

Rental Agreement

Event Name/Type: _____

Contact Person: _____

Address: _____

Telephone : (h) _____ (c) _____ (w) _____

Maximum Occupancy:

- Large Hall (table/chairs) 120 w/ dance floor
- Seated Lecture/Standing Reception (no tables) 280

Date of Rental: _____ Time of rental _____ to _____ #Hours _____

Rooms Rented: _____ Fee: _____

Deposit: _____ Balance Due on: _____

Liquor permit submitted to Town Hall: _____ Received: _____

Security Deposit: _____ Date Due: _____ Received: _____

Key Card Deposit: _____

Post event walk through of room/building: yes ___ no ___

Security Deposit Returned: _____

Renter is responsible for returning rooms back to their original state. _____ (please initial)

• All surfaces are to be wiped down, floors swept or vacuumed. _____ (please initial)

• Renter is responsible for reading and adhering to all policies or security deposit will be forfeited. _____ (please initial)

• Damage to hung artwork is the responsibility of the renter independent of the security deposit. _____ (please initial)

• I understand that children attending will be strictly supervised. _____ (please initial)

THERE IS NO SMOKING IN THE BUILDING OR ON THE GROUNDS

Renter agrees to all policies and fees: _____ Date: _____

The CENTER at Medfield Representative: _____ Date: _____

- The Council on Aging Board voted and accepted a menu of prices for various events as documented in the meeting minutes. The Council on Aging board voted and agreed that the rental revenue will be used to maintain the building and assist with operational costs. The Council on Aging Board voted and agreed all functions in the building are geared toward adults. Children attending an event must be supervised by an adult and are not allowed to roam the premises.
- Inflatable jumping play equipment are not allowed on COA property.
- The security of the building is the responsibility of the renter, during the period of time that is contracted for. Each renter will receive one scan card and the security charge will be charged \$25.00 if not returned.
- With no uncertain terms, the Council on Aging Board has voted unanimously, that NO SMOKING is allowed in and outside of the building. The total COA property has a No Smoking policy as in all town buildings.
- If alcoholic beverages are to be served at a function;
 - An All alcohol permit must be obtained through a full service caterer with Liquor Liability Insurance.
 - All alcoholic beverages must be poured by a Tips certified and insured bartender.
 - A one day Event Insurance Policy must be obtained listing The Town of Medfield as an additional insured. (As per state regulations)
 - Individual renters may serve only beer and wine (no hard liquor) by obtaining a permit from the Board of Selectmen prior to the event.
 - There are no cash sales of alcohol allowed.
- Caterer's Proof of the Liability Insurance and the Town of Medfield (1) one day liquor permit is required 4 weeks before the event.
- The Council on Aging must approve all caterers' that will be using the kitchen. Please provide name and contact number of caterer. Caterers are responsible for the clean up of the kitchen and Fellini Hall.
- Decorations are limited to table top decorations or on planter stands. As stated previously, there are absolutely no decorations of any kind to be attached in any manner whatsoever to the walls or ceilings of the rooms being used.
- The cost of excessive clean up will be deducted from the security deposit if the facility is not cleaned to the same level of cleanliness as the facility was at the start of the Renter's function. Clean up must be done immediately after the function ends. The building supervisor will evaluate the clean up and report to the COA board.
- Any individual renting for a birthday or anniversary party for a Medfield Senior Citizen will receive a 10% discount.
- ALL functions require a deposit of one half of the rental to secure the date. A security deposit is required in the form of a money order or bank check made out to Medfield COA one week prior to the event.

- Council on Aging Board has the authority to amend policies to accommodate individual situations.
- Damage to hung artwork is the responsibility of the renter and not covered through the security deposit.

Request for Alcohol Permit

Date:

To: Medfield Board of Selectmen

I/We have contracted with The Center at Medfield to rent Fellini Hall for a

_____ on _____

from _____ to _____. I am requesting a one day permit for Wine or Beer for the function.

Thank you.

Name:_____

Address:_____

Town:_____

Phone:_____

Signature:_____

Rental/Use Request Form

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: _____

Time of Rental/Use: _____

(Please note: For failure to vacate the building at the stated time, \$50.00 per each 15 minute interval will be deducted from the security deposit.)

Caterer (Name & Number) /Food Source/Kitchen

Requirements: _____

Request of wine/beer permit: yes no (circle one)

Number or Guests / Attendants: _____

Description of Event:

Council on Aging Board Decision: Accepted Rejected

Date: Comments:

The CENTER at Medfield
One Icehouse Road
Medfield MA 02052
508-359-3665

Medfield Council on Aging Rental Policies Updated 9/16/2008

508-359-3665

Rental Rates

* Wedding Reception: (hall capacity seated table and chairs 150 with dance floor 120)

Large hall (5 hour event), kitchen and reception area

\$1100.00 plus \$1100.00 security deposit

Additional event hours \$200.00/hour

Outdoor use for tenting \$250.00

Television Use: \$25.00

Fund Raising Functions, Birthday, Retirement, Showers, etc. (hall capacity seated table and chairs 150 with dance floor 120):

Large hall, Reception Area and Kitchen

- \$125.00 per hour plus security deposit equal to twice the total rental
- Includes: One hour before and after event, Building supervisor to assist with set up and break down.

Under 25 y/o Functions (large hall, reception area, kitchen):

- \$125.00 per hour, Required security deposit of \$3000.00
- Mandatory adult to under 25 ratio of 1:6
- No alcoholic beverages allowed

Funeral Reception:

- Medfield Resident Fellini (A and B) Hall and kitchen- \$200.00
- Non Medfield Resident- 2 hours Fellini (A and B) Hall plus kitchen \$350.00
- Non Medfield Resident- 2 hours no kitchen, Fellini Hall B only \$300.00

Meeting Room: (max. 30 people)

- 3 hours
 - Day- \$ 50.00 Non-Profit: \$25.00
 - Eve- \$100.00 Non-Profit: \$50.00
- Additional hours \$25.00/hour
- Coffee maker available with coffee, cream and sugar: \$20.00

*Requires Full Service Caterer with Liquor Liability Insurance

Rental Policies

Medfield COA Room Rental: Policies and Responsibilities

All rental requests will begin with completion of a Rental Request Form which will be reviewed by the Council on Aging Board. The rental request will be discussed and decided upon at the next board meeting (first Wednesday of the month) and a potential renter will be notified by mail of the board's decision to accept or reject the rental request.

Failure to comply with these Policies and Responsibilities may result in loss of security deposit and privileges for future facility use.

1. The CENTER rooms, except for the library, are available for rent depending on COA activities.
2. Key Cards are given out one per program or rental. Replacement key is \$25.00.
3. Persons and organizations using a COA room are restricted to the specific area(s) rented.
4. Parties wishing to reserve COA rooms are to contact Roberta Lynch, Director of the Medfield Council on Aging at 508-359-3665 and request a Rental Request Form.
5. Smoking is prohibited inside the building and on all COA property
6. Alcoholic beverages are allowed by obtaining a one day liquor permit through the Medfield Board of Selectmen prior to the rental. The Board of Selectmen meet on the first and third Tuesdays of the month. (See additional requirements)
7. The renter and/or caterer will be responsible for set up and removal of all foods.
 - Food is limited to the Great Hall only. Special arrangements must be made before hand and will be charged accordingly for other room usage.
 - Tablecloths are the responsibility of the renter and/or can be purchased at the COA for \$4.00/ table.
 - Use of the large screen television is available for an additional \$25.00
8. No pets are allowed unless previously authorized and those used by the disabled.
9. Lost or misplaced items are not the responsibility of the COA.
10. Decorations are permitted:
 - Table decorations or those on plant stands are permitted.
 - The use of rice, confetti, birdseed or other related items, including smoke, fog, colored water and open burning candles are not allowed inside the center.
 - Banners, signs, decorations, etc. may not be taped, glued or otherwise affixed to the walls, floors or columns and or hung from light fixtures and ceilings.
 - Nails, tacks or tape may not be used.
 - COA property, furnishings or fixtures may not be moved without specific approval.
11. Clean up of the rooms is required after event. This includes:
 - All tables to be wiped down.
 - Moving chairs and tables to the original formation.
 - Sweeping or vacuuming area that was used.
 - Removing trash to dumpster.
 - Checking bathrooms to see that they are tidy (no paper towels on the floor, trash not overflowing, etc.)
 - Making sure lights are off upon leaving the building.
 - Kitchen is left clean and all rubbish removed
 - All decorations are to be removed.
12. Any individual renting the Fellini Hall for a birthday or anniversary party for a Medfield Senior Citizen will receive a \$100.00 discount.
13. Children attending the function must be strictly supervised.