

Rental Package

Book your party or meeting room today at the

Moultonborough Recreation Department

(Celebrations of any kind, meetings, or educational classes!)

Moultonborough Residents: \$75

Non-Residents: \$95

Rental Includes:

- 3 Hour Rental of the Recreation Department (game room, activity room, & the meeting room)
- Tables & Chairs
- White Board
- Use of equipment
- Free Wi-Fi
- One Staff member

Equipment: (please circle all that apply)

Indoor:

Outdoor (seasonal):

Pit Balls	Bocce
Skippers	Soccer (w/ pop-up goals)
Karaoke Machine	Volleyball/Badminton (w/ net system)
Tunnels	Cornhole
Balance Beam	Dodgeball
Parachute (small)	Wiffleball
Bean Bag Toss	Poleish Horseshoes
Washer Toss	Frisbees
Romper Stompers	Parachute (large)
Hula Hoops	Pop-Up Tent
Jump Ropes	
Blocks	

Game Room Includes: Foosball, Basketball shot, Skee-Ball, Billiards, Air Hockey, & Ping-Pong

Parents MUST supervise children during all activities with a ratio of 1 adult to 10 children in each room.

Moultonborough Recreation Department

PO Box 411 / 10 Holland St.
Moultonborough, NH 03254
603-476-8868

Name (Permit Holder): _____ Phone: _____

Email: _____ Mailing Address: _____

Requested Date & Time: _____ (if available) Total # guests: _____

Type of Gathering: _____ Age of Child (if child's birthday party): _____

Moultonborough Recreation Department (MRD) Rental POLICIES

- Payment must be received with this application form.
- Permit Holder & ALL guests must vacate the facility within 30 minutes of their scheduled time. If the facility is not vacated, the Permit Holder will be responsible for paying for each additional hour at the rate of \$25/hour (Min. payment is \$25 for additional time).
- Alcohol & tobacco products are NOT permitted in the building or on the premises.
- Permit Holder must submit application two weeks prior to the event.
- A Recreation Staff member will be present at all events.
- MRD must approve any alterations to the facility (decorations), prior to the event.
- MRD cannot store items for the Permit Holder. All food & supplies are supplied by Permit Holder.
- Cancellation Policy**- 3 days cancellation notice is required to receive a refund. Cancellations within 3 days can be rescheduled to a later date. A NO Show or NO Call will void the permit and forfeit entire payment.
- Any additional requests or changes to the signed permit must be approved by MRD.
- Once the permit is approved, you will receive email confirmation.
- Applications must be complete to process.
- Decorations may not be hung with tape or thumb tacks on any surface. Sticky Tack is the only adhesive allowed.
- Permit Holder is responsible for removing all decorations, making sure that all food & trash are put in receptacles, and all equipment is gathered and placed where it was found.
- Drinks MUST be in the form of juice boxes or pouch containers, to avoid spills at children's parties.
- MRD will process applications within four days of receipt. We will email the signed application to you.
- Applications may be submitted by email to: mbengtson@moultonboroughnh.gov

I, _____, agree to hold harmless the Town of Moultonborough Recreation Department, commissioners, staff, volunteers, coaches, and instructors for accidents that may result for the entire event. The requesting person assumes all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The Town of Moultonborough reserves the right to bill the permit holder for any unforeseen expenses or damages to our property. I have read, understand, and will adhere to the above policies.

X _____
Signature of Permit Holder Date

For Office Use Only: Approved or Denied by _____
Fee Charged \$ _____ Fee Paid \$ _____ Date _____

Staff covering event: _____

Notes: _____