

OAK PARK RENTAL CONTRACT

971 Forest Road, Greenfield NH 03047

Type of event	Date(s)	Start Time	End Time

Rental Fees: Make checks payable to: **Town of Greenfield**

- Resident, \$75.00/day
- Resident, High impact \$125.00
- Town event, no fee
- Pavilion Only, \$25.00/day
- Non-resident, \$200.00/day
- Non-resident, High impact \$300.00
- Joint venture between Town & others
- Non-resident Pavilion Only, \$50.00/day

(See "Check List for Oak Park")

Kitchen/Bathroom Use:

- Resident, \$50.00/day (with Park Rental)
- Non-Resident, \$100.00/day (with Park Rental)
- Bathroom only Resident, \$25.00/day (with Park Rental)
- Bathroom only Non-resident, \$50.00/day (with Park Rental)

Other Fees to the Town:

- \$250.00 Refundable Security Deposit - separate check. (See Policy # 2)
- \$50.00 Porta potty fee if renter has over 100 attendees. (See Policy # 3)
- \$52.00/hour Police detail fees to be billed after the event. (See Policy #5)

Additional Requirements:

- \$1,000,000 Certificate of Insurance. (See Policy #6)
- Approved alcohol permit (Attached) (See Policy #3)

Oak Park Rental Policies – Revised June 21, 2014
(see Municipal Facility Policies & Procedures attached)

1. **CONDITION OF PREMISES:** The renter must notify the Town Office at once of any facility problems discovered before or after the event. Call: DPW @547-3504 or the Town Office @ 547-3442. The premises must be left in good condition.
2. **SECURITY DEPOSIT:** A (separate check) made out to the Town of Greenfield in the amount of \$250.00 is required. The deposit will be refunded to the renter, less any costs for damage and or clean up. The renter should notify the Town in writing if deposit is not refunded in four weeks. Renter is responsible for all trash clean up/removal and restoring the property back to the same condition as it was before the rental period. If the property is not 100% restored, any costs for repairs and/or clean up will be charged against the security deposit. The renter is held liable for any damages/costs that exceed the \$200.00 during their rental period.

3. HIGH IMPACT EVENT: The existing porta-potties can support up to 100 people. If the event is hosting 101 to 174 people, a fee of \$50.00 is required for cleaning purposes. If the event is hosting over 175 people, contacting and rental of additional porta privies will become necessary at renters initiative and expense.
4. An Alcohol Permit may be obtained from the Selectboard. Consumption of alcoholic beverages on Town property without such a permit is a violation of Town Ordinances and will result in court action.

Alcohol present? Yes No

5. Police coverage at the event is at the discretion of the Police Chief. If police coverage is necessary, then the renter is responsible for contacting the Police Department and paying compensation wages for each assigned officer at a rate of \$52.00/hour for a four-hour minimum. Call 547-2535 for more information.

Coverage necessary? Yes No
 If yes, how many officers? _____

Chief's Signature: _____ Date: _____

6. INSURANCE: User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Greenfield is an additional insured with coverage of \$1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. Certifications can be faxed to the Town Office at 547-3004. If you cannot provide proof of insurance, you can purchase a Tenant User Liability Insurance Policy (TULIP) through a special program. For more information on how to purchase your TULIP please contact Primex at 1-800-698-2364. Or online at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
7. INDEMNIFICATION AND HOLD-HARMLESS: To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Greenfield, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

8. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the Agreement for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.
9. CONFORMANCE WITH LAW AND RULES. User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur at the Town Facility/Premises.

Additional Renter's Information:

Organization: _____

Contact Person: _____

Address: _____

Phone #: _____

I/WE AGREE TO ABIDE BY THE POLICIES AND ORDINANCES OF THE TOWN OF GREENFIELD, NH AND ASSUME ANY/ALL RESPONSIBILITY FOR THE MISUSE OF THE OAK PARK FACILITY DURING THE RENTAL PERIOD.

Signature: _____ Date: _____

~~~~~OFFICE USE ONLY~~~~~

Board of Selectmen, Town of Greenfield:

Approved       Not Approved

Special Conditions of Use: \_\_\_\_\_

\_\_\_\_\_

Date Fee Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_

Date Security Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_

Confirmation Date \_\_\_\_\_

Notifications: Police \_\_\_\_\_ Other \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_