



### Gym Rental Rate (for events - includes stage and commercial kitchen)

	<i>Non-Profit/Reg Hours**</i>	<i>Non-Profit/After Hours^</i>	<i>Business-Social/Reg Hours**</i>	<i>Business-Social/After Hours^</i>
Rental Fee (8 hours)*	\$450	\$650	\$750	\$950
Holiday Upcharge ***	N/A	20%	N/A	20%
Refundable Damage Deposit	\$250	\$250	\$250	\$250
Additional Hours (per hour)	\$125	\$125	\$125	\$125

\*Includes tables, chairs, and all setup (no self setup). No AV available in gym

\*\* Regular Hours: Monday- Thursday 8 a.m. to 9 p.m.; Friday 8 a.m. - 5 p.m.; Saturday 8 a.m. - 3 p.m. (Sundays closed)

\*\*\* Holidays and 3 day holiday weekends

^If rental includes any time outside of regular hours then entire rental is charged the after hours rate

#### **Rental Guidelines**

1. Reservation must be made at least 30 days in advance (if space is available, shorter notice may be considered)
2. Reservations may be made up to 6 months in advance
3. No more than 1 rental per quarter except for use Monday through Friday, 8 a.m. - 5 p.m. which may be allowed on a monthly basis (1 per month)
5. Gym Rental Hours are 8 a.m. to 9 p.m.; other hours available only if pre-approved by Town Administrator and PARC Director

#### **Payment Schedule**

Reservation hold for 7 days	\$0
Down payment: Due on 8th day to hold	Damage deposit & 50% of total cost
Reminder Due:	90 days before event
Damage deposit refunded	Within 30 days of event

#### **Cancellations & Refunds**

121 or more days prior	100% refundable minus \$50 processing fee
91 - 120 days prior	75% refundable
61-90 days prior	50% refundable
60 days or less	Damage deposit only

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