

Rental Reservation Form and Agreement

Note: No reservation is complete until a completed, signed ORIGINAL of this form, required documents and deposit have been received. **Failure to comply with any of the requirements may jeopardize the requested rental date.**

➤ **Room Requested:** Gym/Hall ☐ Heritage Room ☐

➤ **Rental Fees:**

Heritage Room

Americal Civic Center Tenant:	Free
Wakefield Non-Profit / Youth Organization:	\$25.00 per hour
Wakefield Resident Rental:	\$40.00 per hour
Non Resident Rentals / Trade Shows:	\$60.00 per hour
School and Town Governmental Rentals	Free during regular business hours. Non-Profit/Tenant Fee at the discretion of Recreation Director during peak rental hours.

Gym/Hall

Americal Civic Center Tenant:	\$35.00 per hour
Wakefield Non-Profit, Youth Organization	\$35.00 per hour
Wakefield Resident Rental:	\$50.00 per hour
Non Resident Rentals / Trade Shows:	\$100.00 per hour
School and Town Governmental Rentals	Free during regular business hours. Non-Profit/Tenant Fee at the discretion of Recreation Director during peak rental hours.

Custodial Charge:	\$15.00 per hour for groups of 50+ people or at the discretion of the Recreation Director.
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\$250 Security Deposit for groups of 50 or more.

➤ **Name of Organization and/or Contact Person* Desiring to Rent Space:**

➤ **Address:**

➤ **Contact Information – Phone number and e-mail:**

➤ **Type of Event – e.g. basketball game/practice, birthday party, meeting, public event**

* Contact person is responsible for coordination with Wakefield Recreation Director as well as contact and notification to all group members or individuals of any cancellation or other changes relative to the rental. The Wakefield Recreation Department takes no responsibility for notification.

Wakefield Recreation

467 Main Street, Wakefield, MA 01880

Tel. 781-246-6389 E-mail: dmcgrath@wakefield.ma.us

➤ **Type of Group (please check all that apply):**

Wakefield ☐ Non-Wakefield ☐ Non-Profit ☐ For Profit ☐ Individual ☐

➤ **Will food and/or drinks be served?** Yes No

➤ **Date(s) and Time(s) of Rental – Hours of operation 8:00am to 10:00pm unless approved by Recreation Director.**

Note: Please provide date, start time, finish time and approximate number of attendees. If set up or break down time is required, please note minimum time necessary for each. For recurring rentals, please note all requested dates and times (add additional sheets if necessary). **Dates and times may only be reserved 1 year in advance and must be renewed for the following year.**

<u>Date(s)</u>	<u>Start Time</u>	<u>Finish Time</u>	<u>No. of Attendees</u>	<u>Set Up/Break Down Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

➤ **Indemnification:**

The undersigned organization and/or individual hereby agrees to hold the Wakefield Recreation Department, Town of Wakefield, and all Wakefield Recreation Department staff, harmless from and to indemnify them against all cost, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such organization's and/or individual's use of the facilities and grounds of the Americal Civic Center. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the room rented or any other part of the Americal Civic Center building, tenant spaces or grounds; the cost of employee overtime, if occasioned by the use of the facility, the cost of police details (which shall in all events be borne by the renter) if deemed necessary by the facilities manager or his designee; and any claim asserted by any third party against the Wakefield Recreation Department, Town of Wakefield, and/or any Wakefield Recreation Department staff on account of any alleged injury causally related to the use of the facility and grounds, together with defense costs including reasonable attorney's fees.

➤ **Release:**

In consideration of the use of the facility, the undersigned organization and/or individual, for itself and each and all of its members and attendees, hereby releases, remises and waives any and all claims which they, or any of them, has, ever will have or may have against the the Wakefield Recreation Department, Town of Wakefield and/or The Wakefield Recreation Department staff for any injury to persons or damage to property suffered by such group, individuals, members or attendees during or as a result of the use of the facilities, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Wakefield Recreation Department, Town of Wakefield and/or Wakefield Recreation Department staff.

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➤ **Civic Center Rental Policy:**

The undersigned, acknowledge(s) receipt of a copy of the Wakefield Recreation Rental Policy and agree(s) to abide thereby.

➤ **Required Documents**

Signed original agreement and deposit

Print name: _____ Title, (optional) _____

Signature: _____ Date: _____

Additional Notes:

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To be completed by ACC staff:

Date Rcvd:	Deposit Amount:	Cash / Check #:	Balance Due:	Received by:
Date Rcvd:	Balance Amount:	Cash / Check #:	Received by:	