

**Atkinson Community Center**  
**4 Main Street Atkinson, NH 03811 (603)362-5531**

**APPLICATION FORM USE/ RENTAL CONTRACT**

Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: start \_\_\_\_\_ end \_\_\_\_\_

ROOM (circle) Banquet / 1 / 2 / Trinity/ Kitchen Estimated number of people \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF FUNCTION / ORGANIZATION: \_\_\_\_\_

**SECURITY DEPOSIT:** A security deposit of **\$50.00** is required for **ALL** rentals. It may or may not be required for non-profit organizations; at the discretion of the Center / Recreation Committee. The deposit will be returned upon inspection of the facilities. Non-profit organizations are encouraged to make donations for the continual maintenance and upgrading of the facility.

**RENTAL FEES**

TOWN RESIDENT: 2 hour minimum - \$50.00, each additional hours is \$15.00 ( effective after 1/1/04)

NON-RESIDENT: 4 -hour minimum - \$160.00 each additional hour \$40.00

KITCHEN – any cooking: \$25.00 per function

TOWN NON-PROFIT ORGANIZATIONS- no rental fee.

NOTE: If alcohol is served, a police officer is required. Contact Atkinson Police Department (603)362-4001 for more information.

**AMOUNT DUE:** Hall rental \$ \_\_\_\_\_ + Kitchen \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Security Deposit \$50.00 Check # \_\_\_\_\_

Upon registration, 2 separate checks are required along with application form.

Please make check out to Town of Atkinson

**RESPONSIBILITIES**

1. Pick up key(s) at Town Hall, Selectmen’s Office and sign book properly.
2. The entire area used must be cleaned and neat when you leave. Please look for the Customer’s checklist. A minimum of \$50.00 will be charged if not properly cleaned.
3. Any damages, destruction, or loss of Center property will be billed to the person(s) named above. Please do not drag tables or chairs across the floors.
4. It is the person(s) named above responsibility to report any damages.
5. All doors and windows must be shut and locked, lights shut off, A C shut off, and heats turn down to 62 degrees.
6. The Center / Recreation Committee reserves the right to cancel or deny the use of the facilities to anyone, at any time, at their discretion. All deposits and fees will be returned.
7. All personal equipment must be taken with you. The Center /Town if not responsible for any item left behind.
8. Immediately after your function – drop the key(s) in the Center’s drop box or return to the Town Hall, Selectmen’s Office promptly.
9. The Center / Town of Atkinson is excused from all claims made by any party or person(s) for property damages or injuries sustained on the premises.
10. If a function is cancelled, the deposit and rental fee will be refunded in full if the Center is notified at least 14 days in advance.

**I have read the above contract and agree to the conditions and terms specified therein. This booking will remain tentative-subject to cancellation by the center/committee, until this contract is signed and received by the center.**

\_\_\_\_\_ date  
customer signature

\_\_\_\_\_ date  
center representative