

The CENTER at Medfield  
Council on Aging  
One Ice House Road  
Medfield MA 02052  
508-359-3665

### Rental/Use Request Form

For NPO's there is a \$50.00 fee for a 3 hour evening meeting in the activity room, craft room or Hall A.  
Meetings using Hall B will be charged \$100.00. Additional hours are \$25.00/hour.  
Large Hall (Fellini A and B) is available at \$80.00/hour

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Today's Date: \_\_\_\_\_  
Rental or Use (circle one)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Day and Date of Rental/Use: \_\_\_\_\_ Number of guests \_\_\_\_\_

Time of Rental/Use: Building open \_\_\_\_\_ Building close \_\_\_\_\_ Total # hours \_\_\_\_\_  
(Please note: For failure to vacate the building at the stated time, there will be a charge of \$25.00 per each 15 minutes.)

Caterer (Name & Number): \_\_\_\_\_  
FoodSource/KitchenRequirements: \_\_\_\_\_

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Request of wine/beer permit: yes no **COA requires a copy of the permit**

**Please detail your chair/table/room requirements on back.**

The room will be set up accordingly and renter is responsible for stacking all chairs on dollies and/or rack and emptying all trash to dumpster. Building must be left in condition it was found.

**Copy of Medfield Board of Health rules and regulations received \_\_\_\_\_**

Detailed Description of Event:

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

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Council on Aging Board Decision: Accepted Rejected Date:  
Comments:

Payment received: Amount \_\_\_\_\_ Date: \_\_\_\_\_  
COA Representative Signature: \_\_\_\_\_