)

1. Non-Profit groups must provide copy of their 501-c registration, unless waived. Fees are for use of building and grounds only. Separate arrangements must be made with Town Building Maintenance for use of other equipment and/or services. i.e. sound systems, rubbish removal, cleaning services
2. The rental is for only the first floor and includes kitchen and bathroom. Upstairs and closets are not part of this agreement and should not be used without specific written permission.
3. The number of persons permitted in a room is specified on this agreement. Occupancy may not exceed the number listed. Any event requiring tables, i.e. wedding receptions, reunions where people are seated and food is served, shall be held outside. Tents are permitted to be used.
4. Charges are as specified on the Fee Schedule Sheet. If the event extends beyond the time requested, payment for the additional time will be charged at the specified daily rate. In the event of cancellation, less than fourteen days (14) prior to the event, the lessee will forfeit the entire deposit.
5. Security Deposits will be returned within 10 days following your event, if there has been no violation of the rules, damage, or loss of property.

6. Failure to remit payments in accordance with these terms will be reviewed on a case-by-case basis and could result in loss of future building use and loss of any deposits or funds paid.

Decorations

1. No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, walls, furnishings, or surroundings.
2. Only table-top and free-standing decorations are permitted. No candles shall be permitted.
3. Do not move or remove any artwork, posters, signage without permission.
4. No tables, chairs, benches etc. shall be moved upstairs or from the building.
5. Flowers from your function may be left (with prior approval) for the next function.

Legal Age

All persons applying for the use of the facility must be at least 21 years of age. In considering the use of the building, a group/individual may be asked to furnish references or credentials from which the Town of Canaan will determine its financial, legal, and social responsibility.

Agreement Review

Long-term activity agreements are to be reviewed every six (6) months by the Town of Canaan and renewed on a yearly basis.

Agreement Termination

For long term re-occurring events, this Agreement may be terminated without cause by either party with 30 days advance notice. All fees will be paid for the term of the Agreement. Any pre-paid usage fees not used will be returned to the Renter within 30 days after the termination of this Agreement.

Building Health/Safety and Security

1. The Town Official is responsible for opening and closing the Meeting house. A review and walk through of the building will be given to the Renter or designated representative upon initial agreement or prior to the event at a mutual designated time and date.
2. The Renter checklist for Building Health/Safety and Security is below. Please review this thoroughly prior to your function.

- a) Maximum capacity 140 people (standing), 100 people (seated) and as designated in this agreement.
- b) Smoking is not permitted anywhere in the building or on the premises..
- c) You will need a cell phone to make and receive telephone calls.
- d) Meeting House TrakPhone is for emergency use only.
- e) No food or drink is allowed within the building without prior permission.
- f) No alcoholic beverages allowed within the building or on the premises.
- g) Occupancy is restricted to the hours of 7:00 AM to Midnight.
- h) For usage over 3 hours, portable toilets must be rented and placed for use based on the following occupancy.

Number of People	No of Portable Toilets
1-40	0
41-65	1
66-100	2
101-140	3

Use of the Kitchen.

1. Caterers - Certificate of Insurance must be given to Town of Canaan Building Maintenance office 10 days prior to the event.
2. Rental equipment must be delivered during business hours and picked up immediately following the function. It is the Caterers responsibility to arrange pickup and delivery.
3. Following the function clean all tables and chairs; counters and appliances. Sweep all floors. Bag all garbage and debris and remove.
4. Please notify the Town building Maintenance of any problems with building or equipment. Advise the Supervisor of Building Maintenance of any problems needing immediate attention (phone numbers are located at front access door).
5. Please notify town of supplies that need replenishing on suggestion sheet in kitchen.
6. Renters must provide their own linens.
7. Serving dishes left in the kitchen more than 1 week will be donated to charity.

Cleanup and Closing.

1. Return all furniture and equipment to its original position.
2. Unplug all coffeepots, hotplates etc.
3. Remove all decorations, clean floors, bathroom and kitchen.
4. Remove all rubbish.

Emergencies:

Emergency telephone numbers are located at the front entrance. Any and all problems must be reported to Town official. That person will call the Town Building Maintenance office the next business day to report the incident.

Music & Dancing

1. The meeting House is located in a residential neighborhood so we ask that noise from music or speakers be minimized. All music must be terminated by 10:00 PM.

Violation of the Terms

In the event the Town determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.

Indemnification

Renter agrees to hold the Town of Canaan harmless and indemnify the Town of Canaan for all damages resulting from the Renter's occupancy of the building by the Renter or Renter's agents or invitees. Commercial renters must provide a certificate of insurance acceptable to the Town. Individual renters shall provide proof of insurance acceptable to the Town.

Meeting House Fee Schedule

RESIDENTS:	Fee
Non-Profit Organizations	\$0
Individual Private functions	\$25/hr or \$80/day
Business Groups	\$50/hr or \$200/day

Non- Canaan:	Fee
Non-Profit Organizations	\$50 /day
Individual Private functions	\$50/hr or \$200/day
Business Groups	\$100/hr or \$350/day

Local Government will not be charged for meetings and/or events. State and Federal Government will be charged based on negotiated price for specific meetings and/or events.

A security deposit of \$200 is required for large events involving the serving of food, tent, tables etc.

Payment must be made in full prior to event. A 50% deposit is due upon date of rental agreement. Long Term use agreements are subject to a payment agreement as follows:

Rubbish removal and/or cleanup will be charged at \$250 to the Renter if facility is found to be in non-compliance with terms of contract.

FEES CHARGED FOR THIS RENTAL:

Confirmation & Signature

I have read, understand the Rental Guidelines as stated above and have been given a Building Fee Schedule. Please return signed copy of contract with your deposit(s)

RENTER:

Name (please print) _____ **Tel.** _____

Signature _____ **Date** _____

TOWN REPRESENTATIVE:

Name (please print) _____

Signature _____ Date _____

Telephone Contact for Town Representative _____

Description of activities:

Dates of Use: _____

Hours of Use: _____

Maximum Capacity: _____

Other Conditions:

