

2019 Kimball Lake Cabin Rental Application

Town of Hopkinton Recreation Department
330 Main Street, Hopkinton NH 03229
Recreation Director (603) 746-8263

Submit rental application to the Recreation Dept. a minimum of 2 weeks prior to the requested rental date. Following application approval, full payment is due before the event/program begins. Checks can be made payable to the 'Town of Hopkinton'.

Today's Date: _____

Name of Organization/Individual: _____

Contact Person: _____ Phone #: _____

Address: _____

Email: _____

1. Are you a Town of Hopkinton Resident/Organization? Y N
2. Estimated number of persons using the facility/field during use? _____
3. For what purpose are you requesting use? _____
4. Will you be bringing/using private equipment? Y N
Details: _____
5. Are you charging a fee to your participants or an admission fee? Y N How much \$ _____ p/p
6. Is your activity/event/program open to the public or by invitation only? _____
7. Will there be any soliciting or fund raising present? Y N
Details: _____

Please note: Kimball Lake Recreation Area is considered a public outdoor space and the Town of Hopkinton cannot guarantee that the grounds will not be used by the general public during your event.

Also note that the cabin area is a primitive facility.

Date Requested: _____

Start Time: _____

End Time: _____

Details: _____

CABIN RENTAL FEES (check which one applies)

The Town of Hopkinton's Departments, School District Events/Programs, Athletic Organizations, & Non-Profits (501-C3 status documentation required):

___ **No Charge**

Out- of- Town Non-Profits:

___ **Up to 4 hours= \$25**

___ **4 or more hours= \$50**

All For-Profit Organizations, Businesses, Groups or Individuals:

___ **Up to 4 hours= \$50**

___ **4 or more hours= \$100**

SECURITY DEPOSIT

A \$100 security deposit is due for events taking place inside public buildings and needs to be submitted with the rental application. The security deposit may be refunded following the event, all or in part, based on the condition of the facility following the activity and is at the discretion of the Recreation Director. Deductions may include, but are not limited to, excess cleaning, damages incurred, rule violations, or un-returned keys.

INSURANCE REQUIREMENTS

- The Organization/Representative shall obtain a policy of general insurance in the State of New Hampshire that provides coverage for personal injury and property damage in the amount of at least \$1,000,000 for each person, and \$2,000,000 total for personal injuries or death suffered by any person or persons arising from the use of the facility or the services provided.
- The Organization/Representative shall name the Town of Hopkinton as named insured and the Organization/Representative shall provide notice to the Recreation Department of proof of insurance in the form of a certificate of insurance at least ten business days in advance of the event.
- The certificate of liability insurance can be obtained from your own insurance company or users can contact EBI (Entertainment Brokers International) and obtain the liability insurance through their TULIP (Tenant Users Liability Insurance Policy) program. Please go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> (CODE:OB54-205) if you are interested in purchasing insurance through the TULIP program.
- Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by the Town of Hopkinton.
- Failure of a group to provide the Recreation Dept. with a certificate of insurance will result in event cancellation and the Organization/Representative will be responsible for any fees incurred.

CANCELLATION POLICY

- A full refund will be given if the Recreation Dept. receives a 2 week notice that the event will not be taking place.
- 25% of the total rental fee will be forfeited if the Organization/Representative does not give a minimum of a two week cancellation notice. There will be no refund given if the event is cancelled within 3 days of the event.
- The Recreation Director, at his/her sole discretion, may cancel any reservation at any time, even if in progress, if the user violates the terms of this agreement. No refund shall be given.

RESERVATION AGREEMENT & WAIVER

Applicant hereby agrees to release and hold harmless the Town of Hopkinton, its employees and agents from any liability or personal injury, or the loss of or damage to personal property, which may arise in any way by use or occupancy of the named facility. I hereby certify that I have read the Recreation Fields & Facilities Use Policy No. 42 and am responsible to ensure that my event/program abides by this policy. I understand that I am responsible for lost, stolen, and/or damaged equipment belonging to the Town. I understand that I must abide by all rules, regulations, policies, and procedures as they apply to my reservation/rental. My signature further indicates that I have read this statement and all of the information contained herein is true.

APPLICANT:

Print Name _____ Signature _____ Date: _____