



**Nonprofit Organization/
Community Group**

**434 Lake Avenue Community Center
4th Floor Event Center – Oddfellows Hall**

MISSION:

The City of Manchester's community building located at 434 Lake Avenue includes a space known as the 4th Floor Hall, which operates to provide building tenants and the Manchester community with a facility that can be utilized for community based activities such as neighborhood meetings, celebrations and events, educational programming and skills training. The City of Manchester and the Manchester Community Resource Center, as its on-site building manager and scheduling agent, are committed to providing a clean, safe and accessible facility for use by building tenants and the community. The use of the facility is anticipated to be primarily for the tenants first, nonprofit organizations serving low to moderate income persons second, and other ancillary uses by the community at large, as determined appropriate, third.

POLICIES AND PROCEDURES:

- Due to the size of the Event Center and cost of operations, the rental of the facility is recommended for groups of 20 persons or more, up to 163 persons.
- Applications for rental of the 4th Floor Hall should be submitted to the City of Manchester's 4th Floor Hall scheduling agent and on-site building manager, Manchester Community Resource Center (MCRC), at least 2 weeks before the date of the proposed scheduled event.
- Applicant should expect to receive confirmation from MCRC of the rental request within 5 business days of MCRC's receipt of the request and application fee.
- The City of Manchester and/or its scheduling agent reserves the right to deny any 4th Floor Hall use request based on availability and/or a determination that the proposed use is inconsistent with the mission or the policies contained herein.

**Please complete and return by mail, fax or email the following
4th Floor Event Center Rental Agreement to:**

Manchester Community Resource Center
ATTN: 4th Floor Event Center Rental
434 Lake Avenue
Manchester, NH 03103
Tel: (603) 647-8967
Fax: (603) 647-8971
Email: renie@mcrnh.org

4th Floor Event Center Rental Agreement

434 Lake Avenue Community Resource Center
Manchester, New Hampshire 03103
Tel: (603) 647-8967

TERMS OF THE AGREEMENT:

1. \$25.00 application fee required, which must be submitted with the application. Check Payable to "Manchester Community Resource Center." Unless cancelation is made less than 24 hours in advance, the application fee will be returned along with the security deposit refund per the security deposit conditions outlined in this Rental Agreement.
2. Security Deposit:
 - a. The security deposit will be used to offset any and all costs associated with the repairing of any damage to the hall caused by the renter. The renter will also be liable for any such costs that exceed the security deposit amount.
 - b. If no damages are incurred to the hall by the renter, the renter's security deposit will be returned within 7 days of the function.
3. **No alcohol is permitted in the building, including the Event Center, at any time.**
4. Attachments to the Event Center finishes shall be done only with approved non-marring methods (e.g., painter's tape) or restricted to the banner stand. Approvals for attachments must be obtained in advance of the scheduled event.
5. During the term of the rental period, defined below, the Renter may have the exclusive use of the 4th floor assembly hall/event center and restrooms on the 4th floor.
6. The stairwells will be restricted to emergency use only.
7. The rental period includes setup time for the event and clean up time.
8. It is the sole responsibility of the Renter to provide any audio/visual and/or sound systems required for use of the facility. Renter shall control the sound level of the event, including sound from music, audio/visual systems and their guests. Failure to control noise level may result in the closing of the Renter's event and restriction on the future use of the event center.
9. No more than 163 people shall be permitted in the Event Center at one time.
10. Upon request, the Renter's may use chairs, tables or other equipment already in the Event Center. The Renter must remove all items that the Renter and/or its guests bring into the facility including, but not limited to chairs, tables or other equipment at the end of the Rental Period.
11. Any and all damage that arises from or is related to the Renter's use is the responsibility of the Renter. This includes, but not limited to damage to the 4th Floor hallways, Event Center furniture, walls, lights, restrooms, hallways, elevator and front foyer on the First Floor.

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12. If the Renter should request, Manchester Community Resource Center (MCRC)'s designated cleaning crew shall clean the Event Center following the Rental period and charge the Renter for the cost of the service at a cost of \$_____ /hour.
13. Should the Renter fail to return the facility to its original cleanliness, MCRC's designed cleaning crew will clean the Hall and charge the Renter, through the Renter's security deposit for the cost of the service at a cost of \$_____ /hour.
14. The Renter agrees that it has inspected the Event Center, its equipment and furniture before the Rental Period and that the same are in proper condition for the Rental Period use.
15. Cancellations must be made at least 24 hours in advance. Failure to do so will result in a \$25.00 charge collected from the application fee.
16. The Renter shall take out all necessary permits from the municipal or other public authorities, and shall further comply with all applicable laws or municipal ordinance.
17. This agreement may not be assigned to any other party.

EVENT CENTER RENTAL RATES AND CHARGES:

\$_____ per hour* rental. Check payable to "City of Manchester, NH"

**Rental fee may be waived for City-sponsored meetings and other events, at the discretion of the City and/or its agent.*

\$_____ security deposit. Check payable to "Manchester Community Resource Center."

The Renter will not be permitted to use the commercial kitchen. _____

By special arrangement with MCRC, the Renter may have use of the commercial kitchen for staging with a professional catering service. _____

The Renter requests cleaning service provided by MCRC at the cost indicated above. _____

AGREEMENT:

I, or my designated agent _____ (name, telephone and email) will be present at ***all times*** during the scheduled event.

Check box

On behalf of _____ (name of organization/group), I agree to all terms and conditions of this Event Center Rental Agreement and understand that any violation of these terms may result in the City of Manchester seeking compensation and/or limiting my organization's future use of this space.

Signature: _____

Date: _____

Printed Name and Title: _____

Witness: _____

Date: _____

434 Lake Avenue Community Center
4th Floor Event Center – Reservation Form

**Nonprofit Organization/
Community Group**

RENTER INFORMATION AND CONTACT:

Organization/Group: _____

Contact Person: _____

Telephone #: _____

Telephone # on the day of the event: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Type of Function: _____

Rental Date: _____ Number of Guests: _____

Rental Start Time: _____ Rental End Time: _____

Furniture use: The Event Center has a limited number of chairs and tables, which are available at no additional cost, to accommodate up to approximately 75 persons. Should you require additional seating or equipment, please contact MCRC at 647-8967 for further assistance.

Chairs needed: _____ # Tables needed: _____

For office use only: _____ Scheduled _____ Sec. Dep. Rcvd _____
_____ Appl. Fee Rcvd _____ Rental Fee Rcvd _____

**City of Manchester, NH
434 Lake Avenue Community Center
4th Floor Event Center
Fee Schedule**

Application fee: \$25.00, required by all non-City applicants due at the time of reservation request. Check payable to “**Manchester Community Resource Center.**”

Security Deposit, required by all non-City applicants due at the time of reservation request. Check payable to “**Manchester Community Resource Center.**”

20-50 persons - \$150.00

51-163 persons - \$250.00

Rental Fee: \$25.00 per hour, separate payment required by all non-City government applicants due in full at least 72 hours before the date of the scheduled event. Check payable to “**City of Manchester, NH.**”

Note: For cleaning fees, if applicable, please see Manchester Community Resource Center’s cleaning fee in Event Center Rental Hall Agreement.