



Staff Use Only

Permit # \_\_\_\_\_  
Setup Diagram Rc'd \_\_\_\_\_ Copied \_\_\_\_\_ Scanned \_\_\_\_\_ (initial)



## TOWN OF LONGMEADOW RENTAL CONTRACT - COMMUNITY HOUSE

Name of Renter/Group \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_

Today's Date \_\_\_\_\_  
Date of Function \_\_\_\_\_  
Time:\* Begin \_\_\_\_\_ To \_\_\_\_\_ End \_\_\_\_\_  
How Many Attending \_\_\_\_\_  
Type of Event \_\_\_\_\_

**\*Note: you must include all setup/cleanup time in your rental request**

Email:			
Alt Ph #:	Admission Charge: (circle)	Yes	No

### Room Request (please check)

- Main Auditorium
- Rear Auditorium
- FULL Auditorium
- Kitchen
- Meeting Room (Basement Level, Capacity 8 people)

### Equipment Request (please check)

- Tables # \_\_\_\_\_
  - Chairs # \_\_\_\_\_
- We have 20 Rectangular tables (8x3), 10 card tables, and 200 chairs available

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

### Non-Commercial Usage:

Any use which is not commercial

***Non-Resident Renters will be charged an additional \$10 per hour rented***

### Commercial Rental:

	Weekday	Weekend
Rear Aud/Mtg Rm	\$ 40.00/hr	- \$75.00/hr
Auditorium	\$ 75.00/hr	- \$145.00/hr
FULL Auditorium	\$ 110.00/hr	- \$215.00/hr
Kitchen (flat fee)	\$ 70.00	

### Non-Commercial Rental:

	Weekday	Weekend
Rear Aud./Mtg Rm	\$ 30.00/hr	- \$55.00/hr
Auditorium	\$ 40.00/hr	- \$75.00/hr
FULL Auditorium	\$ 65.00/hr	- \$110.00/hr
Kitchen (flat fee)	\$ 70.00	

**Security deposits are required for all rentals based on the type of room being rented and are due at time of reservation. Security Deposits are returned after rental space has been inspected and found to be in good condition, allow 2 to 3 weeks**

- Meeting Room / Rear Auditorium Security Deposit \$30
- Auditorium / FULL Auditorium \$110
- Kitchen \$100

If you are renting the Auditorium and Kitchen the total security deposit is \$110 Auditorium + \$100 Kitchen = \$210

**Federal Food Code States:** No hot or cold foods prepared at a home are allowed to be served at the Community House during any functions with the exception of non-perishable items. Foods may be served if prepared by a licensed vendor. Examples: Caterers, Pizza and or Restaurants foods. Foods prepared in our kitchen (which is licensed) may be served.

**Alcoholic Beverages:** May be served ONLY if a one-day liquor license is granted by the Board of Selectmen. **A minimum of one (1) month is required by the Selectmen's office to process.** "Liquor Liability" Insurance Coverage is required. This insurance is your responsibility. Fees for this insurance can range from \$300 and up, depending on your situation. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate is required prior to picking up your license. Please ask Community House staff for an application, or contact the Selectmen's office, (413) 565-4110. The Community House will assess a surcharge of **\$100.00** for having alcoholic beverages on the premises. Additionally, the Select Board's Office charges a **\$50.00** fee, payable when you pick up your license.

**Will there be liquor (including beer and wine) at this event? (Please circle) Yes No**

**Notice:**

The Office of Campaign and Political Finance has deemed the Community House is not available for political fundraisers, as it does not comply with Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose."

**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.**

**Your reservation is NOT confirmed until this contract is returned to the office with security deposit, if applicable, and you are issued a permit.**

Longmeadow Parks and Recreation  
735 Longmeadow Street  
Longmeadow, MA 01106

Phone: 413.565.4160  
Fax: 413.565.4165  
[customerservice@lprd.net](mailto:customerservice@lprd.net)

**COMMERICAL**

**NON-COMMERICAL**

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$40 / \$75	x	_____	=	_____
Rear Auditorium	\$40 / \$75	x	_____	=	_____
Auditorium	\$75 / \$145	x	_____	=	_____
FULL Auditorium	\$110/ \$215	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$30 / \$55	x	_____	=	_____
Rear Auditorium	\$30 / \$55	x	_____	=	_____
Auditorium	\$40 / \$75	x	_____	=	_____
FULL Auditorium	\$65 / \$110	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

**Flat Fee**

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Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____
Total Rental fee:				<input type="text"/>

Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____
Total Rental fee:				<input type="text"/>

**Security Deposit**

**Security Deposit**

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____
Security Deposit:				<input type="text"/>

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____
Security Deposit:				<input type="text"/>

**Payment by cash, check made out to Town of Longmeadow, MasterCard, Visa, Discover and American Express.**

For Office Use Only	Security Deposit	Cash: ___ CC:___ Check: ___	Check # _____	Rec'd _____
	Rental Paid	Cash: ___ CC:___ Check: ___	Check # _____	Rec'd _____
Approved by: _____		Date: _____		