



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

TERMS AND CONDITIONS

Host/Hostess

A member of the renting organization who has been trained in the use of the building by the Sherborn Community Center Foundation must be on the premises at all times. The Host/Hostess is responsible for admitting the members of the Group to the building, for securing it after it is used unless it is being used by another renting party and for completing the shutdown form. If the number of guests exceeds 50, a host or hostess, the Sherborn Community Center Foundation, Inc. will designate a host or hostess to be present, and the renting organization will be assessed a fee of \$100. (Please see page 3 for details of financial terms.)

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 page 2 of this contract.

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:

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|----------|--------------------|
| 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.

