



# Forest Society North at The Rocks

## Room Rental Agreement

113 Glessner Road, Bethlehem, NH 03574

603-444-6228

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Room Requesting: \_\_\_\_\_

Time of Rental: \_\_\_\_\_

(Includes set up & cleanup times)

Event Time: \_\_\_\_\_

Quoted Rental Price: \_\_\_\_\_

Thank you for hosting your meeting at The Rocks. This historic and newly renovated net-zero building serves as the northern headquarters for the Society for the Protection of New Hampshire Forests. By choosing our facility for your meeting, you help to continue the Forest Society's efforts in conservation and sustainable land management spanning over 100 years.

I have read the attached Rental Information, and I agree to the policies within and with the charges quoted to me. I understand I will pay a \$50 deposit at time of signing the agreement. I will pay the remaining balance two weeks prior to my event. If booking within two weeks of event date, I understand that full payment will be due at time of booking/reserving space. An invoice can be provided if needed for payment, email [info@therocks.org](mailto:info@therocks.org) for invoice.

I also understand that I may incur additional charges that will require a separate invoice per items outlined in the attached Rental Information.

Please make checks payable to: The Rocks. Credit card payments can be made over the phone or in person, but will incur a 3% processing fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Meeting Space Rental Information

Rocks room rentals include the use of tables, chairs, screen, projector (in Jane Difley classroom), and room camera for hybrid meetings. Rentals do not include easels, notepads, or writing utensils. We do not offer catering. There are coffee maker and hot water kettle available, please BYO coffee & supplies. A kitchenette is available on both levels with refrigerator, microwave, and catering prep space. We do not have a stovetop or oven. Please use paper or reusable plates and cups instead of plastic or styrofoam.

You are responsible for tidying up after your meeting. Please wipe off tables, replace chairs under tables, place all cans and bottles in provided recycling bins. A \$30 fee will be added to your invoice if extra maintenance is needed or room is not left as you found it.

If renting furniture or items from an outside rental company, please share this information along with delivery and pick up information with The Rocks staff, so we can have these times on our calendar. We are happy to accept deliver and be available for pick up, but we must know this ahead of time so that we are aware and can make sure we don't have any conflicts.

If renting plates and silverware from The Rocks, these items will be left in the milk room on the table for you. There will also be bus buckets labeled for each item on a cart in the milk room. Once your group is done using the items, they should be stacked in the bus buckets for cleaning.

The sale or distribution of alcohol by meeting space rental groups is strictly prohibited unless renter obtains an event liquor license and employs a licensed bartender to serve.

Forest Society North at the Rocks is a smoke-free campus. Smoking is not allowed anywhere on the property. Please notify smokers in your group of our policy.

There is ample parking for large groups. Please reserve the lower lot closest to the building for those needing accessible parking spaces. Please encourage carpooling whenever possible.

When publicizing your event, please refer to the building as "Forest Society North at the Rocks" or "The Rocks" rather than The Rocks Estate.

Notice of cancellation received within two weeks of your meeting will incur a charge of 50% of the meeting cost. Meetings cancelled up to the day before will incur a charge of 75% of the meeting cost. Meetings cancelled the day of will incur a 100% charge of the meeting cost.

Forest Society staff reserves the right to delay, cancel or postpone any scheduled events, including those organized by outside groups, in the event of inclement weather, power outages, or other dangerous circumstances. Organizers of outside groups are responsible for notifying their participants of any delays or cancellations. In the event the Forest Society declares a cancellation, the organizing group will receive a full refund of the meeting cost. If the organizing group agrees to a reschedule, they will be charged for the full meeting cost due by the agreed-upon later date.

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## Room Rental Rates

603-444-6228  
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### Small Classroom

Accommodates groups up to 40 seated auditorium-style or 25 at tables. Includes 40 chairs and 8 32"x60" tables.

### Business Day Rentals

| Duration            | Non-profit/Partner Rate | Regular Rate |
|---------------------|-------------------------|--------------|
| Per Hour            | \$35                    | \$45         |
| Half Day (≤4 hours) | \$130                   | \$180        |
| All Day (4-8 hours) | \$200                   | \$250        |

### Monday - Thursday Evening Rentals

| Duration         | Non-profit/Partner Rate | Regular Rate |
|------------------|-------------------------|--------------|
| Evening (5-9 PM) | \$200                   | \$250        |

### Weekend Rentals

| Duration         | Non-profit/Partner Rate | Regular Rate |
|------------------|-------------------------|--------------|
| Weekend Half Day | \$200                   | \$250        |
| Weekend All Day  | \$300                   | \$350        |

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### Jane Difley Classroom

Capacity varies based on type of event. Max capacity is 197 standing, 140 seated auditorium-style, 120 seated banquet-style. Includes 60 chairs and 15 18"x60" tables.

| Duration                            | Non-profit/Partner Rate | Regular Rates |
|-------------------------------------|-------------------------|---------------|
| Half Day (≤4 hours)                 | \$200                   | \$300         |
| All Day (4-8 hours)                 | \$300                   | \$400         |
| Weekend Half Day                    | \$300                   | \$400         |
| Weekend All Day                     | \$450                   | \$550         |
| Evening (4 hours, available 5-9 PM) | \$300                   | \$400         |

### Rocks Plates and Silverware

We have white dinner plates and full set of silverware for up to 100 place settings. We also have a small number of serving utensils that are available for use with rental.

|                                  |                    |
|----------------------------------|--------------------|
| Plates                           | \$1.00 per plate   |
| Silverware (fork, knife & spoon) | \$1.50 per setting |