



Indoor Facility Rental Request

P: 603-225-8690 F: 603-225-8589

Renter's Name: _____

Address: _____ City: _____ State: _____

Phone : _____ Email: _____

Facility Requested:

City Wide Community Center:

Gym (athletic events only): _____ Program/Meeting Room (max 40 people): _____

Harriet Dame Auditorium (max 80 with tables, 100 with chairs only): _____

Green Street Community Center Gym: _____

The Merrimack Lodge at White Park (max 60 people): _____

West Street Ward House (max 80 people): _____

Dates & Times (*please provide up to 3 choices if possible)

1. Day: _____ Date: _____ Time: _____

2. Day: _____ Date: _____ Time: _____

3. Day: _____ Date: _____ Time: _____

Purpose of Rental:

Private Party

Training

Meeting

Class

Other:

Number People Expected at event: _____

Do you have insurance? YES NO

Are you registered nonprofit? Yes No If yes tax ID Number: _____

Do you plan to have food at your event? YES NO

If yes, please give details:

Room set-up:

TABLES	AUDIO	CHAIRS
VISUALS	OTHER	

Please note: a \$50 fee is required table set-up in the Harriet Dame Auditorium

ADDITIONAL NOTES....

- Additional forms will be required after rental confirmation.
- Full payment is due when request is confirmed by staff.
- For larger events with more than 50 people, there may also be a security deposit required.

CONCORD PARKS & REC DEPT. STAFF NOTES:



**Offices located at the City Wide Community Center
at 14 Canterbury Road, Concord, NH 03301**