



APPLICATION FOR USE

The Beane family has created the Beane Conference Center for families and groups in the community to use in life's most significant moments. 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

Date of Event: _____ Start Time: _____ End Time: _____

Family / Organization / Person Requesting Use: _____

Contact Person: _____ Home Phone: _____

Cell Phone: _____

Address: _____

Purpose of requested use _____ # of persons expected: _____

Will food be brought and served in this facility? (check one) _____ Yes _____ No

If yes, provided by : Caterer's Name _____ Phone Number: _____

_____ We will be bringing 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 which apply

General Usage.....	\$125/hr	<input checked="" type="checkbox"/> _____ hrs =
Non-Profit General Use	\$75/hr	<input checked="" type="checkbox"/> _____ hrs =
Bereavement Luncheon (3 hour usage).....	\$250	<input type="checkbox"/>
Deluxe Package (8 hour usage*) includes 15'x15' dance floor, portable bar.....	\$750	<input type="checkbox"/>
Reserve 3 hours the night before or day after your function for setup or cleanup (8am-noon or 5-8pm).....	\$250	<input type="checkbox"/>
General Function (4 hour usage*).....	\$400	<input type="checkbox"/>
General Function (8 hour usage*).....	\$500	<input type="checkbox"/>
General Function (All Day - 14 hours - 7am-11pm*).....	\$600	<input type="checkbox"/>
Holiday Fee (Function during a National holiday).....	additional \$200 to total cost	<input type="checkbox"/>
Table Linen Rental (Ivory or White).....	\$8 each	<input type="checkbox"/> _____ linens=
Add a 15'X15' dance floor to your function.....	\$200	<input type="checkbox"/>
Portable Bar.....	\$100	<input type="checkbox"/>
**Waitstaff (available to help with food, clearing tables, etc)	\$35/hr	<input checked="" type="checkbox"/> _____ hrs =
Security Deposit.....	\$200	<input type="checkbox"/>
Total Due:		<input type="text" value="\$"/>

Functions may be booked during the day starting at 7am but must end no later than 11pm. Security deposit of \$200 could be applicable at Beane Conference Center, LLC's discretion. **50% Deposit due at time of reservation.*

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

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

... INVOICE ...

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

Applicant's Signature: _____ Date: _____

Beane Conference Center, LLC • 35 Blueberry Lane, Laconia, NH 03246

Mailing address: PO BOX 74, Laconia, NH 03247-0074 ~ www.beanecenter.com ~ email: info@beanecenter.com



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 need to be made with Beane Conference Center, LLC. Additional form may be required (example: insurance binder naming Beane Conference Center, 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.
7. Groups needing to use the sound system or microphones need to ask the host / hostess for access and directions if advance notice of need is not given.
8. 50% Deposit required at time of reservation. REMAINDER IS TO BE PAID AT LEAST TWO WEEKS IN ADVANCE
Make payment to: Beane Conference Center, LLC, PO Box 74, Laconia, NH 03247-0074
9. Cancellation must be made 48 hours prior to the schedule use (time permitting).
If cancellation is not made, the rental fee will be forfeited. 30 day notice required for 50% deposit return.
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 or staples 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.
13. 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 by the outside door.
14. The Beane Conference Center, 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 527-3501.
15. If the facility is not left in an acceptable condition you will be notified within 3 days and will be charged the cost to cover any damage and labor incurred to return the facility to normal conditions.
16. Groups using the facility must have someone in charge of clearing tables and replenishing food trays.
A \$35/hr. fee will be added if Beane Conference Center staff has to work the event.
*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 Beane Conference Center, LLC, 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

Date

Printed Signature

Beane Conference Center, LLC Representative's Signature

Date

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