



**The Holyoke Merry-Go-Round
221 Appleton Street
Holyoke, MA 01040**

RENTAL AGREEMENT FOR PRIVATE PARTY OR EVENT

This shall serve as an agreement between the Holyoke Merry-Go-Round, Inc. (HMGR) and individual/group (renter) of the carousel facility _____. Upon acceptance, please sign and return page 2 to the HMGR with your deposit.

- ❖ **Staffing/Rides:** the HMGR agrees to furnish you and your guests a carousel operator, a second staff person and unlimited rides during the rental period.
- ❖ **Set-up Time:** you and/or your caterer are permitted to begin setting up ½ hour prior to the start of the rental period. Any additional time will be considered as part of the rental period and will be added to the hourly rental charge.
- ❖ **Cleanup Time:** you and your caterer are permitted an extra ½ hour at the end of the rental period for cleaning up and otherwise returning the space to the condition it was in when your rental began. If you prefer that HMGR staff be responsible for cleanup, an additional \$50 cleaning fee will be assessed. Cleanup includes but is not limited to bagging of all trash and wiping down any tables and chairs provided as part of your rental.
- ❖ **Food and Beverages:** you and your caterer may serve food and/or beverages in the building. If you are serving alcoholic beverages, the responsibility for securing a permit and liquor liability insurance is yours and not the HMGR. A liquor permit should be applied for at least 4 weeks in advance of your event to the City of Holyoke Board of Health Office in City Hall Annex. A copy of the permit must be presented to the HMGR prior to your event and will be kept in our files. You and your guests may not take alcohol out of the building and into Holyoke Heritage State Park as it is against the law. Food and beverages are not allowed on the carousel.
- ❖ **Equipment:** the HMGR has a limited number of tables and chairs available. The HMGR has a microphone and CD player for use instead of the band organ. If you plan to bring any special equipment in for your event, please let us know prior to the event. Photography is permitted for personal use only.
- ❖ **Security:** the HMGR is located in a public building. Therefore you must provide any security that is required by local ordinance. The HMGR requires that you provide security at any event at which you will be serving alcohol, takes place in the evening and at which attendance will exceed 100 people.
- ❖ **Building Safety:** the HMGR requests that you and your guests respect our carousel and building by not smoking, not using candles or other potential fire hazard sources within the building and by not bringing any balloons into the building. Smoking is allowed outside the building. Safe disposal receptacles are provided.
- ❖ **Conduct:** It must be clearly understood that conduct and safety are primary concerns of HMGR management and it is expected that safe levels of behavior, conducive to operating safety and the public interest must be maintained at all times. If, in the sole opinion of management, the renter is not maintaining proper levels of behavior and/or safety, then management may cease operation of the merry-go-round at once and for the balance of the rental period.
- ❖ **Thank You!** Thank you, in advance, for honoring our no tipping policy. **We are most grateful that you chose the Holyoke Merry-Go-Round to celebrate your special event!**

HOLYOKE MERRY-GO-ROUND
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(Please send this copy to Liz O'Connor to confirm your rental. Thanks!)

Name of Renter (s) _____

Address (Street & No.) _____

City, State & Zip Code _____

Contact & Responsible Person _____

Telephone _____ (Cell) _____ (E-Mail) _____

Rental Date _____ Rental Time _____

Type of Function _____

Number of People Expected _____

Plan to Serve Alcohol: (Yes) _____ (No) _____ **(If yes, permit from City of Holyoke required)**

Copy of Liquor Permit to HMGR (Yes) _____ (No) _____

Holyoke Police Security required (Yes) _____ (No) _____

Will handle own cleanup after party (Yes) _____ (No) _____

Popcorn (Yes) _____ (# of people) _____ (No) _____

FEES:

Rental (_____) hours @ (\$ _____) per hour with minimum of 2 hours..... \$ _____

Cleanup, if applicable \$ _____

Popcorn, if applicable \$ _____

Total Rental Cost \$ _____

Deposit (1/2 of Total Cost)..... \$ _____

Balance Due..... \$ _____

Balance Paid: (Must be paid 3 full days prior to event)..... \$ _____

Accepted by (Renter Signature): _____ Date _____

Confirmation by (HMGR Signature): _____ Date _____

If questions, e-mail Liz O'Connor at mgrparties@aol.com.

Payment may be made by credit card or check.

If check, please make it payable to "The Holyoke Merry-Go-Round"

And send to: Liz O'Connor, 30 Pearl Street, Holyoke, MA 01040. Thank You!