

THE HOLYOKE MERRY-GO-ROUND
221 Appleton Street, Holyoke, MA 01040

RENTAL AGREEMENT FOR KIDS PRIVATE PARTY

This document serves as an agreement between the Holyoke Merry-Go-Round, Inc. (HMGR) and individual/group (renter) of the carousel facility.

Upon payment of private party, the individual/group agrees to acceptance of the following terms.

- **Staffing/Rides:** 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. Additional time will be considered 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 rental period end for cleaning up and 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 liquor liability insurance is yours and not the HMGR. If you engage a caterer to serve and/or sell alcoholic beverages, the caterer must present their city-obtained license authorizing them to serve and/or to sell alcoholic beverages at the HMGR prior to the event. 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 or using other potential fire hazard sources within the building and by not bringing any balloons into the building. Smoking is allowed outside the building.
- 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.
- **Tipping:** The tipping of our staff is allowed but not expected. We are most grateful that you chose the Holyoke Merry-Go-Round to celebrate your special event!

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

Payment may be made by credit card or check.

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

Send to: Liz O'Connor, 30 Pearl Street, Holyoke, MA 01040

Thank You!