

	Staff Use Only
Permit #	



TOWN OF LONGMEADOW RENTAL CONTRACT – GREENWOOD CENTER

Name of	of Renter/Group			
Addres	S	Date(s) of Functi	ion	
		Time:* Begin	To	End
Phone	Number	How Many Atten	dina	
Contac	t Person	Type of Event	9	
	*Note: you must include all	setup/cleanup time in your	rental rei	nuest
		sociapi orio di your	roman ro	14631
Email:				
Alt Ph #:		Admission Charge: (circle)	Yes	No
Room Re	quest (please check)			
- 0	haran a stand			
	symnasium			
	ommunity Room lassroom			
<u> </u>	1435100111			
All fees lis	sted are hourly rates and a two (2) hour r	ninimum fee is required when an	licable Th	e rental time must
include a	ny set up and clean-up time required by t	the renter for their function.	meable. 111	s rental time must
The Green	nwood Center is available for all Town Bo	pards/Committees, Sponsored Spo	ort Associa	tions, and Parks &
Recreatio	n Approved Vendors/Other Renters from	6-10pm, Monday through Friday of	only, unless	otherwise arranged
with the D	Director of Parks & Recreation.			3
	Non-Pasident Penters wil	l be charged an additional \$10 per	haur ranta	-d
	Non-Nesident Nenters Wil	i be charged an additional \$10 per	nour rente	a
		Rental Fees:		
		Weekdays ONLY		
	Community R	oom and Classroom \$35/hr		
	Gymnasium	670 for		
	Gymnasium	\$70/hr		
Security de Security De	eposits are required for all rentals based or eposits are returned after rental space has	n the type of room being rented and been inspected and found to be in g	are due at ti jood conditi	me of reservation. on, allow 2 to 3 weeks
• Cc	ommunity Room and Classroom Security De	eposit \$30		
	mnasium Security Deposit \$110	-pacit was		
_	•			
Example: If	f you are renting the Gymnasium and Comn	nunity Room, the total security depos	it is \$140	

Federal Food Code States: No hot or cold foods prepared at a home are allowed to be served at the Community House during any functions with the exception of non-perishable items. Foods may be served if prepared by a licensed vendor. Examples: Caterers, Pizza and or Restaurants foods. Foods prepared in our kitchen (which is licensed) may be served. Food is not inspected by BOH.

Alcoholic Beverages: are not allowed at the Greenwood Center at any time.

Notice:

The Office of Campaign and Political Finance has deemed the Community House is not available for political fundraisers, as it does not comply with Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose."

Recycling: Recycling is mandatory per the Town by-law. Trash and recycling bins will be set up next to each other. Please encourage event goers to recycle and assist collection accessibility.

Applicant Signature

Your Signature indicates you have been given, understand and accept the terms for rental and all conditions pertaining to rental.

App	lica	nts	Sign	nature
, , P. P.	1100	I RESE	O I MI	ICICCII C

Date

Return signed rental contract to the Parks and Recreation Office.

Your reservation is NOT confirmed until this contract is returned to the office with security deposit, if applicable, and you are issued a permit.

Longmeadow Parks and Recreation 231 Maple Road Longmeadow, MA 01106 Phone: 413.565.4160 Fax: 413.565.4219 customerservice@lprd.net

Facility	Fe	e	х	Hours	=	Amount
Community Room	\$3	5	×		_=	
Classroom	\$3	5	x		_=	
Gymnasium	\$7	0	x		_=	
Non-Resident	\$ 10.00		х		=	-
						<u> </u>
Security Deposit						
Meeting Room	\$	30.00			_=	
Gymnasium	\$	110.00			_=	-
	Sec	curity Deposit	:			

Cash or Check Made out to LPRD Appreciated. MasterCard, Visa, Discover and American Express also accepted.

For Office Use Only	Security Deposit Rental Paid	Cash: Cash:	_ CC:	Check: Check:	_ Check # _ Check # _	Rec'd
Approved by:					Date: _	