



**OFFICIAL CITY GOVERNMENT
MEETING/ EVENT**

**434 Lake Avenue Community Center
4th Floor Event Center – Oddfellows Hall**

MISSION:

The City of Manchester's community building located at 434 Lake Avenue includes a space known as the 4th Floor Hall, which operates to provide building tenants and the Manchester community with a facility that can be utilized for community based activities such as neighborhood meetings, celebrations and events, educational programming and skills training. The City of Manchester and the Manchester Community Resource Center, as its on-site building manager and scheduling agent, are committed to providing a clean, safe and accessible facility for use by building tenants and the community. The use of the facility is anticipated to be primarily for the tenants first, nonprofit organizations serving low to moderate income persons second, and other ancillary uses by the community at large, as determined appropriate, third.

- Due to the size of the Event Center and cost of operations, the use of the facility is recommended for groups of 20 persons or more, up to 163 persons.
- It is recommended that requests for the use of the 4th Floor Hall be submitted to the City of Manchester's scheduling agent and on-site building manager, Manchester Community Resource Center (MCRC), at least 2 weeks before the date of the proposed scheduled event to ensure the availability of the desired use date.
- Requestor should expect to receive confirmation from MCRC of the availability of the hall for use and the scheduled date of use within 5 business days of MCRC's receipt of the request.

**Please complete and return by mail, fax or email the following
4th Floor Event Center Rental Agreement to:**

Manchester Community Resource Center
ATTN: 4th Floor Event Center Rental
434 Lake Avenue
Manchester, NH 03103
Tel: (603) 647-8967
Fax: (603) 647-8971
Email: renie@mcrnh.org

**434 Lake Avenue Community Center
4th Floor Event Center – Reservation Form**

INFORMATION AND CONTACT:

City Department or Official: _____

Contact Person: _____

Telephone #: _____

Telephone # on the day of the event: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Type of Function: _____

Rental Date: _____ Number of Guests: _____

Rental Start Time: _____ Rental End Time: _____

Furniture use: The Event Center has a limited number of chairs and tables to accommodate up to approximately 75 persons. Should you require additional seating or equipment, please contact MCRC at (603) 647-8967 for further assistance.

Chairs needed: _____ **# Tables needed:** _____

Please return this form via mail, email or fax to:

Manchester Community Resource Center
434 Lake Avenue

ATTN: 4th Floor Event Center Rental

Manchester, NH 03103

Fax: (603) 647-8971 Email: renie@mccrnh.org

For office use only:

Scheduled: _____ **Notes:** _____
