



# FACILITIES RENTAL FORM

Wilmot Community Association  
 64 Village Road | P.O. Box 23 | Wilmot, NH 03287  
 603-526-7934 | wca@wilmotwca.org | www.wilmotWCA.org

Date Submitted \_\_\_\_\_

Name/Group/Organization \_\_\_\_\_

WCA Member     Non-Profit

Name \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Name \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Email \_\_\_\_\_

Describe activity \_\_\_\_\_ No. of participants \_\_\_\_\_

Event Date:	
In at:	Out by:
Total Time:	

*(Rental time includes setup and cleanup. Please include adequate time for both.)*

	Rental Rates	WCA Members and/or Non-Profit 501(c)(3)	Non-member
<input type="checkbox"/>	Function Hall	\$25 per hour	\$35 per hour
	<b>ADD ONS (add these to your Function Hall rate total)</b>		
<input type="checkbox"/>	Kitchen	\$35 flat rate	\$35 flat rate
<input type="checkbox"/>	Projector & screen	\$25 flat rate	\$25 flat rate
<input type="checkbox"/>	Custodial Services* (2-hour minimum)	\$25 per hour	\$35 per hour
<input type="checkbox"/>	Timmy Patten Park**	\$25 per hour	\$35 per hour

\* a list of services is available on request  
 \*\* does not include exclusive use of the park

**SPECIAL RATES:**

Rent the Function Room 3 times within one calendar year and the 3<sup>rd</sup> booking is 1/2 off.  
 Additional multiuse and weekly rates are available on request.

**NOTE:** A \$50 refundable cleaning and damages deposit is required and will be refunded if facility is left in its original condition (trash removed, floor swept, and dishes washed and put away).

**INSURANCE COVERAGE**

The Renter assumes full financial liability and responsibility for damage and/or loss of WCA property, and for any accident, injury, loss, or damage to property incurred as a result of the facility rental. This liability includes legal fees.

**Business, organization and nonprofit** renters must submit proof of liability coverage showing a minimum liability limit of \$1,000,000 and \$2,000,000 general aggregate. The Wilmot Community Association must be named as an additional insured for general and liquor liability.

**Individuals and family** renters must submit proof of a minimum homeowner's comprehensive personal liability coverage limit of \$500,000. All third parties (caterers, performers, etc.) are required to carry liability insurance and workers' compensation insurance as applicable. The Renter must provide proof of coverage.

**WILMOT COMMUNITY ASSOCIATION RELEASE AND INDEMNIFICATION:**

I/We \_\_\_\_\_ agree to indemnify and hold harmless the Wilmot Community Association (WCA), its members, officers, board members and employees from and against any and all losses, claims, damages, injuries, liabilities, actions, costs or expenses, joint and several to which the WCA may become subject (including any legal or other expenses reasonably incurred by it in connection with investigating any claim against it and any amounts paid in settlement or compromise) insofar as such losses, claims, damages, injuries, liabilities, actions, costs or expenses arise in connection with or are based upon (i) the negligence, recklessness or intentional conduct of user or user's guests, attendees, or other persons during the above agreed usage times; (ii) breach of any agreement of user hereunder; or (iii) failure of user or user's guests, attendees, or other persons to comply with the WCA's Facilities Use Policy. I/we also understand and agree that the WCA's Board of Directors has sole discretion in determining use of the above facilities and that I/we have read and will abide by the WCA's Facilities Use Policy.

By signing this document, I further certify that I have read and agree to abide by the WCA Facilities Use Policy.

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Total cost of rental \$ \_\_\_\_\_

\$50 refundable security is due with application, payable in a separate check.

50% deposit due with application \$ \_\_\_\_\_

Balance due no later than 1 week before the date of event \$ \_\_\_\_\_

Special requirements attached.  Alcohol will be served.  Food will be served.  Insurance coverage attached.

*Note: If renter cancels 60 or more days prior to the event: the deposit will be refunded in full. 15 to 59 days prior to the event: 50 percent of the deposit will be refunded. Within 14 days of the event: no refund.*

*The WCA reserves the right to cancel a function at any time, even if it is in progress, if the terms of the Rental Agreement are violated by the Renter or his/her guests. This may be done at the WCA's sole discretion. The decision shall be binding and final. In such cases, the WCA shall retain all payments and shall not be liable for any charges or forfeited deposits.*

**WCA Use Only**

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Date approved _____	WCA Authorizing Agent _____
\$50 Security Deposit	Ck. # _____ Date Received _____
50% Deposit \$ _____	Ck. # _____ Date Received _____
Balance Due \$ _____	Ck. # _____ Date Received _____
Total Paid \$ _____	Ck. # _____ Date Received _____

\_\_\_\_\_ added to online calendar