



## RENTAL AGREEMENT

<b>Name</b>					<b>DOB</b>
<b>Address</b>					
<b>EMAIL</b>					
<b>Cell#</b>					
<b>Rental date</b>					
<b>Rental time</b>					
<b>Function type</b>					
<b>Equipment needed</b>	Pool table	Kids toys	Bounce house	Balls	
<b>Hourly rate</b>	Resident: \$30 per hour / Non-resident \$35.00 per hour				
<b>Deposit</b>	\$100.00 cash <b>(KEY MUST BE PICKED UP IN ADVANCE by 4pm, Thur or Fri prior to rental date)</b>				

Name	Ph#
Name	Ph#
Name	Ph#

Payment: RENTER will remit a security deposit of \$100.00 cash upon signing the rental agreement. The remaining balance of \$\_\_\_\_\_ must be received prior to the listed event. Checks made payable to Newport Recreation. The security deposit will be returned to above named renter within 10 days of the event listed above if the rules set forth in the rental contract have not been violated. I have read the terms of the contract and will comply with Newport Recreation rules, failure to comply will result in the forfeit of the security deposit.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Please read the rules & regulations on the back side of this form ----->

# Rules

1. At any event that charges an admission, a Recreation Department staff member will be on duty at an hourly rate of \$20.00 per hour, to be paid by the RENTER at the completion of the event.
2. The RENTER shall be responsible for set-up, breakdown, and clean-up with the rental period. Should the facility be left unacceptable condition, the RENTER will be charged (or will have the security deposit withheld) at rate of \$30.00 per hour for janitorial services.
3. The RENTER is responsible for any damage to the facility or equipment. All other portions of the security deposit may be withheld, based on current replacement rates. If damage (repair/replacement) cost exceeds security deposit, the RENTER will be required to the additional expense.
4. Chaperones are required for groups whose participants are below 18 years of age. All chaperones must be 18+ of age and are subject to approval by the Recreation Director. Minimum ratio of chaperones to participants is 10:1 for an activity closed to the public. For an open activity (dances, etc) a minimum of 6 chaperones is required.
5. Facility rentals are not available to Commercial agencies or groups (1982 Town Ordinance).
6. The RENTER is responsible for maintaining safety standards with the facility (snow removal, keeping walkways clear, trash removal, etc). All lights are to be turned off and emergency doors locked prior to leaving.
7. NO ALCOHOLIC BEVERAGES ARE PERMITTED. SMOKING IS NOT PERMITTED in the the Newport Recreation Department buildings or on the grounds.
8. The Newport Recreation Department or the The Town of Newport may revoke groups or individuals rental privileges and security deposit, at any time, should any of the above stipulations not be met.

Printed Name _____	Date _____
Signature _____	

Key # \_\_\_\_\_

Recreation Staff Signature \_\_\_\_\_ Date \_\_\_\_\_