



Nahant Community Center - Council On Aging Room, 1st Floor

Rental Request Form

41 Valley Road Nahant, MA 01908

(web) <http://www.nahantpreservationtrust.org>

(email) events@nahantpreservationtrust.org

(phone) 781-598-4162

Date of This Application: _____

Date(s) Rental Is Requested: _____ Enter Time: _____ Exit Time: _____

Name of Applicant: _____ DBA: _____

Address: _____ City: _____ State: _____ Zip: _____

(home) Phone: _____ (work/cell) Phone: _____

E-mail (primary): _____ E-mail (backup): _____

Event Name or Meeting Type: _____

Number of People Expected: _____ The COA Room has a maximum capacity of 30 people.

Please Describe Your Proposed Event, Meeting or Activity:

Parking: There is parking for a very limited number of cars at the Community Center. Parking is not allowed on any streets surrounding the building. Please describe the plan for transporting users and guests to the Community Center if more than 8 cars are expected:

Food, Beer and Wine: A special request must be made if beer or wine is to be served for such occasion as a reception or celebratory toast. Wine or beer may only be served during daytime or early evening hours; hard liquor can not be served at any time. All beverages and food must stay within the confines of the COA Room. Are you planning to serve beer or wine? **Yes:** ___ **No:** ___

Clean Up: The applicant is responsible for the cost of cleaning and trash removal following the event. Do you wish our cleaning service to clean of the room after the event? **Yes:** ___ **No:** ___

Fees: The fee for use of the COA Room is \$35 per hour. Rental time includes the total time you are in the room including set-up and clean-up time. A security deposit of \$150 must be forwarded upon acceptance of your event. The optional cleaning service fee is \$100. Please make all payment checks to: **Nahant Preservation Trust**

Applicant's Signature: _____ Date: _____

Please submit this application and payment to: Robert Wilson, NCC Management, 41 Valley Road

-----For NPT Use Only-----

Deposit Received: _____ Payment Received: _____

Total Amount Due/Paid: _____ Refund Amount: _____

Updated: November, 2008