

# Greater Wakefield Resource Center

## Property Rental Application & Contract

### CONTACT INFORMATION

Rental party or parties: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### RENTAL INFORMATION

Proposed event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Time of event: from \_\_\_\_\_ to \_\_\_\_\_ Number of guests: (include yourself) \_\_\_\_\_

Will beer and/or wine be served?  Yes  No

Other details or requests: \_\_\_\_\_

### RENTAL FEES

**\$175 Rental Fee** (required) Covers use of the main function hall for up to 6 hours.

**\$150 Damage Deposit** (required) A refundable deposit to cover potential damages incurred during the event.

**\$55 Full Use of Kitchen** (optional) This fee gives you full use of our commercial kitchen. (inc. use of ovens, a small refrigerator, pots, pans, dishes, etc. **NO dishwasher.**)

### AGREEMENT

*I have read, understand, and agree to the terms of the rental policy for the Greater Wakefield Resource Center.*

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed application, rental fee(s), and deposit to:**

GWRC, PO Box 96, Union, NH 03887

Deposit Pd. \_\_\_\_ Date: \_\_\_\_\_ Cash or Check \_\_\_\_\_ Check # \_\_\_\_\_

Rental Fee Pd. \_\_\_\_ Date: \_\_\_\_\_ Cash or Check \_\_\_\_\_ Check # \_\_\_\_\_

Returned Key: \_\_\_\_ Inspected By: \_\_\_\_\_ Deposit Returned: \_\_\_\_

GWRC Signature: \_\_\_\_\_ Rev 8.18.2023

# Greater Wakefield Resource Center

## RENTAL POLICY

### GENERAL

The Greater Wakefield Resource Center rents their main function hall and kitchen facilities to members of the community for a wide variety of events. Nonprofits, social groups, youth groups, community organizations, businesses, and individuals are all welcome to rent the facility. The hall is available on weekdays, weekends, and evenings. Contact our office to check for availability.

Be sure to read our entire rental policy to learn all of the guidelines for renting the hall.

### QUESTIONS

If you have any questions, you may email [gwrc@roadrunner.com](mailto:gwrc@roadrunner.com) or call us at (603) 473-8324. Learn more about the center on our website, [greaterwakefieldresourcecenter.net](http://greaterwakefieldresourcecenter.net).

### DETAILS & LIMITATIONS

- The Greater Wakefield Resource Center is a smoke-free facility. **No smoking is permitted** in the facility or on the grounds.
- Our approved capacity is 80, but we suggest a limit of 60 guests to avoid crowding.
- Beer and wine may be served, but not sold. **No hard alcohol of any kind** may be consumed on the premises.
- Rental use is limited to the main hall, kitchen, and bathrooms. Guests are not permitted in any other areas of the building.
- The function hall is wheelchair accessible, and there are two handicap accessible bathrooms available to your guests.
- Kitchen rental includes the use of our commercial kitchen, including the ovens, a small refrigerator, pots, pans, dishes, and utensils. **Dishwasher use is not permitted.**
- Decorations are welcome, but **no holes in the walls, please!**
- Our thermostat is programmed ahead of time. Please do not try to change the thermostat settings.
- **Please be mindful of the pull cords in the restrooms**, and do not allow children to touch them.

## RENTAL POLICY

continued

### CLEANUP REQUIREMENTS

- All cleaning must be completed **by the end of the rental time period**. We want the hall to be clean for the next function, just as it was for yours!
- All floors are to be swept or vacuumed. Any spills need to be wiped up.
- All trash should be removed from premises and clean bags put in barrels.
- If tables or chairs were collapsed, rearranged, or otherwise disturbed for the event, it is the responsibility of the renter to return them to their original condition and arrangement, unless otherwise agreed upon with the administrator. There is a table setup diagram posted near the dining hall doorway that you can use as a guide.
- For kitchen rentals: All utensils, plates, pots, pans, and any other kitchen resources belonging to the GWRC need to be cleaned and returned to their proper places. Dishwasher use is not permitted.
- Please be sure all lights are off and the door is locked upon your departure!

### RENTAL FEES

Two separate fees are required to book the hall: One is the rental fee and the second is a refundable damage deposit. The deposit will be held until an inspection has been completed and signed off by a GWRC member and the key to the building has been returned.

Our commercial kitchen is available to rent for an additional fee and includes the use of our ovens, a small refrigerator, pots, pans, dishes, and silverware (no dishwasher).

- **\$175 Rental Fee:** Covers use of the main function room for up to 6 hours. Contact us to inquire about additional time.
- **\$150 Damage Deposit:** A refundable deposit to cover potential damages incurred during the event.
- **\$55 Full Use of Kitchen:** (optional) This fee gives you full use of our commercial kitchen (inc. ovens, a small refrigerator, dishes, etc. NO dishwasher.)