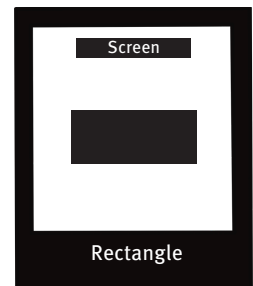
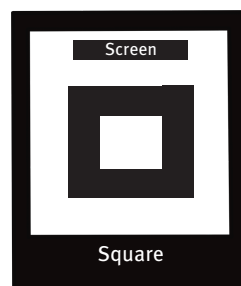
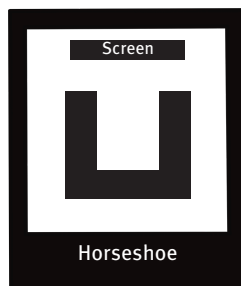
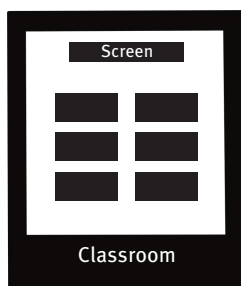
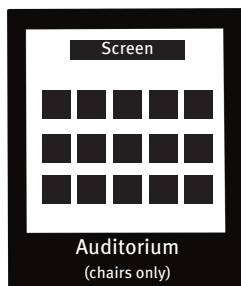




# Forest Society North at The Rocks Room Rental Agreement

113 Glessner Road, Bethlehem, NH 03574  
603-444-6228

Organization Name: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_  
Room Requested: \_\_\_\_\_  
Number of Attendees: \_\_\_\_\_  
Desired Set Up: \_\_\_\_\_



Diagrams are examples. Final set up will depend on meeting size.

Quoted Rental Price: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

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 be invoiced prior to my event, and will supply payment on or before the day of the event. I will include your invoice number with the payment. 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.

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

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.

### 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 a 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. Please place uneaten food and coffee grinds in the compost receptacle provided.

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, and all food scraps in provided compost bins. A \$30 fee will be added to your invoice if extra maintenance is needed or room is not left as you found it.

The use 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.

**Room Rental Rates**

**Small Classroom**

Accommodates groups up to 40 seated auditorium-style or 25 at tables. Includes 40 chairs and 8 36"x60" tables.

Duration	Non-profit/Partner Rate	Regular Rate
Per Hour	\$35	\$45
Half Day (≤4 hours)	\$130	\$180
All Day (4-8 hours)	\$200	\$250
Weekend Half Day	\$195	\$250
Weekend All Day	\$300	\$350
Evening Per Hour (available 5-8 PM)	\$45	\$55

**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)	\$295	\$400
Weekend Half Day	\$265	\$365
Weekend All Day	\$395	\$495
Evening (3 hours, available 5-8 PM)	\$200	\$300