



TOWN OF LONGMEADOW RENTAL CONTRACT - OLD TOWN HALL



Name of Renter _____
 Address _____

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

Date _____
 Date of Function _____
 Where _____
 Time: Open _____ To _____ Closed _____
 How Many Attending _____
 Due _____
 Due _____

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

Room Request (please check)

- Meeting Room
- Kitchen

Equipment Request (please check)

- Tables # _____
- Chairs # _____
- We have ?? Rectangular tables (8x3) and ?? chairs available

All fees listed are hourly rates, a two (2) hour minimum fee is required. The rental time must include any set up time required by the renter for their function. The Old Town Hall 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. any use related to a retail or wholesale business
- D. is by a shopkeeper or merchant in pursuit of business

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

Weekday Rental

Meeting Room \$ 35.00 per hour
 Kitchen (flat fee) \$ 25.00

Weekend Rental (Saturday & Sunday)

Meeting Room \$ 70.00 per hour
 Kitchen (flat fee) \$ 25.00

Non-Commercial Usage:

Any use which is not commercial

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

Weekday Rental

Meeting Room \$ 25.00 per hour
 Kitchen (flat fee) \$ 25.00

Weekend Rental (Saturday & Sunday)

Meeting Room \$ 35.00 per hour
 Kitchen (flat fee) \$ 25.00

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

- Meeting Room Security deposit \$25
- Kitchen \$100

If you are renting the Meeting Room & Kitchen the total security deposit is \$25 Meeting Room + \$100 Kitchen = \$125

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

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

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

Insurance is mandatory, the insurance required is "Liquor Liability" Coverage. This insurance is your responsibility. Fees for this insurance can range from \$300 and up \$\$\$\$. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate must be delivered no later than two weeks prior to the event date. The application for the license with the instructions/requirements may be obtained through the Selectmen's office, (413) 565-4110.

A surcharge of **\$100.00** will be charged for having alcoholic beverages on the premises.

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

COMMERICAL

NON-COMMERICAL

Weekday	Fee	x	Hours	=	Amount
Meeting Room	\$ 35.00	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____
Weekend	Fee	x	Hours	=	Amount
Meeting Room	\$ 70.00	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Weekday	Fee	x	Hours	=	Amount
Meeting Room	\$ 25.00	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____
Weekend	Fee	x	Hours	=	Amount
Meeting Room	\$ 35.00	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Kitchen	\$ 60.00		_____	=	_____
Liquor Surcharge	\$ 100.00		_____	=	_____

Kitchen	\$ 60.00		_____	=	_____
Liquor Surcharge	\$ 100.00		_____	=	_____

Deposit Required					
Meeting Room	\$ 25.00		_____	=	_____
Kitchen	\$ 25.00		_____	=	_____

Deposit Required					
Meeting Room	\$ 25.00		_____	=	_____
Kitchen	\$ 25.00		_____	=	_____

Total Rental fee:

Total Rental fee:

Check and Cash Accepted. Checks must be made out to LPRD.

For Office Use Only

Cash: _____ Check: _____ Check #: _____

Approved by: _____ Date: _____