

# The Conference Center at Blueberry Lane

Phone 603-527-3501

## APPLICATION FOR USE

To ensure that the use of this facility will have an encouraging and memorable time we ask all persons or groups to fill out the below request and adhere to the included guidelines.

### FACILITY REQUEST

Special Needs: (Example: Room setup, microphone, easels...please specify below):

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization/Person Requesting Use: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Purpose of requested use \_\_\_\_\_ # of persons expected: \_\_\_\_\_

Will food be brought & served in this facility? (check one) \_\_\_\_ Yes \_\_\_\_ No

If yes, provided by: Caterer's Name \_\_\_\_\_ Phone No: \_\_\_\_\_

\_\_ We will bring in our own food (and will have someone in charge of refilling trays & clearing tables\*\*)

Will there be a bartender serving alcohol? \_\_\_\_ Yes \_\_\_\_ No BYOB? \_\_\_\_ Yes \_\_\_\_ No

### FEES: (check all that apply)

General Usage.....(3 hour minimum) ..... \$150/hr x \_\_\_\_ hrs = \_\_\_\_\_

Bereavement Luncheon (3 hour usage) includes linens.....\$450 \_\_\_\_\_

Deluxe Package (8 hour usage\*) includes 15' x 15' dance floor.....\$1,000 \_\_\_\_\_

Reserve 3 hours the night before or day after your event for setup or cleanup (8-11am or 5-8pm) . \$250 \_\_\_\_\_

General Function (4 hour usage\*) .....\$500 \_\_\_\_\_

General Function (8 hour usage\*) .....\$850 \_\_\_\_\_

General Function (All Day – 14 hours 7 am – 11 pm\*) .....\$1,000 \_\_\_\_\_

Holiday Fee (Function during a National holiday) .....additional \$200 to total cost \_\_\_\_\_

Chair Covers – price includes put on & take off chairs ..... \$2 each x \_\_\_\_\_ chair \_\_\_\_\_

Table Linen Rental (Ivory or White) ..... \$8 each x \_\_\_\_\_ linens = \_\_\_\_\_

Add a 15' x 15' dance floor to your function.....\$250 \_\_\_\_\_

Bar Rental ..... \$150 \_\_\_\_\_

Security Deposit..... \$200 \_\_\_\_\_

\*\*Waitstaff (available to help with food, clearing tables, etc)..... \$40/hr x \_\_\_\_\_ hrs = \_\_\_\_\_

*\*Functions may be booked during the day starting at 7am but must end no later than 11pm. We reserve the right to refuse any event or service and/or require a security deposit at our discretion. **50% of total Fees are due at time of reservation and is refundable only with at least a 60 days notice. The remaining balance is to be paid at least 60 days prior to the event.***

*Prices above reflect usage of the building, table and chairs only, unless otherwise stated.*

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### **\*INVOICE\***

TOTAL DUE: \$ \_\_\_\_\_ Deposit amount paid \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make Checks Payable to: JJN Investments, LLC**

Mailing address: **PO BOX 74, Laconia, NH 03247**

35 Blueberry Lane, Laconia, NH 03246

~ www.beanecenter.com ~ email: info@beanecenter.com

# The Conference Center at Blueberry Lane

Phone 603-527-350

## General Rules and regulations

1. Application for use of the facility will be on a first come first serve availability. The facilities will be operating daily from 7am - 11pm
2. Request for use of the facility includes access to the meeting room / reception area.
3. SMOKE FREE PROPERTY - There shall be NO SMOKING in any part of the facility or on property.
4. ALCOHOLIC BEVERAGES may be served in the facility. Arrangements must be made with JJN Investments, LLC. Additional form may be required (example: insurance binder naming JJN Investments, LLC as additional insured)
5. NO GAMES OF CHANCE (gambling) shall be permitted in the facility.
6. Groups using the facility must meet all Local and State Laws and Regulations. JJN Investments, LLC reserves the right to refuse any event or service at their discretion.
7. Groups needing to use the sound system or microphones need to arrange with the host / hostess for access and directions if advance notice of need is not given.
8. Deposit of 50% of the total fee is due at time of reservation. REMAINDER IS TO BE PAID AT LEAST 60 DAYS IN ADVANCE **Make payment to: JJN Investments, LLC, PO Box 74, Laconia, NH 03247**
9. Cancellation must be made 72 hours prior to the schedule use (time permitting) or the entire rental fee will be forfeited. A 60 day cancellation notice is required for refund of 50% of the total fee.
10. No fixtures or furnishings are to be added or removed without permission.
11. Decorations must be removed at the completion of the use. At no time are nails, staples or tape to be used to install decorations. (DO NOT HANG DECORATIONS FROM THE CEILING TILE; THIS COULD DAMAGE THE TILE).
12. Each group using the premises shall take good care of the furnishings and use the utilities with discretion and the facility shall be left in tidy condition. Tables and chairs shall be left as found and all trash shall be placed in trash bags and placed in the dumpster.
13. JJN Investments, LLC shall make available a host / hostess to assist each family or group with any questions. Any questions shall be directed to them directly or call (603) 530-2430.
14. If the facility is not left in an acceptable condition you will be notified within 3 days and you will be charged the cost to cover any damage and labor incurred to return the facility as found.
15. Groups using the facility must have someone in charge of clearing tables and replenishing food trays. If Conference Center staff has been asked to work the event, the hourly fee schedule will apply. Please confirm with your caterer that their staff will be on-hand to do this.

I hereby accept full responsibility for adhering to the rules and regulations for using the Conference Center, adhering to guidance from State of NH and CDC as it relates to infectious disease and to assume full responsibility and liability for personal injury, death in case of an accident, loss or damage of personal property, which may occur when these facilities are being used.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
JJN Investments, LLC Representative's Signature

\_\_\_\_\_  
Date

**Make Checks Payable to: JJN Investments, LLC**

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