



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: March 1, 2016
Submitted by: Parks and Recreation Director Matt Casparius
Department: Parks and Recreation
Speakers: Matthew Casparius

Date of Meeting: March 24, 2016
Time Required: 20 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Wasserman Park Function Hall Rental Discussion

DESCRIPTION OF ITEM

Town Council to review, discuss and consider the approval of the application / fee structure for the use of the Function Hall at Wasserman Park as a rental facility.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other:	N/A

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Matthew Casparius</u>	Address	<u>116 Naticook Road</u>
Phone Number	<u>882-1046</u>	Email Address	<u>mcasparius@merrimacknh.gov</u>

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

From: Matthew Casparius
Sent: Monday, February 29, 2016 2:50 PM
To: Eileen Cabanel
Subject: Wasserman Park Function Hall Rental Applications Revision

Hi Eileen

A couple of weeks ago I had sent you a draft of the proposed changes to the Function Hall Rental Agreement and included an updated version after Paul made some suggestions.

I am attaching what I hope will be the final version of the document for your review. The Water Line is just about complete and work on the heating system started today. The sprinkler system should be complete by the end of March. I was hoping to be able to get on the Town Council's Agenda for their March 24th Meeting so that I can get everything approved for when the building is ready to be rented out. We've already gotten a half dozen phones from individuals hoping to rent it.

The main things that are included in this application compared to what was in practice when the building was last rented out 7 years ago include:

- The fee structure has changed. Before it was a flat \$275 for 6 hours of use. We looked at what other facilities are charging and wanted to ensure that we are competitive in the marketplace. Our rentals are now 3 hour blocks at a flat rate and then a surcharge for each additional hour. We have also separated out the kitchen if they want to use that facility there is an extra cost. On our end we figure they would be using the propane and also electricity for the fridge & freezers.
- We separated out Residents & Non-Residents and charged a higher rate for non-residents to use the facility. We have also defined who qualified in what category. One of the new ones includes Merrimack Based Non-Profits and we had a stipulation in here that the rate could be reduced in exchange for community service work for Parks & Rec (at the Park).
- New information about events wishing to have alcohol present and what rules there will be for that. These rules came as a result of discussions with Chief Doyle and also Primex.
- Lastly we increased the security deposit from \$30 to \$50.

Please let me know if you would like to meet to discuss it at all or your thoughts on moving it to the March 24th agenda?

Matt

Matthew Casparius C.P.R.E.

Director of Parks & Recreation

Town of Merrimack

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mcasparius@merrimacknh.gov

www.merrimackparksandrec.org

<https://www.facebook.com/MerrimackParksandRecreation>



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WASSERMAN PARK FUNCTION HALL RENTAL APPLICATION

Group/Organization Name: _____
 Contact Person: _____
 Address: _____
 Contact's Phone #: (Home) _____ (Work) _____ (Cell) _____
 Alternate Contact Name: _____ Alternate Contact Telephone Number: _____
 Email Address: _____

Are you a Non-Profit Organization? Yes: _____ No: _____
 Date(s) Requested: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____
 Area(s) Requested: Front Room: _____ Main Hall: _____ Kitchen: _____
 Estimated number of people: _____ Purpose of Event: _____
 Will there be alcohol present at your event?* Yes: _____ No: _____
*Additional requirements apply

RENTAL FEE SCHEDULE

ROOM	Merrimack Based Non-Profit	Merrimack Resident/Business	Non-Resident
FUNCTION HALL	\$125.00 3 hour time block	\$125.00 3 hour time block	\$300.00 3 hour time block
	\$25.00 for each additional hour	\$25.00 for each additional hour	\$25.00 for each additional hour
KITCHEN	\$50.00	\$50.00	\$50.00

- A \$50.00 security deposit is required to reserve any date.
- All rentals require a certificate of liability insurance naming the Town of Merrimack as additionally insured. See rules & regulations for specific requirements.
- Kitchen Area for cooking and/or refrigeration requires an additional fee.

I am applying to use of the Wasserman Park Function Hall. I have read the Rental Rules & Regulations and agree to abide by them. My signature signifies my understanding and acceptance of all Rules and Regulations.

 Signature of Contact Person

TOTAL AMOUNT DUE: _____

RENTAL CATEGORY DEFINITIONS

- **Merrimack Non-Profit Organization:** Organization must be recognized by the IRS as a Non-Profit organization and the organization must be based in Merrimack. These organizations can earn free use of the facility in exchange for community service performed for the Parks & Recreation Department. Qualifying community service must be setup in advance with the Director of Parks & Recreation.
- **Merrimack Resident/Business Groups:** Individual or business renting the facility must reside in the Town of Merrimack.
- **Municipal Town Departments:** Are eligible to use the building free of charge with advanced reservation.
- **For-Profit Recreation Entities:** In lieu of a daily rental fee for-profit recreation entities may rent the Function Hall at a fee of \$10 per person per program.
- **Non-Resident Groups:** Anyone not specifically identified in the above categories would fall into this category.
- **Reduced rates available for user groups renting the facility on a routine basis.**

DESCRIPTION OF PHYSICAL SPACE

- The Front Room measures 25 feet x 35 feet (875 square feet) and can hold 100 people or 50 people if seated theater/classroom style based upon our New Hampshire Permit to Operate a Place of Assembly.
- The Main Hall measures 35 feet x 50 feet (1750 square feet) with a high ceiling and can hold 200 people or 100 if seated theater or classroom style based upon our New Hampshire Permit to Operate a Place of Assembly.
- The Kitchen features a Propane Convection Oven, Commercial Stove, Refrigerator, Walk-In Cooler and Microwave along with a three compartment sink.
- The building is heated during the winter months, but the space is not air-conditioned. We have a variety of 5-Foot, 6-Foot and 8-Foot rectangular tables and chairs available for use.

RULES & REGULATIONS

- Rentals are available 7 days per week between 7:00 am – 11:00 pm. Parks & Recreation Department activities have first priority use on the building. All other rentals are on a first-come first-serve basis based upon availability. Requests for rentals on federal holidays will be granted at the discretion of the Director of Parks & Recreation.
- All rentals require a certificate of liability insurance naming the Town of Merrimack as additionally insured. The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for person injury, bodily injury and property damage. Applicants may obtain this policy from their own insurance carrier or they can obtain a Tulip Event Insurance Policy thru Primex NH. A copy of the insurance binder must be submitted to the Parks & Recreation Department at least one week in advance of the event or the event will be cancelled.
- **Events wishing to have alcohol present must also meet the following conditions:**
 - Hire a Licensed Caterer or Bartender who is authorized by the NH Liquor Commission to serve alcohol at an offsite venue. Caterer/Vendor must also provide a certificate of liability insurance naming the Town of Merrimack as additionally insured.
- No smoking is allowed anywhere inside the building. No fog machines or pyrotechnics devices are allowed. If the fire alarm or the sprinkler system is set off; fines will be imposed upon the renters.
- Tacks push pins or similar hardware to hang decorations should not be used. If tape is used, it must be fully removed afterwards. Hanging decorations from sprinkler system pipes is prohibited.
- Groups using the facility are responsible for room setup and neatly returning all tables and chairs to the storage area. Building must be left secure with all lights turned off and windows closed and locked.
- Users are responsible for cleaning up after any activity including, but not limited to, picking up trash, sweeping floors, and arranging the room back to its original condition. All trash should be collected and properly disposed of in the dumpster outside. Failure to cleanup will result in loss of security deposit.
- The Town of Merrimack and its employees are not responsible for any lost or stolen articles or for the safety of any property brought onto the premises.
- Any damages to Town property; even accidental damages are the responsibility of the individual or organization renting the facility. Damages must be reported to the Parks & Recreation Department within 24 hours or the next business day. In addition, all injuries or incidents including vandalism or theft must be reported to the Parks & Recreation Department within 24 hours or the next business day.
- Applicant is applying for the use of the Function Hall building at Wasserman Park only; all other amenities at Wasserman Park are open to the general public and usage of those amenities cannot be restricted.

RULES & REGULATIONS

- Individuals can be dropped off in the loading zone near the entrance to the facility but all cars should be parked in any of the designated parking lots during the event. Parking is available in the Resident Parking Lot located behind the Parks & Recreation Department Office, in front of the Day Camp Office or in the Non-Resident Parking Lot located near the Park's exit. In addition, two handicap accessible parking spaces are available directly next to the buildings entrance. Handicapped accessible parking spaces are for vehicles with appropriate license plate or placard. Parking is prohibited along the park roadways or in the grass near any of the buildings. Renters are responsible for informing their attendees of the parking regulations at the facility.
- In the event of inclement weather and the Town is forced to close the building; a reasonable attempt will be made to notify the contact person named on the reservation form. The Town of Merrimack is not responsible for any cost or inconvenience incurred by the organization or individual.
- The Director of Parks & Recreation has the authority to make exceptions to all fees and rules and can add additional requirements for permitted events if deemed necessary based on the nature of the event.
- An on-site walk through is recommended for first time renters and will be scheduled when requested.

PAYMENTS, CHARGES & REFUNDS

- A \$50.00 deposit is due at time of reservation. The security deposit will be refunded after the key has been returned and the facility has been inspected for cleanliness and free of damage.
- Final balances, caterer information and liability insurance must be received one week prior to the scheduled rental date or renter's date and deposit will be forfeited.
- Checks should be made payable to the: **TOWN OF MERRIMACK**
- If the facility is left unclean or damaged from your rental, you will be billed for at least the costs needed to repair the facility.
- Refunds may be granted with notice of 10 business days. Cancellation of reservations will result in a \$25.00 administrative processing fee. In the event of a cancellation due to weather, renter has the option to reschedule the rental to a mutually agreed upon date or receive a full refund.

LIABILITY & INDEMNITY AGREEMENT

In consideration of the permission granted for the use of the Town of Merrimack's property known as the **Wasserman Park Function Hall**, I the below signed hereby release the town, their officers, employees and agents from any and all liability for injury or death which may be sustained by any member of our group while participating in said recreational activities, whether or not caused by the negligence of the town's officers, employees and agents, and waive all claims and the right to sue to which we may otherwise be entitled as a result of such injury or death.

I further agree to indemnify the town, their officers, employees and agents from any and all liability, loss or damage, including but not limited to bodily injury, illness, death or property damage, and reasonable attorney fees and costs which they may become legally obligated to pay as a result of claims, demands, costs or judgment against them arising out of our use of the **Wasserman Park Function Hall**, whether or not negligence of the town, their officers, employees and agents is involved, and whether or not liability is sole, joint or several.

I am aware that use of the facility and participation in recreational activity may present a strain on our participant's bodies and by doing so exposes them to the always present risk of injury or death and, therefore, we represent to the town that, we assume all risks of our participation.

I have read this form and understand all its terms, plus have the authority to sign granted by the above listed group. I hereby execute it voluntarily and with full knowledge of its significance.

Signature: _____

Date: _____

QUESTIONS?

For questions regarding rental policies and procedures or if you would like to schedule a tour of the building, please contact the Merrimack Parks & Recreation Department at 603-882-1046 or by email at mcasparius@merrimacknh.gov.

**MERRIMACK PARKS & RECREATION
116 NATICOOK ROAD
MERRIMACK, NH 03054**