



Ada Wright Rental Form

Name: _____

Phone Number: _____

Address: _____

Email: _____

City: _____

State: _____

Zip: _____

Date of Rental: _____

Time of Rental: _____

Purpose of Rental: _____

Number of Attendees: _____

Terms/Conditions of Agreement:

The Ada Wright building is available to the person/organization from 8AM to 10PM the day of rental. You are expected to have the building clean and all belongings removed by 10PM. If you require more time for your reservation, check with the front desk before your rental about purchasing additional hours. If you stay longer than the time indicated on this contract, your account will be charged \$10 for every 15 minutes outside your contracted time.

_____ (Initial)

Clean-up will be done by the above person/organization. If clean-up is not satisfactory, the safety deposit will not be refunded.

_____ (Initial)

The above person/organization indicated assumes full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above persons/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above. Max capacity of the Ada Wright building is 170. There is no smoking allowed in the Ada Wright building. The use of alcoholic beverages is prohibited in any park facility and park grounds. Any damages to park facilities or equipment will be the responsibility of the above person/organization. There is a \$20 return check fee. Customer will be responsible for costs of collection including 33 1/3 collection costs, court costs, and attorney fees.

Signature

Date

MRD Staff

Please read and initial terms & conditions on reverse side



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Facility Rental Deposit

- A \$100 refundable deposit is due before the reservation can be made. Deposit must be cash or check.
- Facility rental deposits MAY be transferrable to another reservation date if the Manchester Parks and Recreation Department is notified at least 10 business days in advance. The NEW reservation must be scheduled within 30 days or deposit will be forfeited.
- The deposit must be paid and rental form must be completed in order to book your reservation.
- Setting up before contracted time will forfeit your opportunity of receiving your safety deposit.
- Deposit may be picked up the following Monday after rental date so long as the building was cleaned properly and nothing was damaged.
- An ID must be shown in order to pick up deposit.

(Initial)

Facility Rental Payment

- The cost of rental for the Ada Wright building is \$100 for non-revenue generating uses and \$200 per day for revenue generating uses. A \$100 refundable safety deposit must be put down for either reservation type. **The security deposit must be cash or check.**
- Facility rental fee must be paid in full at least 7 days prior to reservation.
- Facility rental payments are NON-REFUNDABLE if reservation is canceled.
- Refunds will NOT be given for non-use of facility or cancellations within 10 days of rental.

(Initial)

For office use only:

Total fee: _____

Deposit: _____

Balance: _____

Date paid in full: _____

_____ **MRD Staff**