



TOWN OF
PETERBOROUGH
ADMINISTRATION
www.peterboroughnh.gov

1 Grove Street
Peterborough, NH 03458
Office: (603) 924-8000
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administration@peterboroughnh.gov

NON-PROFIT TOWN HOUSE LEASE AGREEMENT

Applicant must provide documentation of non-profit status

Name of Lessee: _____

Address: _____

PRIMARY CONTACT PERSON: _____

Contact's Telephone Number – Daytime: _____ Evening: _____

Email: _____

Preferred method of communication? Please circle one: *Phone* *Email*

SECONDARY CONTACT PERSON *(if applicable)*: _____

Contact's Telephone Number – Daytime: _____ Evening: _____

Email: _____

What is the name of your event? _____

*Estimated number of attendees: _____

Date(s) rental is requested:

Time of Each Event
(Start to Finish):

Time of Each Rehearsal (if applicable)
(Start to Finish):

Please attach schedule if additional dates/times are requested.

At what time does your organization need entry to the Town House for set-up purposes? _____

Contact Person to answer any questions from the Public, if **different** from, or in addition to, primary and secondary contact persons.

Name: _____ Telephone Number: _____

If applicable, where will the tickets for this event be sold? _____

Ticket Location Telephone Number: _____

Ticket Purchasing Website: _____

House Manager's Contact Information

Name: _____

Telephone: _____ Email: _____

Will you be selling Food and/or Drink? Please specify: _____

Please describe your audio/visual needs: _____

If applicable, how many chairs and/or tables would you like set up for your event? (Town Staff Set Up/Tear Down fee is \$50.00. There is no fee for self set-up.)

**Chairs _____ Tables _____ Podium (*2 available*): _____

If applicable, attach a diagram of desired chair/table set-up for your event, or use space below.

Please note below any conditions or questions that you may have:

TERMS AND CONDITIONS

Fee and Rental Agreement

- The use of the Town House requires the final approval of the Town's designated Staff Person **and** the payment of a rental fee and security deposit.
- The rental fee is based on the advertised/performance hours of the event. This does not include set-up and tear down.
- The Set Up/Tear Down fee is \$50.00 if you elect to utilize this service; removing chair racks, photos from walls, tables, etc. will also incur a \$50.00 charge. Otherwise the responsibility for setting up and removing chairs, tables, etc. lies with the Lessee. Improper Tear Down will result in a \$50.00 charge.
- The security fee is \$150.00. The Town House shall be left in the same condition that it was in prior to the rental. Any damages will be deducted from the security deposit. If for any reason that the cost to repair the damages exceeds the amount of security deposit, the Lessee shall be responsible for that amount.
- For a reservation for use of the Town House to be held, the Town must receive the security deposit and one half of the estimated rent at the time of booking. Payment in full must be received two weeks prior to the event.
- Any deviation from the rate schedule is to be requested in writing from the renting organization and will not be valid until a written response from the Town is issued.
- Failure to provide the Town with notice of cancellation at least 48 hours in advance may result in the forfeiture of all rent and security deposits made unless in the event of an extreme weather emergency.
- If the rent should need to be adjusted due to an event using the facility longer than expected or less than expected, the adjustment amount will be refunded or reduced from the security deposit whichever is appropriate.

Use of Facilities

- The Lessee is responsible for contacting Town Staff regarding the operation of lights and public address systems during regular office hours before the event.
- The Lessee is responsible for arranging opening/locking services during regular office hours before the event. A fee of \$30.00 will be assessed per opening and/or locking service outside of regular office hours.
- The Lessee is responsible for obtaining the contact information for the custodian on call. If the custodian is called by the Lessee outside of his regularly scheduled working hours to respond to an incident deemed to have been caused either deliberately or through negligence by the Lessee or an event participant, the Lessee shall be charged a minimum of \$200.00 for the call-in, and an additional \$50.00 per half-hour after three (3) hours of custodial service related to the incident.
- Smoking is prohibited in the buildings and it shall be incumbent upon the Lessee to enforce this provision.

- Uses of the stage lighting/rigging or changes in the configuration of the electrical service are not considered a part of the rental fee. Use of these items will require a Town approved qualified consultant whose fee shall be the responsibility of the Lessee.
- Rubbish bags will be provided and the Town asks that recycling be done. Rubbish bags should not be overstuffed in order to facilitate removal.
- There shall be no duct tape, tacks, staples, or transparent type tape affixed to any surfaces without the express written request by the Lessee accepting financial responsibility and written permission granted by the Town.
- The Town may require a representative to be present in the building during an event. This person is in the employ of the Town to protect the Town's interests and not to take an active part assisting in the event.
- The Grand piano is not to be removed from the stage for any reason.
- All equipment, props or other event-related material must be removed from the building at the conclusion of the event unless other arrangements have been made and approved in writing.
- All decorative materials need to be approved in advance.
- Only professionally-made signage advertising the event will be allowed. Signage must conform to the Town's Sign Regulations.

Insurance and Liability

- Depending upon the nature of the proposed use and as a precondition of using the Upper Main Hall, the Town of Peterborough may require that the lessee name the Town of Peterborough as an additional insured on its liability insurance policy or policies and provide the Town with certificate of such insurance. Required coverage amounts shall be a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. This insurance can be obtained through the TULIP program through the Town's insurance. See TULIP reference sheet for more information.
- Events serving alcoholic beverages will need a written request in writing, an insurance certificate of Liquor Liability insurance and a liquor license if applicable, prior to written permission being granted by the Town.
- The Town reserves the right to require a Police Officer or Officers be on duty during an event and the financial responsibility will be with the lessee.
- The Town will assume no responsibility for claims arising due to lack of proper acquisition of copyrights licenses or other legal obligations.
- The Town is not responsible for any equipment, props, event-related material or belongings of the Lessee, the Lessee's designee(s), patrons or other event-related persons brought to or left in the Town House.
- The Lessee is wholly responsible for the conduct of all persons within the Town House during the time in which the Lessee, the Lessee's designee(s), patrons or other event-related persons occupy the Town House for pre-event set-up, rehearsals, event or post-event activities.

*The total capacity of the hall and balcony is 650 people per Fire Marshall.

**Number of chairs available for use: 450 Banquet Tables (8 ft long): 13

I/We _____ the undersigned on
(Lessee)

behalf of _____ have read and agree to the
terms outlined within the Town House Auditorium Rental Agreement.

Signed: _____ Date: _____

FEE SCHEDULE

REQUIRED FOR BOOKING:

Security Deposit \$150.00

EVENT RENTAL FEE SCHEDULE:

Open/Lock-Up at \$30 **each** _____
Please see item 6 of the Terms and Conditions

Set Up/Tear Down Fee at \$50 Yes/ No _____
Please see item 3 of the Terms and Conditions

Risers/Removal of pictures/chairs/tables/coat racks _____ x \$50 _____

Hanging of banner at \$50 _____ x \$50 _____

Total Event Hours _____ x \$100/hr. _____

Total Rehearsal Hours _____ x \$65/hr. _____

TOTAL RENT (do **not** include security deposit in this total) _____

Checks should be made out to 'Town of Peterborough'
Please reference your event date and name on the memo line.

TOWN STAFF ONLY

Total Deposit Received to Confirm: _____
(This includes the security deposit and half of total rent, due at time of booking)

Received by: _____ Date: _____

Total Amount Due Two Weeks Prior:

Received by: _____ Date: _____

CONFIRMATION OF LEASE AGREEMENT

Signature of Lessee:

Date:

Rental confirmed on behalf of the Town of Peterborough:

Date:

FEE SCHEDULE

The fee for hall rental is \$100.00/hour.

The fee for rehearsal time is \$65.00/hour.

The Set Up/ Tear Down fee is \$50.00.

Set up of risers/removal of pictures, chair racks, coat racks, or tables is \$50.00.

Hanging of banner is \$50.00.

The Opening/Locking fee is \$30.00 each.