



Mountain Lakes District

75 White Mountain Road
Woodsville, NH 03785
www.mountainlakesnh.com

District Office

Ph: 603-787-6180
Fax: 603-787-2154
mtnlakesnh@gmail.com

LODGE RENTAL APPLICATION

Daily Rental Fees: District=\$100+\$150 Deposit Non-District=\$250+\$150 Deposit Winter Surcharge: \$25 Sept. 1 to Apr. 1
Tented/Three-Day Event Rates: District=\$250+\$150 Deposit Non-District=\$600+\$150 Deposit

Applicant
Name: _____

Phone: _____

Address: _____

Email: _____

Date(s) of Event: _____ Number of People: _____

NOTE: Capacity limit is 75 people

Usage Type:

- Educational
- Wedding
- Meeting
- Entertainment
- Recreational
- Other: _____

Brief description of usage including event start and end times:

In case of emergency: Automated External Defibrillator (AED) is located in the main area upstairs, near the sunroom/O'Brien Room.

IMPORTANT QUESTIONS AND RENTER'S ACKNOWLEDGEMENT

Do you own property or rent full-time within the District? Yes No
If yes, please give the address/location for verification _____

Will anyone need access to the stairlift during this event? Yes No
If yes, a brief training period on operating the stairlift is required before key can be issued.

Will you have an outdoor fire during this event? Yes No
If yes, proof of proper fire permit is REQUIRED - see Office for details. **Office Use: Fire Permit Rec'd?** _____

Will alcohol be consumed at this event? Yes No
If yes, proof of short-term, event specific liability insurance is REQUIRED - see Office for details. **NO LIQUOR MAY BE SOLD** at an event unless Renter has a valid liquor permit and a licensed bartender. The District reserves the right to do on-site inspections during all events. **Office Use: Insurance Cert Rec'd?** _____

PLEASE NOTE: By signing below, you acknowledge you have been given a copy of the Lodge Rental Guidelines and the District Alcohol Policy, and you understand those two documents are incorporated into this rental contract by reference. You also accept responsibility for any damages to the Lodge during this rental and for compliance with all District policies regarding the use of the Lodge, including that you as Renter will be personally present for the entire event.

Renter's Signature

Date

OFFICE INFORMATION

Fee Rec'd _____
Dep Rec'd _____

Approved _____
Commissioner Signature

Key Out _____
Key Back _____

Approved _____
Commissioner Signature

Approved _____
Commissioner Signature



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Guidelines for Use of District Lodge

- A. Reservations:** Use of the District Lodge must be reserved through the District Office. Reservations are not confirmed until all fees are received and Commissioner approval is obtained. Residents with outstanding payment obligations to the District will not be approved to reserve or rent the Lodge.
1. Reservations shall be prioritized on a first-come, first-served basis according to the following priorities:
 - i. District Use - e.g., Recreation programs, District meetings, etc.
 - ii. Renters use for private parties and events.
 2. Reservations may be temporarily held ("penciled in"). This means that if another Renter requests to reserve the Lodge on the same day, the District Office will attempt to contact the "penciled in" Renter and give them a limited time to complete their reservation. If the Renter does not complete their reservation within that time, the second Renter will be eligible to complete a reservation for that day.
- B. Rental Periods:** The Lodge rental period is from 10:00 a.m. on the day of the event until 2:00 a.m. the following day.
- C. Hours:** Music must be turned off and noise reduced at midnight. The Lodge must be closed, cleaned and vacated by 2:00 a.m.
- D. Rental Presences:** The individual who signed the rental application/agreement to rent the Lodge ("Renter") must be present throughout the entire event.
- E. Application:** A signed rental application is required and in conjunction with these Guidelines is considered a rental contract. A copy of the signed rental application must be in Renter's possession and on Lodge premises throughout the entire event.
- F. Emergency Contacts:** A list of emergency contacts will be posted at the Lodge.
- G. Unpaid Use:** Commissioners and District employees may have free use of the Lodge up to three times per year.
- H. Legal Responsibility:** Renter is responsible for complying with all ordinances of the local Police and Fire Department regarding public use, including the capacity limit of 75 people.
- I. Campfires:** If Renter desires to have a campfire on Lodge grounds, a Fire Permit is required and may be obtained from local fire wardens (contact the District Office for a list of wardens). The Fire Permit must be displayed clearly on the Lodge premises for the duration of the rental event. A posting board is provided. Any such fire must be thoroughly extinguished prior to final departure of renters; instructions on the proper way to extinguish such fires are posted near the location for the displayed Fire Permit.
- J. Alcoholic Beverages:** If alcohol will be consumed at the event, proof of short-term, event specific liability insurance is REQUIRED for both paying rentals and non-profit groups. This insurance can be obtained as a rider on homeowners insurance or the District Office can provide information about specialized event insurance vendors. **NO LIQUOR MAY BE SOLD** at an event unless Renter obtains a liquor permit and hires a licensed bartender. The District reserves the right to do on-site inspections during all events.

K. Activities: It is the expectation of the District that all events, parties, and activities will be in keeping with a family oriented program. Again, the District reserves the right to do on-site inspections during all events.

L. District Equipment: Rental of the Lodge does not include use of equipment stored in non-public rooms. Special arrangements must be made and permission granted for such use.

M. Stair Lift: The stair lift is for handicap access ONLY and will be kept locked unless the rental application indicates that the lift will be needed during rental. Renter is responsible for proper operation of the stair lift and will be required to attend a brief training session before the key to the stair lift is issued. Renter will be billed for any damages to the stair lift. The District is not responsible for any injury or accident as a result of abuse or misuse of the stair lift.

N. Preparation and Clean Up:

1. All clean-up or special preparation shall be the responsibility of Renter. ALL trash must be removed from the premises. Any bagged trash left on the premises to be disposed of by MLD staff will be charged at \$30 per bag to be withheld from the Renter's deposit. Under no circumstances will bagged trash be left outside the Lodge or near the dumpster – the charge for these will be \$50 per bag. No trash is to be left strewn about the grounds.
2. A list with check-out procedures will be posted at the Lodge and included with the rental agreement.
3. All signs and decorations must be removed by Renter, including signs and balloons along the roads.
4. Following use, the Lodge facilities shall be left in the same condition as found. In the event the facilities are not left in acceptable condition, Renter shall forfeit the return of their rental deposit and will be fined for any additional clean-up cost.
5. Records will be kept to document any misuse and/or damage to District facilities. The District reserves the right to refuse future rentals to those individuals with documented history of damage or misuse of the Lodge.

O. Fees:

1. District Renters: \$100 per day, plus a refundable deposit of \$150 per use.
2. Non-District Renters: \$250 per day, plus a refundable deposit of \$150 per use.
3. Winter Surcharge: \$25 will be added to the rental fee for rentals from Sept. 1 to April 1 of each year to cover heating costs.
4. Tented events shall have a minimum three-day rental at the discounted rate of:
 - i. District Renters: \$250 for 3 days plus a refundable deposit of \$150 per use.
 - ii. Non-District Renters: \$600 for 3 days plus a refundable deposit of \$150 per use.
5. Definitions:
 1. "District" Renters are those who own property (residence or land) within the District and those who rent a District residence on a full-time basis. Bath residents on the District water system who have paid their yearly recreational fees are considered "District Renters".
 2. "Non-District" Renters are those who do not meet the District Renter definition above.
6. Checks should be made payable to "Mountain Lakes District" and delivered to the District Office at 75 White Mountain Road, Woodsville, NH 03785.

7. The rental fee and the security deposit will be deposited at least two weeks prior the event in order to avoid stopped payments and bounced checks. Reservations paid less than two weeks prior to the event must be paid in cash.
8. The security deposit will be returned after inspection determines the Lodge was left in acceptable condition. After inspection and return of the Lodge key, the returned deposit will be issued approximately two weeks later in the form of a District check.
9. In the event of any damages to the Lodge facilities or equipment, Renter shall be held financially responsible for the repair/replacement of such damage. Renter is responsible for any and all damages done by their guests.
10. At least 30 days' notice is required to cancel a reserved event. Fees and deposits previously paid will be returned approximately two weeks after the cancellation date.



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Mountain Lakes District Alcohol Policy

1. **The District does not provide any alcohol to anyone for any events.**
2. **Disorderly conduct will not be tolerated on the District beaches, swimming pool, or other District properties. No glass containers of any kind are allowed on the beaches or around the swimming pool. These rules will be posted at the beaches and listed on all parking permits.**
3. **Anyone booking an event at the MLD Lodge will disclose whether or not alcohol will be consumed. The person signing the rental agreement will be on premises during the entire length of the event and it will be his/her responsibility to oversee the activities to ensure that no disruptive or dangerous behavior takes place.**
4. **Any person or group including alcohol consumption at their event at the MLD Lodge will obtain, at their own cost, a binder showing liability insurance coverage for a minimum amount of \$1 million for the event and have proof of such coverage on hand during the entire event.**
5. **MLD commissioners encourage everyone to become aware of and follow all New Hampshire state laws regarding impaired driving.**
6. **MLD commissioners have the authority to request local law enforcement involvement in any event if the commissioners become aware of any violation to any of these basic guidelines.**

These Alcohol Policy Points were adopted and made effective on August 14, 2021 .

By order of the Mountain Lakes District Board of Commissioners

**Robert F. Long
Michael A. Roberts
Mark Johanson**