

# RENTAL SPACE APPLICATION

The Claremont Savings Bank Community Center rental application is a request for an activity. All reservations and availability must be confirmed by the office. Forms must be submitted 7 days in advance. Please read all information before submittal. Payment in full required at time of reservation and permit processing. (Must be 21 years of age to reserve facilities)

NAME:	TODAY'S DATE:
ADDRESS:	HOME PHONE:
CITY/STATE/ZIP:	WORK PHONE:
EMAIL:	CELL PHONE:
GROUP/ORGANIZATION: (circle) Non-Profit Personal Business	DATE OF EVENT:
ACTIVITY:	ESTIMATED ATTENDANCE:
ROOMS REQUESTED:	HOURS OF USE: _____ to _____
CATERER NAME/PHONE:	IS ALCOHOL BEING SERVED? (requires Licensing Board approval)
PLEASE CIRCLE: CSBCC Member Non-Member	CHAIRS: TABLES:
BIRTHDAY PARTIES (please name child who's birthday it is)	

	CIRCLE	RATES		TOTAL:
MULTI-FUNCTION ROOM B	2 4 6 hours@	\$44	per 2 hour block	_____
MULTI-FUNCTION ROOM G	2 4 6 hours@	\$32	per 2 hour block	_____
MULTI-FUNCTION G (POOL PARTY) <small>(Includes up to 12 swimmers. Each additional swimmer is \$3. Active members will receive a 15% discount on party rentals.)</small>	2 hours@	\$65	per 2 hour block	_____
GRAND MEETING ROOM <small>(Certificate of Insurance Required)</small>	6 hours@	\$252	per 6 hour block	_____

Active Members will receive 10% off function/multi-purpose room fees.

**\*THIS SECTION FOR OFFICE USE ONLY!\***

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### SET-UP/TAKE DOWN:

MINIMUM OF 2 EMPLOYEES @ \$ \_\_\_\_\_ PER HOUR \_\_\_\_\_ HOURS @ \_\_\_\_\_ PER HOUR TOTAL: \_\_\_\_\_

### STAFF

FOR BEFORE/AFTER HOURS

MINIMUM OF 2 EMPLOYEES @ \$ \_\_\_\_\_ PER HOUR \_\_\_\_\_ HOURS @ \_\_\_\_\_ PER HOUR TOTAL: \_\_\_\_\_

INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_ (Circle) APPROVED DENIED TOTAL DUE: \_\_\_\_\_

I shall indemnify and hold the City of Claremont harmless from and against any loss, cost or damage of any nature arising out of any action or claim against the City of Claremont or its agents or employees, in connection with or relating to any alleged injury or damage occurring in or around the Claremont Savings Bank Community Center immediately prior to, immediately after, and during the period for which the facility is reserved by the above named person, group or organization. I assume responsibility and will pay for any damage or loss that may occur to the facility or equipment and the parties and/or organizations named herein may be subject to prosecution for such violation. The City of Claremont reserves the right to cancel a reservation by giving ten (10) days notice.

SIGNATURE OF ORGANIZATION REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

# FACILITY RENTAL INFORMATION

The Claremont Savings Bank Community Center has excellent meeting room facilities and other amenities available for rent by the public. Packages are designed to offer a fun experience for family and friends. **Questions?** The Parks and Recreation Department may be reached at 603-542-7019. Rental applications may be found at the Claremont Savings Bank Community Center or on-line at [www.claremontparks.com](http://www.claremontparks.com)

## SPECIAL EVENT/CONFERENCE PACKAGE

The **Grand Meeting Room** seats up to 125 individuals and can easily host an intimate to large social group. From business to fun we've got you covered. Package prices include use of the kitchen, along with tables and chairs which can be set-up for your event. Fees may be higher for late/afternoon hour activities. Alcohol service requires a City of Claremont Licensing Board approval.

**SPECIAL EVENT/CONFERENCE PACKAGE**                      **6 HOURS** (minimum booking of Grand Meeting Room)                      **\$252.00**

## POOL PARTY PACKAGE

You're sure to have a birthday adventure you will always remember with our swim/party room package. Package includes use of party room for 2 hours and swimming for 1 hour during that time.

Use of party room for up to 20 swimmers.

**REGULAR PRICE IS \$65.00 (INCLUDES UP TO 12 SWIMMERS. EACH ADDITIONAL SWIMMER IS \$3)**  
**ACTIVE MEMBERS WILL RECEIVE A 15% DISCOUNT ON PARTY RENTALS**

## ROOM RENTALS (2 HOUR MINIMUM)

Rates for meetings/conferences do not include set-up and take down, after hours staff requirements, or kitchen use. Contact the office for a specific cost estimate of your hourly rental request if you need special assistance. After hours rentals, if approved, will have additional charges.

## RENTAL PROCEDURES/REGULATIONS

1. Special Event/Conference Package rentals include staff costs for set-up and take down, hourly rentals **DO NOT**. All after-hours rentals also incur staff costs. After-hours begin at 9 p.m. Monday-Thursday, 7 p.m. Friday, 6 p.m. Saturday, and 6 p.m. Sunday. Staff costs are \$18 per hour, per employee: minimum of one employee. Room layout change with less than 48 hours notice incurs \$50 labor charge.
2. Kitchen is available for use by the group or a caterer. Kitchen is equipped with a refrigerator, ice maker, warming oven, microwave, and a commercial sink. The kitchen is to be used for food service **ONLY**. No food preparation may be done on-site.
3. Pool party package includes a 2-hour party room and pool use during open hours with participant daily admission fee. The Community Center does not provide table service, napkins or beverages for pool party rentals.
4. Food and drinks are limited to the meeting rooms, kitchen and vending areas.
5. **NO SMOKING** is allowed in the facility or on facility grounds.
6. Decorations are allowed on dining tables and buffet tables only. All decorations will be provided by the applicant. No decorations may be attached to the walls or ceilings of the facility. Archways or other backdrops must be free standing and may not be attached to the walls. Large banners or posters must be approved by facility management. Confetti, or tape of any type, is not allowed. Please ask the Office if you have a specific request.
7. All rentals must be requested at least 7 days in advance by completing a facility rental application.
8. Events cancelled less than 2 weeks in advance will forfeit the rental fee. The City of Claremont will submit a damage claim in the event of damage to the Claremont Savings Bank Community Center or its contents. The City of Claremont reserves the right to refuse any rental request. Use that requires a fee by participants or is for profit oriented in nature is discouraged.
9. For further information on facility rentals, please contact the Claremont Savings Bank Community Center at 603-542-7019.
10. The City of Claremont reserves the right to relocate activities to a comparable space in the event of conflicts.
11. Provide and communicate your desire to pay for your non-member guests or not; you will be charged after your function if you decide to pay for guests. If you elect to have guests pay, they will be charged upon arrival.