



Newmarket Recreation Facility Rental Packet

Newmarket Recreation Department 603-659-8581

1 Terrace Drive Newmarket, NH 03857

Email: reception@newmarketnh.gov Website: www.newmarketrec.org

Beech Street Wellness and Banquet Facility	
Location	10 Beech Street Extension Newmarket, NH 03857
Description	1085 Square Feet
Tables	16 6ft tables
Chairs	91 chairs
Capacity	50-75 people

The Beech Street Wellness and Banquet Facility includes:

Kitchenette (Refrigerator, Oven, Microwave)
 2 Bathrooms
 Coat Rack
 Storage Closet
 Large parking lot
 Tables and Chairs

Fees	
1 Day Rental:	\$150
Deposit required at time of reservation:	\$25

Please note: The total fee is due 7 business days prior to your event taking place. Payments can be made over the phone at 603-659-8581 or online through the Rec Desk portal. If you have any questions about the Rec Desk portal, please contact the Newmarket Rec staff.

CONTACT INFORMATION

Contact Person(s) Name: _____ Todays Date: _____

Address: _____ City: _____ State: _____ Zip code: _____

Primary Phone #: _____ Email: _____

Alternate Contact Person: _____ Alternate Phone #: _____

RENTAL REQUEST

Date(s) Requested: _____ Times: _____

Type of Event: _____ Number of Guests (Max of 75): _____

The following person(s) will be responsible for picking up the key and returning the key after closing the

facility: Name: _____ Phone #: _____

(2) Name: _____ Phone #: _____

RESERVATIONS NOTE

Rental applications are available online or at the Rec Department. You can send completed applications via email, in person, or post mail. All contact information is listed at the top of this application. Rental applications are considered on a first paid, first served basis and are subject to space availability.

KEY PICK UP

The person responsible for picking up the key to the building would go to the Newmarket Police Dept. to sign out the key. The Police Dept. will only release the key to the person(s) listed on this application unless a phone call or email is made to the Rec Department requesting an additional key pick up person. When the event concludes, and you have closed up the Beech Street facility you will need to immediately return the key to the Police Dept.

Note: If you would like to see the facility prior to your reservation you may do so by contacting the Recreation Department and letting us know what date you would like to see the facility. Then you would pick up the key from the police department and return it after you have your visit.

General Rules, Procedures and Policies

CLEANING THE FACILITY

The rental applicant is responsible for cleaning the room upon the conclusion of the event in accordance with the rules and regulations set forth in the Facility Rental Packet and the list below is provided to assist you in the cleaning process. There should be NO CLEAN UP required by the Newmarket Community Center Staff.

Note: Any damage or uncleaned areas may result in additional charges and/or denial of future rental use. You will be billed for any additional charges.

1. All garbage must be removed from the facility. This includes food, decorations, balloons, etc.
2. Return all tables and chairs to their original locations, in other words please leave the room as you found it.
3. Wipe down all dirty surfaces: including the kitchen area, tables, chairs, etc.
4. Sweep entire floor and dispose of garbage.

MISCELLANEOUS

1. Smoking: Smoking is prohibited at all Newmarket Recreation facilities inside and outside, including electronic cigarettes and vaporizers.
2. Alcohol: Currently Newmarket Rec facilities do not allow alcoholic beverages at any of its facilities.
3. Candles/Flammable Materials: The only types of candles that are allowed at the Rec Dept. facilities are birthday candles, flameless candles, and floating candle centerpieces.
4. Decorations: The use of any confetti, rice and glitter as well as using duct tape and nails on the walls are all prohibited at all Newmarket Recreation facilities, both inside and outside.
5. Play equipment/Toys: Trampolines, bouncy houses, or any rebounding devices are strictly prohibited at all Newmarket Recreation facilities.
6. Barbeques: The use of barbeques is restricted to outside. Newmarket Recreation does not have barbeques available for use, but renters are allowed to bring their own.
7. Tables/Chairs: Tables and chairs that are provided by the Newmarket Community Center are not allowed outside the facility.

CANCELLATIONS/REFUNDS/DATE CHANGES

Cancellations are handled on a case by case basis and all fees are at the discretion of the Recreation Department. All cancellation requests need to be in writing or via email and include the applicants name and the date of the event. If cancellation is due to severe weather, the deposit will be refunded if the event is not rescheduled for a new date. If the Newmarket Recreation Department deems a facility not playable or cancels an approved request, the deposit will be refunded unless the event is rescheduled for a new date. Date change requests will be considered and moved depending on the availability of the facility. All date change requests must be done in writing or via email.

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of the permission granted for the use of the Town of Newmarket's property known as the Beech Street Extension Building and Parking Lot, I 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, 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 Beech Street Extension and Parking Lot, unless liability, loss or damage was caused by the negligence of the town, their officers, employees and agents.

I have read this form and understand all its terms and (if applicable) I 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: _____