



## Meeting Room Rental Agreement

This Room Rental Agreement is entered into on \_\_\_\_\_ by and between:  
Mount Washington Observatory, located at 2779 White Mountain Hwy, North Conway, NH  
03860 ("MWOBS"), and \_\_\_\_\_ ("Renter")

RENTAL PROPERTY: MWOBS agrees to rent to Renter and Renter agrees to rent from  
MWOBS the conference room located at 2779 White Mountain Hwy, North Conway, NH 03860  
("Meeting Room") for the purpose of conducting \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_,  
for a total amount of \_\_\_\_\_.

1. **DEPOSIT:** A \$50.00 security deposit is required to confirm room rental. **This deposit is non-refundable if the reservation is cancelled with less than 48 hours' notice.**
2. **RENTAL FEES:** The rental fee for the Meeting Room shall be \$50 per hour M-F 9-5, and a \$75 flat fee plus \$50 per hour during weekends, holidays, and evenings, payable in full within 30 days prior to the commencement of the rental period. Payment shall be made by check mailed to Mount Washington Observatory, PO Box 9100, Berlin, NH 03570-9100 or contact Brenda Sullivan, [bsullivan@mountwashington.org](mailto:bsullivan@mountwashington.org) to pay by cash, EFT or credit card.
3. **CUSTODIAN:** MWOBS' staff member shall remain on the premises during the event to summon emergency assistance if needed and to ensure the terms of the Rental Agreement are mutually observed. The MWOBS staff member shall in no other way be required to assist in the set-up, nor cleanup by Renter.
4. **DECORATING:** Renter shall not allow anyone to mar or deface the premises.
5. **PROPERTY:** Renter is responsible for any/all supplies, personal belongings and rented equipment brought in before or during occupancy. MWOBS is not liable or responsible for the storage, set up or removal of any such items.
6. **ALCOHOL:** No service or consuming of alcoholic beverages is allowed.
7. **SMOKING:** Meeting Room is a Tobacco Free zone. There are no exceptions.
8. **CLEAN-UP:** Renter shall be responsible for leaving grounds clean by wiping up spills and removing decorations and personal property. All trash must be securely bundled for removal from the premises the night of the event or the next business day. MWOBS

requires all recyclable materials (glass, plastic, aluminum, cardboard) from the event to be bagged separately and placed in a designated location for removal.

9. DAMAGE: Renter shall inspect and agree with MWOBS upon the condition of the premises prior to the beginning of use. Renter shall leave the Meeting Room in the same condition in which it was at inspection. Renter shall be responsible for all damage to the premises, including but not limited to damage to walls, floors, furnishings, fixtures, and equipment. Renter shall pay MWOBS for repair or replacement of all items damaged.
10. ASSIGNMENT AND TERMINATION: Renter shall not assign this Rental Agreement nor sublease any portion of the premises. MWOBS reserves the right to terminate this Rental Agreement should the premises become untenable for any reason, in which event advance payment shall be returned to Renter.
11. LIABILITY: MWOBS assumes no liability for loss incurred by fire, theft or injury. Renter assumes all responsibility for any damage to the Meeting Room or its contents caused by Renter or Renter's guests during the rental period. Renter is encouraged to obtain liability insurance to cover any damages or injuries that may occur during the use of the Meeting Room.
12. INDEMNIFICATION: To the extent permitted by law, Renter hereby agrees to protect, indemnify, defend and hold harmless MWOBS and their respective employees and trustees from all liability occurring from use and occupancy of the premises during the rental term by Renter. Such hold harmless shall be in the form of a complete indemnity of MWOBS, including without limitation all claims, losses or damages to persons or property, governmental charges or fines, and any and all attorney's fees and court costs incurred in defending any claim indemnified hereunder. MWOBS shall not have any responsibility for loss of personal property or articles left on the premises.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

\_\_\_\_\_  
(For MWOBS)

\_\_\_\_\_  
(For Renter)

\_\_\_\_\_  
(Print Name

\_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

### Additional Information Needed

Will you require use of the AV system? \_\_\_\_\_


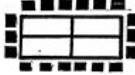
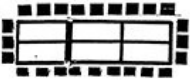

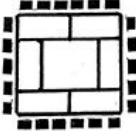
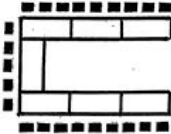
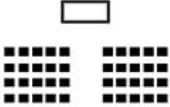
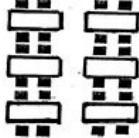
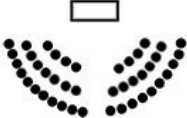

Will you require use of the Wi-Fi? \_\_\_\_\_

How many tables will you require? \_\_\_\_\_

How many chairs will you require? \_\_\_\_\_

How would you like to have the tables and chairs set up?

#### Large Meeting Room Setup Options

<p><b>Setup 1</b> 2 tables up to 12 chairs</p> 	<p><b>Setup 2</b> 4 tables up to 18 chairs</p> 
<p><b>Setup 3</b> 6 tables up to 24 chairs</p> 	<p><b>Setup 4</b> 4 tables up to 16 chairs</p> 
<p><b>Setup 5</b> 6 tables up to 24 chairs</p> 	<p><b>Setup 6</b> 7 tables up to 24 chairs</p> 
<p>Auditorium <b>Setup 7</b> podium or table up to 50 chairs</p> 	<p><b>Setup 8</b> up to 8 tables up to 32 chairs</p> 
<p>Semi-circle <b>Setup 9</b> podium or table up to 50 chairs</p> 	<p><b>Setup 10</b> up to 8 tables up to 24 chairs</p> 

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_