

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

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. 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 Fellini 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
7. No pets are allowed unless previously authorized and/or are service animals.
8. Lost or misplaced items are not the responsibility of the COA.
9. 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.

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10. Clean up of the rooms is required after event. This includes:
 - All tables to be wiped down.
 - Stacking chairs as previously identified.
 - 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.

11. Any individual renting the Fellini Hall for a birthday or anniversary party for a Medfield Senior Citizen will receive a 10% discount.

12. Children attending the function must be strictly supervised.

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Rental Information

Wedding Reception:

- Hall capacity: Seated Reception with table and chairs 150 without dance floor and 120 with dance floor.
- \$1100.00 Full Day (8 hour event)*
- Each additional hour: \$80.00

Social Functions (Birthday, Anniversary, Showers, Fund Raising Events, etc.)

- \$320.00 (4 hour event)*
- Fellini Hall B for Nonprofit meetings for over 30 people for 3 hours
\$100.00 (3 hour event)

Under 21 functions:

- No Alcohol allowed
- 1:6 adult to minor ratio

A charge of \$20/15 minute increments will be deducted from the security deposit if the building is not vacated on time

Funeral Receptions:

\$160.00 (2 hour event)

The Meeting Room:

- 30 person capacity/ 3 hour event
- Weekdays
- Day: \$50.00 Night: \$100.00
- Weekends
- Day: \$100.00 Night: \$200.00
- Non-Profit Organizations receive a discount of 50%

*Medfield seniors are eligible for a 10% discount on applicable rates.

All fund raising functions and wedding receptions require a hiring of a full service caterer with Liquor Liability Insurance and a one day event insurance policy with the Town of Medfield as additional insured.

A deposit of \$80.00 is required one week in advance upon scheduling an event.

Security Deposit: \$500.00 is required with alcohol permit. \$250.00 is required without alcohol. This must be in the form of a money order and required the day of the event. The security deposit will be returned after the event ends if all terms and conditions regarding usage policies and responsibilities of the Center.

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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) 200

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

Rooms Rented: _____ Fee: _____

Deposit: _____ Balance Due on: _____

Liquor permit request to Town Hall: _____ Received: _____

Security Deposit: _____ Date Due: _____ Received: _____

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: _____

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1. 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.
2. Inflatable jumping play equipment are not allowed on COA property.
3. The security of the building is the responsibility of the renter, during their period of time that is contracted for. Each renter will receive one scan card and the security will be charged \$25.00 if not returned.
4. With no uncertain terms, the Council on Aging Board has voted unanimously, that NO SMOKING is allowed in and outside of the building. COA property has a No Smoking policy as in all town buildings.
5. 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)
6. Individual renters may serve only beer and wine (no hard liquor) by obtaining a permit from the Board of Selectmen prior to the event.
7. There are no cash sales of alcohol allowed.
8. Caterer's Proof of the Liability Insurance and the Town of Medfield (1) one day liquor permit is required 4 weeks before the event.
9. 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.

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10. 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.
11. 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 be present during the rental time and report to the COA board any concerns.
12. Any individual renting for a birthday or anniversary party for a Medfield Senior Citizen will receive a 10% discount.
13. Large functions require a deposit of \$80.00. Balance is due one week before the event. Wedding Receptions require a \$500.00 deposit with the balance due one month before the event. A security deposit is required in the form of a money order or bank check made out to *Medfield COA* on the day of the event.
14. Council on Aging Board has the authority to amend policies to accommodate individual situations.
15. Damage to hung artwork is the responsibility of the renter and not covered through the security deposit.

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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: _____

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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, \$20.00 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:

Payment Received: _____ Date: _____