



MERRIMACK PARKS & RECREATION
116 NATICOOK ROAD, MERRIMACK, NH 03054
Telephone (603) 882-1046 Fax (603) 883-5335
www.merrimackparksandrec.org

WASSERMAN PARK FUNCTION HALL RENTAL APPLICATION

Group/Organization Name: _____

Contact Person: _____

Address: _____

Contact's Phone #: (Home) _____ (Cell) _____

Email Address: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Area(s) Requested: Front Room: _____ Main Hall: _____ Kitchen: _____

Estimated number of attendees: _____

Purpose of Event: _____

Will there be alcohol present at your event?* Yes: _____ No: _____

**Additional requirements apply*

RENTAL FEE SCHEDULE

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

- A \$50.00 security deposit is required to reserve any date along with all pages signed and initialed.
- All rentals require a certificate of liability insurance naming the Town of Merrimack as additionally insured. See rules and regulations for specific requirements.
- Kitchen Area for cooking and/or refrigeration requires an additional rental fee.
- Checks should be made payable to the TOWN OF MERRIMACK.

I am applying for use of the Wasserman Park Function Hall. I have read the Rental Rules and 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: _____

For events where alcohol will be present, Town Manager Approval is required.

Town Manager Signature: _____

Date: _____

OFFICE USE ONLY:

- ☐ Application Approved
☐ Application Denied

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.
- **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 be defined into this group.
- **Reduced rates available for user groups renting the facility on a routine or reoccurring basis.**

DESCRIPTION OF PHYSICAL SPACE

- The Front Room measures 25 feet x 35 feet (875 square feet) and can hold up to 100 people standing or 50 people if seated theater or 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 up to 200 people standing 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 Freezer 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 priority use of 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 along with any final payments that are due 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 with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and which names the Town of Merrimack as additionally insured. All alcohol must remain inside the Function Hall.
- 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 are prohibited.
- Groups using the facility are responsible for room setup and neatly returning all tables and chairs to the storage area. The Function Hall 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.

***Initial:** _____

RULES & REGULATIONS

- Individuals can be dropped off in the loading zone near the entrance to the facility but all cars must be parked in one 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 Town Manager or their designee 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 ten (10) business days prior to the date of the event. All cancellations received more than ten (10) days in advance will be assessed a \$25.00 administrative processing fee. No refunds will be granted for cancellations less than ten (10) business prior to the date of the event, except for extenuating circumstances. 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



Entertainment Brokers
International

TULIP Available to Primex³ P&L Members

(Tenant Users Liability Insurance Policy)

Entertainment Brokers International (EBI) is pleased to announce that effective immediately, EBI will offer its clientele an easy to use, fast way to insure most types of events and activities taking place at various facilities and venues throughout the United States.

The TULIP (Tenant Users Liability Insurance Policy) has been available for many years. However, the EBI Program has streamlined the underwriting and accounting process in ways that make the EBI Program the most user friendly product in the market place.

What is a TULIP Program?

The TULIP Program provides low cost General Liability insurance to "third party" users of various venues and facilities. It is used by institutions that permit "third parties" to use their facilities for specific events. It protects both the facility user and the facility itself against claims by "third parties" who may be injured or lose property as a result of participating in the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of participants and if there are any special requirements, including alcohol liability, food service, etc.

Here's what the individual or organization needs to do:

- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, **OB54 084**
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select your town, city, or school.
- By selecting your organization this way, it pre-fills member address and then you can key in information regarding your specific event.
- If you have any difficulty with this process, please call Amy Poole at 1-800-698-2364 x136.

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Bow Brook Place
46 Donovan Street
Concord, NH 03301

Primex³
NH Public Risk Management Exchange

800-698-2364
603-225-2841
www.nhprimex.org

T R U S T E X C E L L E N C E S E R V I C E