

The Andover Community Hub

FACILITIES RENTAL & USE AGREEMENT

Date Submitted _____

Individual/Group/Organization _____

Home phone _____ Cell phone _____

Email _____

Describe activity _____ approx. # of participants _____

Event Date: _____ In time: _____ Out time: _____
(Rental time includes setup and cleanup. Please include adequate time for both.)

Alcohol will be served Food will be served Insurance coverage attached
if required

Rental rate, due with application: 1) Back studio: 0-5 hours -- \$60 6-10 hours -- \$100
2) 1st floor Cutter Community Space: 0-5 hours -- \$100 6-10 hours -- \$150
3) Use of the kitchen in conjunction with a party: additional \$50

Note: A \$50 refundable damage deposit, payable in a separate check, is required with the reservation and will be refunded if the facility is left in its original condition (trash & recyclables removed, floor swept, chairs & tables returned to original location, decorations removed, etc.)

The Andover Community Hub Release and Indemnification:

I/We (the renter or borrower) _____ agrees to indemnify and hold forever harmless The Andover Community Hub and its board members, its subsidiary, affiliated companies and their officers, agents, and employees against all loss, liability, and expense including reasonable attorneys' fees.

By signing this document, I/we further certify that I/we have read and agree to abide by The Andover Community Hub's Facilities Rental Policy.

Authorized signature _____

Date _____

Mailing address _____

Rental fee received _____
(date)

Security deposit received _____
(date)

If renter cancels 48 hours or more prior to the event, the rental fee and damage deposit will be refunded in full. If less than 48 hours, only the damage deposit will be returned. Let us know if it's a case of illness or emergency.