

**NEWPORT SENIOR CENTER, INC.**

P.O. BOX 387  
76 SOUTH MAIN STREET  
NEWPORT, NH 03773

**RENTAL CONTRACT**

**NEWPORT SENIOR CENTER**

76 South Main Street  
Newport, NH 03773

Between \_\_\_\_\_

(Name, Address and Telephone number of renter)

Hereinafter referred to as the RENTER and the Newport Senior Center (NSC), hereinafter referred to as OWNER (603) 863-4422. Renter agrees to rent the Newport Senior Center facility, located at 76 South Main Street, Newport, NH in accordance with all rules and regulations as stated in the provided Rental Information Packet considered to be part of this contract, on the dates and times listed.

Name and Address of Responsible Party: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Hours/Days Needed: \_\_\_\_\_

**Renter must return this signed contract with the Security Deposit of \$100 BEFORE the date can be held.**

**I HAVE READ AND UNDERSTAND THE TERMS OF THIS CONTRACT AND THE RENTAL INFORMATION PACKET. I UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OF THE TERMS OF THE CONTRACT WILL RESULT IN FORFEITURE OF THE PRIVILEGE OF USING THE NEWPORT SENIOR CENTER (NSC) AS WELL AS FORFEITING FEES PAID.**

\_\_\_\_\_  
Renter                      Date

\_\_\_\_\_  
Newport Senior Center      Date

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**Rental Information Packet**

**FEE SCHEDULE**

1. **SECURITY DEPOSIT:** A refundable security deposit of One Hundred (\$100) dollars (\$50 for equipment rental) is required with the signed contract to reserve the Newport Senior Center (NSC). This deposit is non-fundable if cancelled less than seven (7) days before the event. Security Deposit will be returned within 30 days if no damage has occurred and facility is cleaned and orderly. Checks should be made payable to “Newport Senior Center.” Rental must also provide proof of a certificate of insurance prior to rental.
2. **FACILITY RENTAL FEES:** All rental fees are to the Newport Senior Center when the key is picked up Friday, before 3:00 PM. Rental begins on Friday after 3:00 PM and ends Sunday at noon, for weekend rentals.

1<sup>st</sup> Floor Rental (180 capacity) Non-Members:\$350.00

Members: \$325.00 (proof of membership required)

Lower-Level Rental (150 capacity) \$250.00 (no kitchen)

Hourly Rate: \$50.00

Suite 1 and 2 Hourly Rate: \$25.00

3. **EQUIPMENT RENTAL FEES:** All rental fees are due the Newport Senior Center when equipment is picked up. Renters should examine all equipment prior to leaving and not accept any broken equipment. Renter is responsible for all equipment once accepted. Equipment rented for weekend will be picked up on Friday, before 2:30 PM and returned the following Monday, by noon.

8' Tables -Non-Members \$6.00/each

-Members \$5.00/each (proof of membership required)

Chairs – Non-Members \$0.60 cents each

Members \$0.50 cents each (proof of membership required)

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II. RULES GOVERNING USE OF THE NEWPORT SENIOR CENTER

1. The renter responsible must be over 21 years of age
2. The NSC reserves the right to cancel any reservations in case of emergencies
3. Rooms must be left clean, orderly, and in the same condition as when arrived. This includes all furniture replaced in its original position
4. All rubbish must be removed from the premises by the renter
5. Windows closed and locked
6. Floors swept and mopped. Mop and bucket is located in the hallway off the dining room
7. Bathrooms cleaned if necessary
8. All lights turned off
9. Decorating must be approved. No nails, tacks, duct tape, etc.
10. The NSC must be notified as soon as possible of cancellations
11. Smoking, including E-Cigarettes is not allowed in the building. Proper outside receptacles provided must be used or loss of security deposit is possible
12. All beverages will remain in the confines of the hall that is rented. NO alcohol may be consumed outside of the building. No persons under the New Hampshire legal drinking age will be permitted to consume or possess alcoholic beverages
13. If kitchen is used, all equipment must be used according to instructions posted and must be wiped down and turned off before exiting. Renters are responsible for all equipment, supplies, and utensils lost or misplaced.
14. No animals will be permitted in the building except for service animals only. Renter shall notify owner in advance when service animal is expected to be on premises
15. The placing of any obstacles such as chairs, tables, benches, etc., so that they cause or may cause obstruction to any exit door is prohibited
16. The NSC is not responsible for damage or theft of personal items belonging to the Renter or attendees at the Renters function.
17. Failure to comply with any and all of the agreements will result in termination of this contact and the event at the discretion of management with possible fines and without the refund of fees associated with the rental of the facility and will be denied further use in the future
18. The NSC reserves the right to deny rental to any individual as deems appropriate at the discretion of management.

