



**Brentwood Recreation Department**  
 603-642-6400 ext. 120 Fax: 642-6310  
 Facility Address: 190 Route 125 Brentwood, NH  
 Mailing address: 1 Dalton Road, Brentwood, NH 03833



## Facility Use Application

Brentwood Community Center and Recreation Area

Community Center Main Floor  Community Center Basement  Castonguay Pavilion  
 Table(s)/Chairs Rental

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Additional dates/times, if requested \_\_\_\_\_

Please include time for your set-up and clean-up as necessary. Applicant will be expected to arrive and/or depart at the time scheduled.

Name (Organization/Individual) \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Authorized capacity: Upstairs: 129 persons for Function Hall, 278 persons for General Assembly  
 Downstairs: 129 persons for Function Hall, 278 persons for General Assembly

Anticipated number of participants/guests \_\_\_\_\_ Number of tables requested \_\_\_\_\_ Number of chairs \_\_\_\_\_

Food/Beverage served? Yes No Request use of kitchen? Yes No Stoves Needed? Yes No

Will professional caterers be used? Yes No (If yes, copy of business license and insurance may be required)

Will alcohol be served? Yes No Group related admission fees? Yes No

### Brentwood Community Center:

Cleaning Deposit: **\$100.00** (Required to hold rental date)

Resident Rates	Community Center- Upstairs	Community Center- Downstairs	Castonguay Pavilion
Weekday Hourly (3 hours or less)	\$50/hour	\$40/hour	\$20/hour
<b>Weekday</b> (Mon.-Thurs event*)	\$200	\$125	\$75
<b>Weekend</b> (Fri.- Sun. event*)	\$300	\$150	\$100

Non-Resident Rates	Community Center- Upstairs	Community Center- Downstairs	Castonguay Pavilion
Weekday Hourly (3 hours or less)	\$65/hour	\$50/hour	\$30/hour
<b>Weekday</b> (Mon.-Thurs event*)	\$350	\$150	\$125
<b>Weekend</b> (Fri.- Sun. event*)	\$500	\$250	\$200.00

\* Building rental for six hours – includes full use of kitchen, tables & chairs.

\*\*Pavilion rental for up to six hours- includes use of the picnic tables, grills, porta-let and picnic area surrounding pavilion. This is a carry-in, carry-out rental.

\*\*\* Set-Up and Clean-Up Option available for additional charge of \$60/each upon request.

Rental rates also apply to non-profit organizations and fund-raising groups.

Resident rental fees for Brentwood residents' private, non-business use only.

### **Rental Fee/Deposit**

Rate is based on six (6) hour period unless noted. Additional time will be charged at \$50.00/hour.

A \$100.00 deposit is required and must accompany application.

Rental fee/balance is due at least one week prior to rental date.

Deposit will be refunded within seven (7) days of the of facility rental provided property has been inspected and cleaning requirements, as set forth in this agreement, have been met and rental key has been returned (within 5 business days).

**Cancellation within fourteen (14) days of the scheduled event may forfeit \$100 Cleaning Deposit.**

### **Hall Cleaning Requirements**

It is expected that the applicant will carryout what is carried-in. Kitchen will be left clean and neat. Dishes and silverware are to be cleaned and put away. All trash is to be removed and put in dumpster provided outside. Tables and chairs are to be put away. Floors used shall be dry-mopped. When hanging decorations, tape only may be used on the walls and ceilings and must be removed and disposed of at end of rental. **Absolutely no tacks or duct tape are allowed.** Building must be left secure. All lights are to be turned off and windows closed and locked. Thermostat returned to original setting.

**Set-Up and Clean-Up Option:** For an additional fee of \$30/ weekdays and \$60/ weekends renters may have tables and chairs set-up prior to their rental and/or hall cleaned following their event.

**Table(s) & Chairs Rentals:** Table(s) and/or chairs are available for rent to Brentwood Residents with a \$100 security deposit. Pick up/drop off times are Monday-Thursday, 8am-4pm.

**Wifi: Username: Brentwood Rec**

**Password: BRecWood20**

## **Rules and Regulations**

### **Governing the Brentwood Community Center, Pavilion and Recreation Fields**

The Town of Brentwood is pleased to cooperate and to extend to the public the use of its facilities. In return, the town expects the property to be respected and protected from any damages. The following explains the rules and regulations under which its use is made possible and to clarify the responsibilities of organizations utilizing these public facilities.

1. The applicant must provide a certificate of insurance when requesting usage of any town property or building. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/500,000 with additional personal injury of \$300,000 AND the Town of Brentwood listed as an additional insured. Applicants further release the Brentwood Recreation Department, Brentwood Recreation Commission, the Town of Brentwood and their agents from all claims, demands of chance on account of any and all injuries to persons or property that may result by virtue of said participation.
2. Sign out key to the Community Center may be picked up at the Recreation Office, located at the Brentwood Town Office. Keys given for weekend use shall be returned to the office by the following Monday, week-day use of the BCC will require return of the key the next business day. Lost keys will forfeit the \$100.00 cleaning deposit.
3. Trash must be disposed of in the dumpster provided at the site.
4. Alcoholic Beverages are permitted on a "bring your own" basis if permission is obtained prior to the event. The Town of Brentwood shall not be held liable for any injury and/or damage resulting from the presence of alcohol. The applicant assumes sole responsibility and liability. No kegs will be allowed. If liquor is served, it may be required of the renter to have a police officer on the premise. Officer's presence will be at the Brentwood Police Department's discretion and the cost shall be the responsibility of the renter. If the renter is planning a cash or open bar during their function, a state liquor license will be required. A one-day liquor license may be obtained in advance from the NH Liquor Commission.
5. Organizations/groups using the facilities shall see that all persons are completely out of the building/recreation area within the time specified in the approved application. No outdoor activity, including cleanup, shall continue beyond dusk, unless pre-approved.
6. No signs, posters, exhibits, banners or decorations of any kind shall be hung in or about the park area which would in any way mar or deface same. Public address systems are prohibited unless approved in writing by the Board of Selectmen.
7. The applicant/organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
8. Any damages to the property or any injury to any person must be reported to the recreation office or Selectmen's office within twenty-four (24) hours of said occurrence.

9. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation.
10. There is no Wi-Fi in the building.
11. No solicitation of funds shall be permitted unless first approved in writing by the Board of Selectmen.
12. Dogs are not allowed in any town park except if they are used for handicapped purposes.
13. No overnight camping in the town parks without a permit, and fires are prohibited.
14. Smoking is prohibited in all town buildings.
15. The use of candles is prohibited, except for celebratory cakes.
16. The Town of Brentwood reserves the right to require police presence – the cost shall be the responsibility of the renter.
17. Adult supervision is required for anyone under 21 years of age.
18. Property is to be left as you found it.
19. The Town of Brentwood and Recreation Department, at any time, reserves the right to change, amend the foregoing regulations or withdraw from organization or person the privilege of using town buildings or park facilities, all within its discretion.

\*Rental request must include Facility Use Application, deposit, rental fee, and certificate of insurance in order to be processed.

I have read and understand the rules and regulations, as stated above, governing the use of the facilities. The organization and/or individuals for which this application is intended will abide by these rules and assume total responsibility in connection therewith. Any violation of policies will constitute a forfeiture of deposit.

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

The Town of Brentwood reserves the right to waive part or all charges and/or requirements.

Waiver Granted \_\_\_\_\_

As Authorized by the Board of Selectmen/Designee: \_\_\_\_\_  
*(Signature Selectmen/Designee)*