

# MILLSTREAM COMMUNITY CENTER RENTAL APPLICATION

Contact Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Hours Requested (including set up/clean up time): \_\_\_\_\_

\*Are you requesting an Open Container Permit?\*                      Yes                      No

***Use of the building for a rental event requires a \$100 deposit submitted with the application to hold the date and a rental fee of \$150 for the day for Town of Hinsdale Residents and \$200 for non-residents.***

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### Conditions of Use:

- Smoking is not permitted inside the building. Smoking areas are in the back of the building and outside the kitchen door. All cigarettes must be extinguished and placed into the receptacles.
- All windows must be closed, all lights must be off, and all doors must be locked when you leave.
- Decorations must be hung in approved areas only. No hanging items from the sprinkler heads on the ceiling or on the fire exit lights. No glitter, confetti, or foil table scatters.
- All trash must be bagged and brought outside to the dumpster for disposal.
- If using the kitchen, please make sure coffee pots and stove are shut off and kitchen is clean.

### Please Initial That You Have Read and Understand The Following:

- I understand that the Town of Hinsdale is not responsible for lost or stolen items. \_\_\_\_\_
- I understand that I will not receive my deposit back if I do not follow the Conditions of Use listed above, or if anyone attending my event damages the building, building facilities or equipment (inside or outside), or if I do not return the key card within 48 hours \_\_\_\_\_
- I understand that my approved rental application may carry restrictions on which areas of the building my guests and I have access to and I agree to adhere to these restrictions \_\_\_\_\_

**I understand that the full amount of the rental fee is due the week before the actual event in order to receive the key for my event date (please see rental guidelines for pickup date) \_\_\_\_\_**

I have read the above rental conditions concerning the use of the Millstream Community Center and I agree to adhere to them.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

----- **FOR STAFF USE ONLY** -----

**DEPOSIT LEFT: Cash:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

Resident? Y N      Type of Event: Private      Non-Profit      Government      Fee: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If you plan to have alcoholic beverages at your event, you must complete a separate Open Container Permit form. The form will be submitted to the Hinsdale Police Department and the Select Board for approval. You will be notified if your permit is denied.