

# Community Room Rental Agreement New Boston Property Management

Name of Person/Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name/s: \_\_\_\_\_

Phones: Work/Home/Cell (2#s) \_\_\_\_\_

Purpose: (birthday, meetings, etc.) \_\_\_\_\_

**Date of Reservation:** \_\_\_\_\_

**Rates & Fees:** check all that apply       8 AM -5 PM   or    5 PM - midnight

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> \$45 per session           | <input type="checkbox"/> \$20 NBPM Resident           | <input type="checkbox"/> \$50 room deposit   |
| <input type="checkbox"/> \$75 whole day             | <input type="checkbox"/> \$35 Whole Day NBPM Resident | <input type="checkbox"/> \$50 TV use deposit |
| <input type="checkbox"/> \$120 two consecutive days | <input type="checkbox"/> \$75 Rental for Profit       | <input type="checkbox"/> Waiver (explain)*   |

\*Waiver Explanation \_\_\_\_\_

Deposit must be received as a separate check or money order and must be submitted with this form for scheduling of the room. Cancellation must be made three (3) days prior to the event date for deposit refund. Rental fees must be received at least three (3) days prior to the event date. Keys must be signed out before the last business day or fee will not be returned. Special trips by staff to open the doors will result in the deposit not being returned. Deposits are refundable as long as all housekeeping requirements are met, confirmation of presence of and no damage to both pieces of television equipment and controls, and key is returned promptly. The undersigned responsible party is personally responsible for and liable to the New Boston Property Management for any damages which are sustained by the property during the time period listed above. *One (1) adult chaperone is required for every ten (10) minors. Please list chaperones names and contact numbers on the reverse.*

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director or representative

	Date	Check or Key #	Signature
Deposit			
Rental Fee Payment			
Activity Room Policy			
Key Received			
Key Returned			
Deposit Returned			