



SHERBORN COMMUNITY CENTER FOUNDATION, INC.
RENTAL AGREEMENT FOR THE 1858 TOWN HOUSE
(for use by all except Sherborn Community Groups)

TERMS AND CONDITIONS

Payment Terms

The renting party agrees to the rental fee, scheduling deposit, security deposit and their due dates shown on page 3. In the event of a cancellation, notice must be received in writing. Scheduling deposits are non-refundable if the Sherborn Community Center Foundation is unable to re-book the space reserved with an event of equal value or greater value during the specific event time that was cancelled. Should the Sherborn Community Center re-book the space as set forth on page 3, the scheduling deposit will be refunded after the date of the event.

Security Deposit

The security deposit will be returned within ten days of the function provided that there is no damage to the 1858 Town House or the surrounding property, and there are no outstanding charges owed for missing Sherborn Community Center Foundation property or excessive cleaning.

Caterer/Bar Service/Wait Staff

The caterer and bar services must be licensed by the Commonwealth of Massachusetts. The host or the caterer or the bar service must have general liability insurance, including liquor liability for a minimum of \$500,000, with the Sherborn Community Foundation, Inc. specified as an additional named insured. The Sherborn Community Center Foundation, Inc. must receive evidence of this coverage at least one month prior to the event.

If alcoholic beverages will be sold (open bar), a one-day license must be secured from the Sherborn Selectmen's Office.

Wait staff must be supplied by the caterer or bar service.

Responsibility for Property

The Sherborn Community Center Foundation is not responsible for any property left on its premises or for lost or stolen property.

Rules for Use of the Building

Please refer to the attached document

Hold Harmless and Idemnification

Both parties agree that if either party is negligent they will defend the non-negligent party and hold them harmless against future action.

Arbitration

Both parties agree that if a dispute arises concerning this agreement, a professional auditor certified by the American Arbitration Association or the alterative dispute resolution process through the Conventional Liaison Council will be used in place of normal litigation.

RULES FOR USE OF THE BUILDING

Air conditioning/open doors. The Sherborn Community Center Foundation, Inc. cannot be held responsible for a comfortable building temperature when windows and/or doors are left open.

Birdseed, rice and confetti are not permitted inside the building. Birdseed is permitted outside.

Caterers/Pantry. The Sherborn Board of Health limits use of the oven to warming food only and prohibits dish washing. Food may not be strained into the sink.

Candles may not be used in the building. The Sherborn Community Center Foundation will provide decorative lighting for the tables.

Children must be under the supervision of an adult at all times, whether they are inside or outside the building.

Decorations must be non-flammable and approved by the Function Consultant. Nothing may be taped, tacked or nailed to any surface in the building.

Equipment delivery/pick up. Receiving and checking in rental equipment is the responsibility of the client. Large items for the Great Hall use must be brought in and removed via the fire escape.

Hours. The Town of Sherborn limits the use of the building to the following hours:

Monday -	7:00 AM – 11:30 PM
Friday	
Saturday	7:00 AM – 12:00 AM
Sunday	1:00 PM – 11:00 PM

Music. Owing to the building's residential location, no music is allowed after 11 p.m.

Parking. The Function Consultant will inform the Client where the guests may park. The Client is responsible for relaying this information to the guests. A parking map is available.

Police coverage may be required for large functions. Arrangements must be made by the Client with the Sherborn Police Department prior to the date of the event.

Smoking is not allowed in the building or on the fire escape. A sand bucket is positioned outside the building for disposal of smoking materials.

Trash must be removed from the building and its periphery on the day of the event. A trash removal fee will be assessed for trash left inside or outside the building.

FUNCTION DETAILS AND FINANCIAL TERMS

(for use by all except Sherborn Community Groups)

Description of function _____ Number of guests _____

Date of function _____ Day _____ Time _____ to _____

Name _____ Phone _____

Address _____

Email _____

Space to be rented: Great Hall _____ School Room _____ Conference Room _____

		Rate	Amount
Great Hall	Friday evening, Saturday, Sunday	\$1500	
	Weekday	\$850	\$ _____
	Partial weekday*	\$450	
School Room	Friday evening, Saturday, Sunday	\$600	
	Weekday	\$500	\$ _____
	Partial weekday*	\$300	
Conference Room	Friday evening, Saturday, Sunday	\$250	
	Weekday	\$225	\$ _____
	Partial weekday*	\$150	
Package (all 3 rooms)	Friday evening, Saturday, Sunday	\$1950	
	Weekday	\$1100	\$ _____
	Partial weekday*	\$600	

* Partial day: 8 a.m. – 12:30 p.m. or 12:30 p.m. – 5p.m. or 5 p.m. – 12 p.m.

Subtotal	\$ _____
Less 40% discount for booking within 28 days of the event	\$ _____
Less member discount of ___%	\$ _____
Qualification fee for caterer not on recommended list (\$150)	\$ _____
Total rental fee	\$ _____
Scheduling deposit (Minimum \$500 or total rental fee)	\$ _____
Rental Fee Balance (Due on month prior to function)	\$ _____
Security Deposit (\$200 due one week prior to the function)	\$ _____

Will the function be catered? Yes _____ No _____

Caterer _____ Address _____ Phone _____

Bar Service _____ Address _____ Phone _____

The signatures below confirm complete understanding and compliance with the terms and conditions and rules for use of the building.

Signature _____ **Date** _____

Client

Signature _____ **Date** _____

Sherborn Community Center Foundation