

Town of Lempster Meeting House Rental Agreement  
112 Lempster St.  
Lempster, NH 03605

RENTAL INFORMATION  
603-863-2698

Please remember this building is over 250 years old and is a town, state and national treasure. If damaged this building is difficult and costly to repair; if lost it is impossible to replace. All participants to the event shall remain on the first floor of the Meeting House and the maximum number of occupants is 125. Lessee must be 21 years of age to rent the facility.

SMOKING IS NOT ALLOWED IN THIS BUILDING OR ON THE SURROUNDING PROPERTY

A CELL PHONE IS REQUIRED. THERE IS NO PUBLIC OR PRIVATE PHONE ON THE PREMISES IN CASE OF EMERGENCY

Dial 911 immediately and identify the location as the Lempster Meeting House, 112 Lempster St., Lempster NH 03605.

Today's Date: \_\_\_\_\_

Lessee/Organization: \_\_\_\_\_

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

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_

Time needs to include "set up" time prior to the event and "clean up" after the event.

Is this a reoccurring meeting? Yes No

Day of the Week: \_\_\_\_\_ Monthly: \_\_\_\_\_ Weekly \_\_\_\_\_ Other \_\_\_\_\_

Will alcohol be served? Yes No

Alcohol may be served at an event within the Meeting House as long as it is not sold (unless you have the proper license). However it is NOT permitted on the outside grounds of the facility.

**MEETING HOUSE RENTAL AGREEMENT**  
**Terms**

1. Your Rental rate is: \$\_\_\_\_\_ and payable in full ten (10) days prior to your event. An additional \$100.00 security deposit is due upon signing of this agreement. Any decision to partially retain or not to return the security deposit is at the sole discretion of the Lempster Board of Selectmen. Lessee agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the Town of Lempster may deduct from the security deposit the full amount of such damage, loss or injury. Lessee further agrees that, if such damage, loss or injury exceeds the amount of the security deposit, Lessee will within thirty (30) days of billing reimburse the Town of Lempster for all costs associated therewith upon billing by the Town of Lempster.

Additional charges may be assessed to the rental cost due to:

- Damage to the Meeting House, property, furniture or equipment
  - Your event continuing beyond your designated event rental time as stated above
  - Failure to clean the Meeting House and property after the event
2. Evidence of liability insurance ten (10) days prior to the event is required by the Lessee. The certificate of insurance will name the Town of Lempster as an additional insured for the time period of the event. Failure to provide the proper documentation can result in the cancellation of the event by the Town of Lempster. A minimum of \$1,000,000 general liability is required. This insurance can be purchased through the Tenant Users Liability Insurance Policy (TULIP) program or your insurance company.
  3. Lessee, on behalf of itself, and its officers, employees, members, and invitees, agrees to indemnify and hold harmless, the Town of Lempster, its officers, employees, insurers, from and against all liability, claims and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind, whatsoever, which arise out of or are in any manner connected with the use of the property whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Lempster, its officers, or its employees, or from any other cause whatsoever.
  4. A Town employee will unlock and lock the building according to your designated event rental time as stated above. The heat will be set by the Town employee only.
  5. Lessee is responsible for all conduct and any damages caused by their guest(s) and others hired by Lessee.

6. The following is prohibited on the walls, ceilings, floors or windows of the Meeting House:
  - Nails
  - Tacks
  - Staples
  - Screws
  - Glitter
  - Glue or any liquid adhesive
  - Duct tape, masking tape or any other tape
  - **No Candles of any kind**
  - **No confetti, rice or birdseed may be used on the premises**
  
7. Decorations may be hung with the following:
  - Removable adhesive products
  - Painters removable masking tape
  - String or ribbon
  
8. Noise must be kept at a minimum, especially during the evening because the Meeting House is located in a residential area.
  
9. Doors must not be blocked.
  
10. All state and federal laws will be adhered to.

**FOR USE OF ALCOHOL AT PRIVATE PARTY**

I \_\_\_\_\_ (Name of Lessee) request permission to use alcohol at a private event.

If approved by the Selectmen I understand:

1. Alcohol will not be sold without proper permits or licenses
2. I will designate a person over the age of 21 who will be responsible for monitoring the event for appropriate alcohol consumption by attendees
3. Alcohol will not be served or consumed by attendees under the age of 21
4. I will designate two designated drivers who will not consume any alcohol and who will be available until the end of the event
5. I agree that random police checks may be made at any time
6. I understand all relevant State laws must be complied with

\_\_\_\_\_  
Signature of Lessee

FOR EVENT WITHOUT APPROVAL OF ALCOHOL

I \_\_\_\_\_ (name of lessee) understand:

1. Evidence of the use of alcohol without prior written permission will be grounds for withholding the security deposit
2. The presence of any container, open or sealed, of an alcoholic beverage will be deemed proof of use

\_\_\_\_\_  
Signature of Lessee

Set Up

All set up is the responsibility of the Lessee and includes assembly and arrangement of all tables and chairs. Any damage to the facility or property of the Meeting House during set up or afterward is the Lessee's responsibility.

Clean Up

The following includes the cleanup responsibilities of the Lessee and must be completed within the rental time of the event:

- Wipe clean all tables and chairs
- Return all tables and chairs to the storage room
- Remove all decorations
- Please put liquids in the sink and not in the trashcan
- All trash must be bagged and removed from the property
- Sweep debris from the floor
- Wipe up any spills
- Bathroom must be checked for trash and cleanliness

The Selectmen will decide if there is a need for police presence during each event. The Town of Lempster contracts with the Sullivan County Sheriff's Department for police coverage. If they determine there is a need for police presence at the event the Lessee is responsible for the cost of the officers and will arrange to have coverage directly with the Sullivan County Sheriff's Department.

The Lempster Board of Selectmen reserves the right to waive any and all conditions, uses, and fees.

The parties by signing this agreement hereby acknowledge that they have read this agreement and understand the terms and conditions herein stated and agree to abide by the same. Failure to abide by all the rules stated in this contract may result in denial of future rentals. By signing this agreement, I understand that there may be additional fees or penalties assessed with respect to this contract, damage to the Meeting House, property, fixtures, equipment or furniture. By signing this agreement the Lessee agrees to the terms and conditions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## ACCOUNT SUMMARY

(OFFICE USE ONLY)

Fees: 8 hour events and receptions etc. \$150.00 or \$25.00 an hour with a 2 hour minimum  
Nonprofit and community oriented \$12.50 per hour with 2 hour minimum.

Total # of hours: \_\_\_\_\_ X Cost per hour: \$ \_\_\_\_\_ = Total Room Fee: \$ \_\_\_\_\_

Security deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (Due at time of reservation)

Method of Payment: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (Due 10 days prior to event)

Method of Payment: \_\_\_\_\_ Damages & Cleaning (if any) \$ \_\_\_\_\_

Security deposit refund: \$ \_\_\_\_\_ Date Refunded: \_\_\_\_\_ Check #: \_\_\_\_\_

Rental Request:

Approved

Denied

\_\_\_\_\_  
Mark Lightner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Everett Thurber

\_\_\_\_\_  
Phil Tirrell

Lempster Board of Selectmen