



## TOWN OF LONGMEADOW RENTAL CONTRACT - COMMUNITY HOUSE

Name of Renter \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Type of Event \_\_\_\_\_  
 Required Deposit \_\_\_\_\_  
 Rental Balance \_\_\_\_\_

Today's Date \_\_\_\_\_  
 Date of Function \_\_\_\_\_  
 Where \_\_\_\_\_  
 Time: Begin \_\_\_\_\_ To \_\_\_\_\_ End \_\_\_\_\_  
 How Many Attending \_\_\_\_\_  
 Date Due \_\_\_\_\_  
 Date Due \_\_\_\_\_

<b>Email:</b>		<b>Admission Charge: (circle)</b>	<b>Yes</b>	<b>No</b>
<b>Fax #:</b>				

**Room Request (please check)**

- Auditorium
- Rear Auditorium
- FULL Auditorium
- Meeting Room A
- Kitchen

**Equipment Request (please check)**

- Easel
- Wipe Board
- TV/VCR
- Coffee Urns
- Tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_

We have 20 Rectangular tables (8x3), a few card tables, and 200 chairs available

**All fees listed are hourly rates and a two (2) hour minimum fee is required. The rental time must include any set up and clean-up time required by the renter for their function. The Community House is available from 8am to 10pm.**

**Commercial Usage:**

Any use which:

- A. a fee is collected at the event
- B. has financial profit as its primary aim
- C. is related to a retail or wholesale business
- D. is by a shopkeeper or merchant in pursuit of business

**Non-Commercial Usage:**

Any use which is not commercial

***Non-Resident Renters must add an additional \$10 per hour rented***

**Commercial Rental: Weekday-Weekend**

Meeting Room     \$ 40.00/hr - \$75.00/hr  
Rear Auditorium     \$ 40.00/hr - \$75.00/hr  
Auditorium     \$ 75.00/hr - \$145.00/hr  
FULL Auditorium     \$ 110.00/hr - \$215.00/hr  
Kitchen (flat fee)     \$ 70.00

**Non-Commercial Rental: Weekday-Weekend**

Meeting Room     \$ 30.00/hr - \$55.00/hr  
Rear Auditorium     \$ 30.00/hr - \$55.00/hr  
Auditorium     \$ 40.00/hr - \$75.00/hr  
FULL Auditorium     \$ 65.00/hr - \$110.00/hr  
Kitchen (flat fee)     \$ 70.00

**Security deposits are required for all rentals based on the type of room being rented.**

- Meeting Room / Rear Auditorium Security Deposit \$30
- Auditorium / FULL Auditorium \$110
- Kitchen \$100

If you are renting the Auditorium and Kitchen the total security deposit is \$110 Auditorium + \$100 Kitchen = \$210  
 Security Deposits are returned after rental space has been inspected, allow 2 to 3 weeks

**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.

**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 the BOH.

**Alcoholic Beverages:** May be served ONLY if a one-day liquor license is granted by the Board of Selectmen. A minimum of one (1) month is required by the Selectmen's office to process. "Liquor Liability" Insurance Coverage is required. This insurance is your responsibility. Fees for this insurance can range from \$300 and up, depending on your situation. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate is required prior to picking up your license. Please ask Community House staff for an application, or contact the Selectmen's office, (413) 565-4110. The Community House will assess a surcharge of **\$100.00** for having alcoholic beverages on the premises. Additionally, the Select Board's Office charges a **\$50.00** fee, payable when you pick up your license.

Will there be liquor (including beer and wine) at this event? (please circle) **Yes** **No**

**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."

**Applicant Signature**

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

Applicants Signature

Date

Return signed rental contract to the Parks and Recreation Office.

Longmeadow Parks and Recreation  
231 Maple Road  
Longmeadow, MA 01106

Phone: 413.565.4160  
Fax: 413.565.4219  
[customerservice@lprd.net](mailto:customerservice@lprd.net)

**COMMERCIAL**

**NON-COMMERICAL**

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$40 / \$75	x	_____	=	_____
Rear Auditorium	\$40 / \$75	x	_____	=	_____
Auditorium	\$75 / \$145	x	_____	=	_____
FULL Auditorium	\$110/ \$215	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Facility	Fee M-F / S-S	x	Hours	=	Amount
Meeting Room	\$30 / \$55	x	_____	=	_____
Rear Auditorium	\$30 / \$55	x	_____	=	_____
Auditorium	\$40 / \$75	x	_____	=	_____
FULL Auditorium	\$65 / \$110	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

**Flat Fee**

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Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____
<b>Total Rental fee:</b>				<input type="text"/>

Kitchen	\$ 70.00	_____	=	_____
Liquor Surcharge	\$ 100.00	_____	=	_____
<b>Total Rental fee:</b>				<input type="text"/>

**Security Deposit**

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Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____
<b>Security Deposit:</b>				<input type="text"/>

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____
Kitchen	\$ 100.00	_____	=	_____
<b>Security Deposit:</b>				<input type="text"/>

**Payment by cash, check, MasterCard, Visa and American Express. Checks must be made payable to the Town of Longmeadow.**

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_