

GROUP MEETING ROOM RENTAL CONTRACT (Long & Short Term)

Today's Date _____ Number attending _____ Purpose of Rental _____

Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____ Home phone _____

Cell phone _____ Business phone _____ FAX # _____

Email Address: _____

DAY	<input type="checkbox"/> accepted <input type="checkbox"/> denied							
DATE	<input type="checkbox"/> accepted <input type="checkbox"/> denied							
TIME	<input type="checkbox"/> accepted <input type="checkbox"/> denied							
ROOM(S) requested	<input type="checkbox"/> accepted <input type="checkbox"/> denied							

Contract Conditions

1. A maximum of 48 people are allowed in the Hunter Room/Kitchen.
2. If food and/or beverage are served, the kitchen is required in room rental & fees.
3. Room rental is specific to the room(s) as stated above.
4. Time on the contract indicates time in and out of the building. Members of your group will not be allowed in the room/building before the time indicated above. You will be billed for any time exceeding that indicated above. (15 minutes prior & 15 minutes after allowed for set-up & clean-up, respectively)
5. Children accompanying adults must be supervised at all times.
6. All groups are responsible for set up and clean up of the room. This includes wiping down tables, vacuuming, and disposal of trash to the dumpster located in the parking lot. ((15 minutes prior & 15 minutes after allowed for set-up & clean-up, respectively)
7. The use of alcoholic beverages in or around the facility is prohibited.
8. Smoking is prohibited anywhere at Westmoor Park.
9. The Town of West Hartford, Westmoor Park reserves the right to decline or cancel this rental, or to require a cash deposit or bond.
10. Any cost resulting from damage to the property occurring as a result of the lessee's use of the facility will be borne by the lessee.
11. The Town of West Hartford, Westmoor Park accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds or in the building.
12. A damage deposit in the amount of \$50 is required at the time of reservation. This deposit will be returned after the rental date assuming the room is cleaned as stated and no damage has occurred.
13. Short Term Reservations are made on a first-come/first-serve basis. The damage deposit and completed rental agreement is required to hold the room. Full payment is due 2 weeks prior to the reservation, and is a separate fee from the deposit.
14. Long Term Reservations are made in cycles; January-June and September-December. A damage deposit check and completed contract are required to hold the rental space. At the end of each cycle your payment becomes due. After the payment has been processed your damage deposit will be returned along with your receipt. To rent the room for the up-coming cycle you must request a *new* contract and have it completed in full with a *new* damage deposit check.
15. If applicable, the lessee will provide (with contract) both tax exempt number **and** a copy of the tax exempt certificate. Lessee will also provide membership roster: Tax Exempt # _____ Membership Roster _____
16. If a rental cancellation is made 2 weeks prior to the rental date a full refund of your deposit and fees will be made.
17. Cancellations made less than 2 weeks before the rental will result in a loss of 10% of the deposit.
18. Cancellations made with less than 24 hours notice or no-shows will result in loss of the entire deposit and/or fee.

IN CONSIDERATION OF THE USE OF WESTMOOR PARK, I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE. I ACCEPT FULL RESPONSIBILITY FOR THE CONDUCT OF THE GROUP AND ANY DAMAGE TO EQUIPMENT IN THE FACILITY OR THE FACILITY ITSELF.

Signature _____

Date _____

OFFICE USE ONLY

Fees _____ Deposit rec'd date _____ Deposit check # _____ Reserved in book _____ initials _____

LOOK UP NAME: _____ HH# _____

Entered in Rectrac _____ initials _____ rsvn# _____

Payment date _____ Cash _____ Payment Check # _____ MC/V # _____ exp. date _____

Date Pmt entered in retrace _____ initials _____