

Danville Community Center

169 Main Street, Danville, NH 03819 (603)382-8253 x1

APPLICATION FORM USE/ RENTAL CONTRACT

Date: _____ Time: start _____ end: _____
ROOM (circle) Banquet / Kitchen Estimated number of people _____
NAME: _____ TELEPHONE:() _____
ADDRESS _____
TYPE OF FUNCTION / ORGANIZATION: _____

SECURITY DEPOSIT: A security deposit of **\$100.00** is required for **ALL** rentals. It may or may not be required for non-profit organizations, at the discretion of the Community Center Committee. The deposit will be returned upon inspection of the facilities. Non-profit organizations are encouraged to make donations for the continual maintenance and upgrading of the facility.

RENTAL FEES

TOWN RESIDENT: 2 hours minimum - \$175.00, each additional hour is \$35.00

NONRESIDENT: 2 hours minimum - \$200.00, each additional hour \$40.00

TOWN NON-PROFIT ORGANIZATIONS - no rental fee.

AMOUNT DUE: Hall rental \$ _____ Check # _____

Security Deposit \$100.00 Check # _____

Upon registration, 2 separate checks are required along with application form.

Please make check out to Town of Danville

RESPONSIBILITIES

1. Pick up key(s) at Town Hall, Tax Collector's Office or Selectmen's Office.
 2. The entire area used must be cleaned and neat when you leave. Please look for the Customer's checklist. A minimum of \$100.00, will be charged if not properly cleaned.
 3. The security deposit will not be returned if damages, destruction, or loss of Center property is detected. If damages, destruction, loss is greater than the security deposit, the person(s) named above, will be billed directly.
- Please do not drag tables or chairs across the floors.
4. It is the person(s) named above responsibility to report any damages.
 5. All trash must be thrown in the dumpster located outside of the Community Center. Trash can bag's can be found in the kitchen and must be replaced. The key to the dumpster will be provided.
 6. All doors and windows must be shut and locked, lights shut off, A C shut off, and heats turn down to 59 degrees.
 7. The Center / Board of Selectmen reserves the right to cancel or deny the use of the facilities to anyone, at any time, at their discretion. All deposits and fees will be returned.
 8. All personal equipment must be taken with you. The Center/Town is not responsible for items left behind.
 9. Immediately after your function – drop the key(s) in the Center's drop box or return to the Town Hall, Tax Collector(s) or Selectmen's Office promptly.
 10. The Center / Town of Danville is excused from all claims made by any party or person(s) for property damages or injuries sustained on the premises.
 11. If a function is cancelled, the deposit and rental fee will be refunded in full if the Center is notified at least 14 days in advance.
 12. Alcohol Use in Accordance with Article 2011-17: Granted _____ Denied _____

I have read the above contract and agree to the conditions and terms specified therein. This booking will remain tentative-subject to cancellation by the center/committee, until this contract is signed and received by the center.

Customer Signature

Date

Management Committee Rep.

Date



SHORT TERM SPECIAL EVENTS Insurance Program and Enrollment Form

This brochure is valid for effective dates of 1/1/21 and after

(This brochure remains in effect until amended or replaced with a newer version)

PROGRAM DESCRIPTION

This insurance program has been designed for organizers of short term special events that meet the following criteria:

- Total attendance is 12,000 or less*
- Maximum number of consecutive event days is 10 (not including set-up or tear down)
- Event is held at a single location
- Event must take place in the United States

* Please contact us if your event is over 12,000 in total attendance. We may have other coverage options.

Coverage is provided by a carrier rated A+ (Superior) by A.M. Best Company.

INELIGIBLE OPERATIONS

Operations ineligible for this program include, but are not limited to, the following:

- Activist rallies/marches/protests
- Air shows/events
- Animal obedience training
- Any events involving organized athletic events/competitions
- Any events and/or concerts – involving rap, hip-hop, heavy metal/screamo or techno/electronic
- Any events held on an airport premises
- Any events honoring national and/or local celebrities or professional athletes
- Any events involving in or on water activities
- Battle reenactments
- Bonfires
- Cannabis related events
- Christmas tree sales/lots
- Cinematography or photography events for commercial use
- Circuses
- Color party, foam party or raves
- Food eating contests
- Fraternity or sorority events (except alumni association off-site events that have been approved by us)
- Geocaching events
- Gun and/or knife shows
- Haunted attractions/events
- Health fairs/expositions
- Hunting, fishing and hiking events
- Mazes (corn, hay or fence)
- Parades (or any event involving a parade)
- Political events (except private fundraising auctions, benefits, dances, dinners)
- Pumpkin chuckin events
- Rodeos
- Seances
- Shooting events/activities (skeet/trap/clay/guns)
- Tailgating events (unless reported to and approved by us)
- Tractor pulls
- Union meetings
- Walks/running events**

ELIGIBLE OPERATIONS

The following event operations are eligible for this program. Please note, this is not a complete listing. If you do not see your event operation listed, please contact us for eligibility.

- After prom parties (school-sponsored event only)
- Auctions
- Award presentations
- Ball/dances
- Banquets
- Bar mitzvah or bat mitzvah
- Bazaars
- Benefits
- Billiard events/tournaments
- Bingo games (for charity/fundraising only)
- Book signings
- Card games/events (for charity/fundraising only)
- Car/motorcycle/RV/boat shows- static display only
- Car washes (for charity/fundraising only)
- Casino events (for charity/fundraising only)
- Celebrations (holiday, New Year)
- Chamber of commerce business events/mixers
- Charity events
- Chess events
- Christmas caroling (single location)
- Christmas lighting ceremony
- Concerts – other than rap, hip-hop, heavy metal/screamo or techno/electronic (call for approval)
- Conventions
- Debuts or debutante balls
- Dinners, luncheons or showers
- Direct selling consultant parties
- Easter egg hunts
- Farmers' markets
- Festivals
- Film screening or showings
- Flea markets or swap meets
- Food cooking contests
- Graduation ceremonies
- Job fairs
- Lectures/seminars/workshops
- Meetings
- Memorial services
- Pageants
- Parties
- Picnics (no in or on water activities)
- Poet or poetry readings
- Proms
- Quinceañeras
- Recitals (dance, music)
- Religious events
- Reunions
- Sales (bake, charity, consignment, estate, garage)
- School band or drill team competitions
- School carnivals (no rides/inflatables)
- Showers (baby, bridal, wedding)
- Shows (animals-arena setting only, antique, art, baby, business, collector, consumer, craft, fashion, flower, garden, home, stage, wedding)
- Social gatherings or receptions
- Speaking engagements
- Talent searches/shows - children only
- Telethons
- Theatrical performances or musicals
- Walking tours (garden, holiday, parade of homes, historical sites) - single location
- Wedding activities* (rehearsal, ceremony or reception)

* Please visit www.eventinsurance-kk.com for wedding event liability and event cancellation coverage.

** For walks and/or running events, please visit www.sportsinsurance-kk.com or contact us for additional information.

This brochure is for illustrative purposes only and is not a contract of insurance. You must refer to the actual coverage document for complete information regarding coverage terms, conditions and exclusions as they may change from one coverage term to the next. You may request a copy of the full policy by submitting a written request to us.

MASS MERCH-STSE 1023 10/2021

EXCLUSIONS

The following represent only some of the exclusions contained in this policy.

- Abuse, molestation, harassment or sexual conduct
- All operations listed as ineligible
- Amusement devices (e.g.: rides, slides, inflatables, bungees, climbing walls, dunk tanks-does not apply to structures that are not designed to bounce on, slide on, ride on or tunnel through)
- Animals (injury or death to any animal or injury, death or property damage caused by your animal)
- Communicable disease
- E-commerce consulting
- Employment-related practices
- Events held at multiple locations (except for weddings)
- Events with over 12,000 in total attendance
- Fireworks
- Operations of concessionaires, exhibitors and/or vendors at your event
- Petting zoos
- Room and board liability/overnight camping
- Saddle animals
- Violation of statutes that govern e-mails, faxes, phone calls or other methods of sending materials or information

EASY WAYS TO ENROLL FOR COVERAGE



WEB

Receive coverage immediately by purchasing online at www.eventinsurance-kk.com

OR

Submit this enrollment form, with payment, to K&K.



FAX

1-260-459-5502



MAIL

Regular:
K&K Insurance
Event RPG
P.O. Box 2338
Fort Wayne, IN 46801-2338

Overnight:
K&K Insurance
Event RPG
1712 Magnavox Way
Fort Wayne, IN 46804



QUESTIONS Call 1-877-648-6404



SERVICE REQUESTS/QUESTIONS ONLY

E-MAIL info@eventinsurance-kk.com

OR

Call Mary Ellen

Davis + Towle

603 225 - 6611

LIABILITY INSURANCE OPTIONS:

The Town of Danville reserves the right to require liability insurance for any event held in the Community Center. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000.00 for each occurrence, with the Town of Danville named as an additional insured. The Certificate of liability insurance can be obtained from your own liability insurance company or you can contact Property Liability Trust at (<https://www.theeventhelper.com/#Pfyw2u>) to obtain the liability insurance through their TULIP (Tenants Users Liability Insurance Policy) program.

I have read the TULIP Coverage-A Guide for Users and have: _____ declined coverage: _____ accepted coverage: _____ HO insurance binder attached.

Witness to All

Renter / Responsible Party

Danville Community Center

169 Main Street, Danville, NH 03819

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Day: _____ Date: _____ Time: Start _____ End _____

NAME: _____ Telephone () _____

ADDRESS: _____ FUNCTION/ORGANIZATION: _____

I, We, the undersigned, _____ ("Renter" - responsible party), hereby indemnifies and holds harmless and defends the Town of Danville, its successors and/or assigns of any and all liability or damages occasioned from or as a direct result of the above noted function/organization usage of the Community Center, including but not limited to: renters, guests, friends, family, hired help, any and all accompanying/attending the function/organization.

It is hereby agreed, if any injury, sickness, death, damages, destruction, or loss of Community Center property will be billed to the person(s) named above responsible party.

Signed this _____ day of _____, 20_____.

Witness to All

Renter / Responsible Party

Renter / Responsible Party

STATE OF NEW HAMPSHIRE

Rockingham County, SS _____, 20__

On this _____ day of _____, 20__; before me, the undersigned notary public, personally appeared _____, proven to me by satisfactory evidence of identity which were _____ to be the person who name is signed on the proceeding or attached document and acknowledged to me that she signed in voluntarily for its stated purpose.

Notary Public
My Commission Expires:

Danville Community Center

169 Main Street, Danville, NH 03819

	check	Customer's checklist
1		Pick up key at Town Hall, Selectmen's office and sign book properly Town Hall hours: Mon. ~ Thurs. 8:00 ~4:00
2		DO NOT DRAG tables, chairs, or any kind of hard objects across the floor
3		Do not put anything on wall or ceiling. NO GLITTER
4		The entire area used must be cleaned and neat when you leave:
		--tables and chairs wiped
		--tables put back in place
		--chairs stacked and placed on front wall
		--floors swept
		--any spills wiped up
		--trash put in dumpster and put new trash liners in. (<i>You can find the trash liners on bottoms of trash barrels or in the kitchen.</i>)
		--bathrooms need to be clean: take out the trash and replace the trash liners.
5		All personal equipment must be taken with you Center / Town is not responsible for any items left behind
6		The person(s) named on the application form has the responsibility to report any damages. Any damages, destruction, or loss of Center property will be billed to the person(s) named on the application form.
7		Heat must be turned down to 62 degrees
8		All AC units must be shut off
9		All lights must be turned off
10		All doors and windows must be shut and locked
11		After function is done, lock the entry door and drop the key in the Center's key drop box located next to the office door or return it to the Town Hall, Selectmen's office

Date _____ Time _____ ~ _____ Function _____ # of people attended _____

Customer Name (print) _____ Center Representative _____
Customer signature _____

DANVILLE POLICE RIDE-BY REQUEST FORM

Date of Event: _____ Type of Event: _____

Renter / Responsible Party Name: _____

Address: _____ Contact Information: _____

Event Start time: _____ Event End Time: _____

Officer: _____ Badge #: _____ Date: _____

Comments / Remarks: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.