



GREATER WAKEFIELD RESOURCE CENTER



254 MAIN STREET, PO BOX 96 UNION, NH 03887 (603)473-8324 *Enrichment activities for a growing community.*

<http://www.greaterwakefieldresourcecenter.webs.com>

Function Room Rental Application/Contract

Date of Rental: _____ Name of Function: _____ Beer/Wine _____

Renters Name: _____ Phone: _____ Time: _____

Renters Address: _____

General Info: The GWRC is a Non-Smoking facility that rents a dining hall, for various purposes, for different lengths of time, all of which have the ability to use or not use the kitchen facilities. Non-profit, for-profit, individuals, companies and any other interested parties are welcome to rent the facility, but the GWRC reserves the right to take deposits in accordance with potential damages. **NO HARD ALCOHOL OF ANY KIND IS TO BE CONSUMED ON THE PREMISES.** The capacity for the hall is 80 people. If a problem arises contact: Bob Wyman 522-8604.

1. **Tables and Chairs:** If tables or chairs need to be collapsed, rearranged or otherwise disturbed, it is the responsibility of the renter to return them to their original condition/arrangement, unless otherwise agreed upon with the administrator. Table set up diagram is posted near the dining hall door way. **Please be mindful of the pull cords in restrooms and do not allow children to touch them. ALSO THERE IS NO ADMITTANCE TO ANY OTHER AREAS IN THE BUILDING.**

2. **Cleanup Requirements:**

- a. All floors are to be swept or vacuumed. Any spills need to be wiped up. Thermostat is programmed ahead of time please do not touch it. Please be sure all lights are off and door is locked upon your departure. **NO HOLES IN THE WALLS PLEASE!**
- b. **(For full kitchen rental)** All utensils, plates, pots, pans and any other kitchen resources belonging to the GWRC need to be cleaned and returned to their proper places. **Dishwasher use is not permitted. SMALL FRIDGE ONLY FOR USE**
- c. All trash should be removed from premises and clean bags put in barrels.
- d. All cleaning must be *completed by the end of the time period rented*. We want the hall to be clean for the next function as it was for you.

3. **Fee Structure:**

Two separate payments are required to book the hall: One is for the rental fee for \$150 and the second is a \$150.00 refundable deposit. This deposit will be held until an inspection is completed and signed off by a GWRC member and the key to the building is returned.

\$150.00 _____ Main Function Room (minimum charge up to 6 Hours)

\$150.00 _____ Deposit which will be returned upon inspection of the hall.

\$55.00 _____ Full Kitchen (use of ovens, SMALL refrigerator, dishes, etc. **NO** dishwasher is available)

Deposit Pd. _____ Date: _____ Cash or Check _____ Check # _____

Rental fee Pd. _____ Date: _____ Cash or Check _____ Check # _____

Returned Key: _____ Inspected By: _____ Deposit Returned: _____

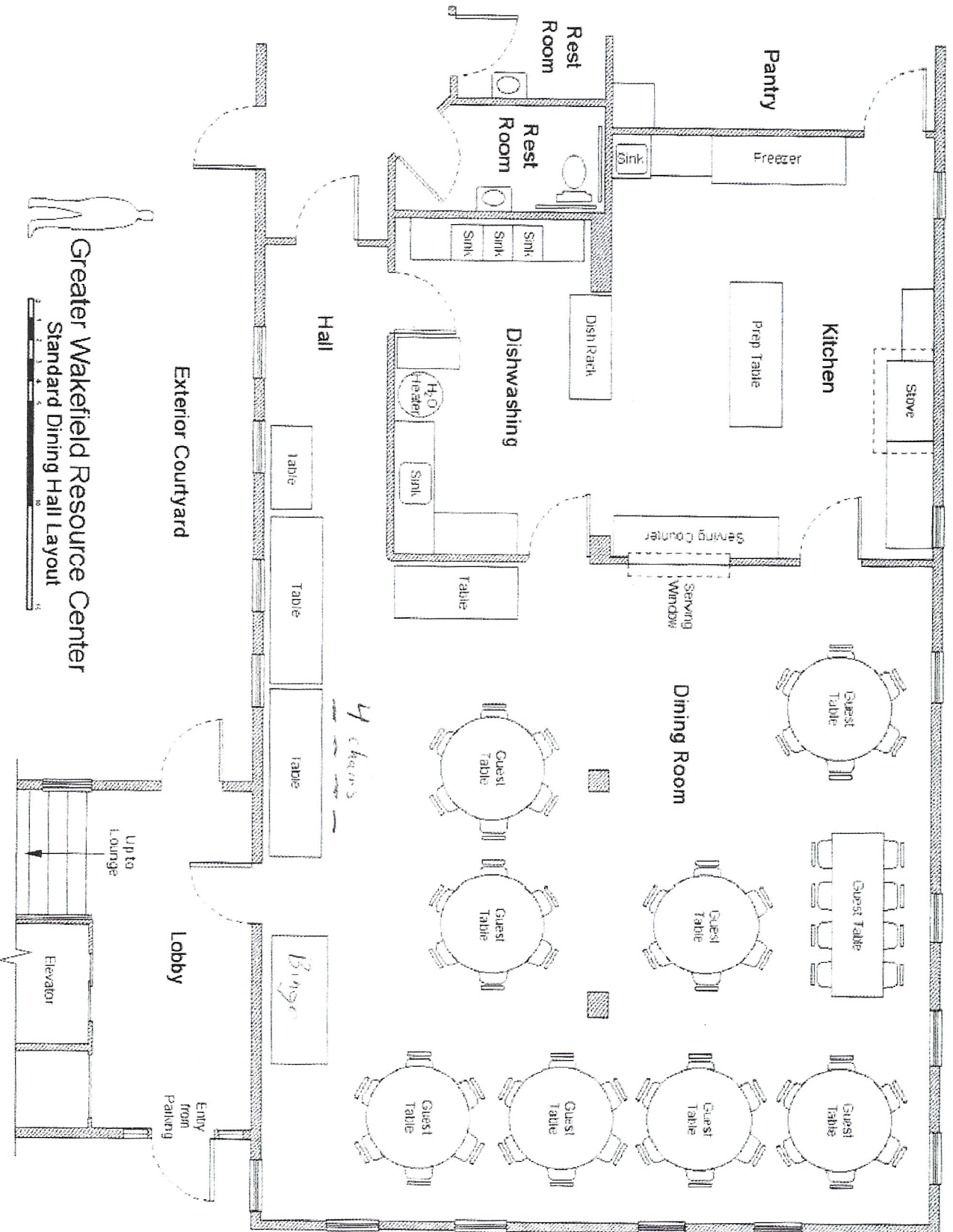
Renters Signature: _____

GWRC Signature: _____ Please make checks payable to GWRC

WELCOME TO THE GWRC

- **PLEASE NO PUSH PINS/TACKS IN OUR FRESHLY PAINTED WALLS.**
- **PLEASE DO NOT REMOVE OUR FLAG FOR ANY REASON.**
- **PLEASE DO NOT HANG THINGS FROM THE SPRINKLERS.**
- **PLEASE PUT SIX CHAIRS AT EACH ROUND TABLE AND FOLLOW THE DIAGRAM FOR THE LONG TABLES.**
- **AND BE SURE TO CLEAN THE FLOORS, TABLES AND TAKE EVERYTHING WITH YOU WHEN YOU LEAVE.**

THANK YOU SO MUCH!



Greater Wakefield Resource Center
Standard Dining Hall Layout



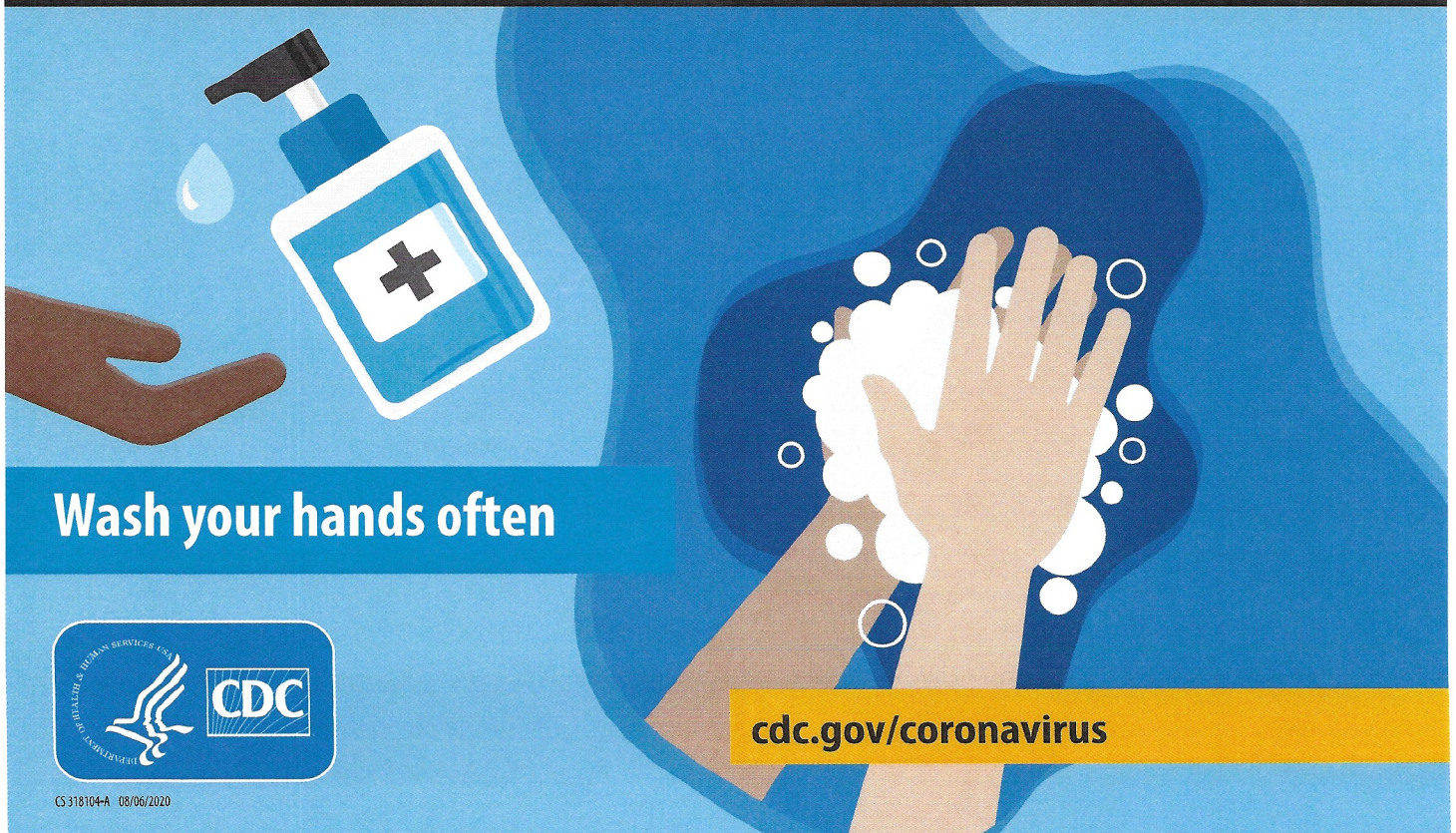
Help Protect Yourself and Others from COVID-19



Stay 6 feet from others



Wear a mask



Wash your hands often



cdc.gov/coronavirus