

HARWICH COMMUNITY CENTER

Application for Use of Facility For Private Party

100 Oak Street, Harwich, MA 02645
(508) 430-7568

App. Rec'd ____/____/____	Booked by _____ date _____
Fee amount \$ _____	MCC by _____ date _____
Date paid _____ ch. # _____	Confirm. By _____ date _____
PARTY PACKAGE #: _____	

1. Date(s) & Day of Week _____
2. Time of Event From _____ am/pm To _____ am/pm
3. Contact Person _____ Phone Contact _____
Mailing address _____
Email address _____
4. Purpose of Use _____
5. Party Package Requested: _____ 7. Approximate number to attend _____

Below Circle all that apply

8. Space Requested: Activity Room Game Room Multi-Purpose Room Kitchen
9. Equipment Requested: Mic/Podium Projector w/ DVD player Portable projector screen Easel
Portable PA w/ Mic Hearing Assistance Equip. White Brd. (on wall of rm 2-5 & Center rm)
10. Room set up _____ (please refer to set up book for choices or draw custom set up on Custom Set Up Sheet)
11. Additional requests: _____

12. Agreement: I (we) have read the *Rules and Regulations (available on back of application)* and fully understand their contents. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facility. I (we) have read the rules and regulations listed on the back of this document and fully understand and will comply with the contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/ these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility I (we) are responsible for the advertising of this event(s) and any signs outside the building must follow the sign code for the Town of Harwich. These codes may be obtained from the Harwich Building Commission.

Signature _____

Date _____

Additional fees may be incurred for use of the building outside of normal hours of operation.

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Custom Room Setup:

Rules/Regulations for facility use:

- Application submissions are reviewed by the Facility Administration to be certain that all activities are in keeping with the mission statement of the facility and meet Town requirements.
- The facility will be used only for purposes outline on this application
- Prior to use Groups/Organizations must have submitted the completed application, payment and insurance certificates required
- All food/beverage must be packaged or prepared by a professional kitchen (see information from the Health Dept.)
- No alcohol or smoking is allowed anywhere on or in Town property
- Space used must be returned to its original condition, please *close* any window opened
- Nothing can be mounted on or adhered to any wall or surface
- All equipment borrowed must be returned in its original condition
- Groups/Organizations must strictly adhere to use times outlined on the application
- Groups/Organizations may not block emergency exits or passageways in the Facility or on Facility grounds
- It is understood that programming for the Town of Harwich, as well as cases of an emergency, may necessitate groups/organizations to experience room assignment change and possibly cancellation.