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:
- 2 Hour Rental of the Recreation Department (game room, activity room, & the meeting room)
- Up to 15 kids for Birthday Party - Free Wifi
- Tables & Chairs - White Board
- Use of equipment
- One Staff member

Equipment: (please check)

Indoor:
- Balls ___
- Legos ___
- Wii ___
- Blocks ___
- Skippers ___
- Karaoke ___
- Tunnels ___
- Jump Ropes ___
- Balance Beam ___
- Hop Scotch ___
- TV/DVD ___
- Ring Toss ___
- Bean Bag Toss ___
- Washer Toss ___
- Use of equipment ___
- One Staff member ___

Outdoor: (seasonal)
- Bocce ___
- Soccer ___
- Volleyball ___
- Badminton ___
- Dodgeball ___
- Ladder Ball ___
- Croquet ___
- Horseshoes ___
- Basketball ___
- Wiffleball ___
- Poleish Frisbee ___
- 6 ft Inflatable Ball ___
- Pop Up Tent ___
- Parachute (sm) ___
- Hula Hoops ___
- Sport Shot ___
- Knee Hockey ___
- Skippers ___
- TV/DVD ___
- Themed Coloring Pages ___
- Popsicle Stick Chameleon ___
- Other (if available) ___

Game Room Includes: Foos-ball, Pool or Ping Pong, Air Hockey, Magnetic Darts, & TV/DVD

Rental ADD-ONS: Add-Ons must be requested at the time of submitting this application.

___ Additional time: The space will be rented at a rate of $25/ hour after the initial 2 hours.

___ Arts & Crafts: $1 / guest per craft (Each guest will complete one project.)
- Scratch Art ___
- Crazy hats ___
- Gimp & Beads ___
- Themed Coloring Pages ___
- Popsicle Stick Chameleon ___

Event total: $__________  Payment received by: _______________________

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

Moultonborough Recreation Department
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 (Minimum 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-In order to receive a refund a 3 day notice is required when cancelling. Cancellations within 3 days can be rescheduled at a later time. 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 an email confirmation.
- Applications must be complete in order 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, being 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 or dtatro@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 any and 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: ____________________________________________________________