

Rental Contract

**The following information must be shared with all persons assisting you or participating in your rental.*

1. **CONDUCT OF EVENT:** Rental customer undertakes to conduct the event in an orderly manner in full compliance with applicable laws, regulations and Community House rental contract. The rental customer assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the Community House premises during any time of the rental. Rental customer hereby indemnifies and holds harmless Community Service of Hamilton & Wenham, Inc. (CSHW) and its officers, directors and employees against any and all claims, liabilities or costs arising out of or connected with the event, caused or contributed to by negligence of client, or any guest, invitee or agent of the client or any independent contractor hired by the client.
2. **RENTAL TIME:** Rental fees cover the cost of the building usage for the specific times and rooms that are reserved through this contract. You must be fully vacated by the conclusion of your purchased hours. Any additional time the room is occupied beyond the departure time will be billed at \$100 per hour. We bill in full hours only, we do not bill for partial hours. All events must end by 12:00 midnight.
3. **SETUP:** Customers who need time for decorating can do so one hour prior to their guest's arrival (additional time is provided for weddings). See the cover sheet of this contract for the arrival time for set-up for this event. Additional time requested by the customer will be billed at \$100 per hour. Set-up & breakdown of tables and chairs, and trash removal is provided by the Community House and is included in the contracted rental fee (excluding those provided the non-profit rate).
4. **ALCOHOLIC BEVERAGES:** It is the responsibility of the Customer to notify CSHW if you plan to serve or sell alcohol and detailed description of the plans must be provided at the time the Contract is signed. A contract with a caterer and/or a licensed bartending service, along with proof of insurance must be provided at least 30 days prior to the event. Alcoholic beverages may not be stored overnight in the building. All open alcohol containers must be taken home and the remainder of un-opened liquor needs to be removed from the premises.
5. **KITCHEN AND CATERING** - Any caterer engaged by the customer must be fully licensed and insured. Their credentials will need to be provided to us, such as a recent Board of Health Certificate, Serv Safe Certificate as well as general liability insurance and, if required, proof of Liquor Liability coverage
 - Our kitchen provides our guests with space for heating, chilling and washing. All food preparation (cooking, cutting) is to be conducted by a licensed and insured caterer.
 - You or your caterer will need to furnish all other appliances, utensils and supplies.
 - **All caterers are responsible for contacting the Community House to review their plans. They must also notify the Hamilton Board of Health of the date they will be serving food at the Community House.**
 - Caterers must use cutting boards, and not countertops and island, for cutting. Please read the kitchen guidelines located on the refrigerator.
 - If using the dishwasher, please read the instructions located above the machine. Please turn up the water temperature when you arrive and back down before you leave.
 - Caterers are responsible for taking out their own trash and leaving the kitchen clean.
 - Caterers providing full service must provide set up and break down service of tables and chairs.
6. **CLEANING/DAMAGE:** The Community House has the right to assess a \$100.00 cleaning or damage fee to any rental client who does not leave the facility in reasonable condition or to cover any damage caused to CSHW property.
7. **FURNITURE, SPECIALTY ITEMS, and DELIVERIES:** Community House furniture must stay in place and may not be moved. The Community House extends the use of their tables and chairs on-site to rental customers at no extra charge. Tables and chairs are not permitted on the lawn without the permission of the Executive Director. Specialty items such as high-top tables, tablecloths (linen or disposable), silverware, glassware, china, etc. can be rented for an additional charge. All deliveries must be coordinated with the Community House function staff person no less than 1-2 weeks before the event. No storage is available.
8. **PIANO** – You are permitted to contract a musician to play the piano during your event. The piano must otherwise remain covered and plugged in. No items are allowed to be stored on top of the piano, even when covered. Additional tuning expenses are the responsibility of the renter.
9. **TEEN EVENTS**
 - Parties with 75 or more teens must contract a police detail at their own expense.

- Once teen guests arrive to the party they are the responsibility of the rental client. No teen guests are allowed to loiter outside or leave the building without parental permission.
10. **SMOKING** – No smoking is allowed inside the building. Smoking is allowed outdoors where receptacles for cigarette waste are provided. Smoking under the age of 18 is illegal; therefore, teen guests are not allowed to smoke on CH property.
 11. **TRASH**– The Community House recycles. All guests and renters are expected to adhere to the recycling and trash policies. ***Please see the posted recycling instructions in designated areas throughout our building.***
 12. **COMMUNITY HOUSE STAFF** – The Community House staff are not certified event-planners. We are available prior to your event to provide information and are happy to make suggestions and referrals based on our experience.
 13. **PARKING**
 - Monday – Friday, 8am – 6pm, the lot at the Community House is 15 minute parking only. Please direct your guests to use the Patton Park parking lot or the lot across the street on Bay Road at the Public Safety Building.
 - Parking in the Community House parking lot is permitted after 6pm Monday through Friday and on weekends.
 14. **DECORATIONS/DISPLAYS/PATRON’S PROPERTY:** All decorations or displays shall be subject to the prior approval of Community House Staff. CSHW is not responsible for the loss of or damage to any personal property brought onto the premises by the customer or their guests. The customer is responsible for the removal of all decorations on the day of the rental. Items left longer than 48 hours will be considered a donation to Community Service of Hamilton and Wenham, Inc.
 - Walls: Permission must be obtained from CSHW staff to hang any items on the walls. Assistance in hanging permitted items will be provided.
 - Table decorations and non-paint removing, tacky adhesives are permitted only. Absolutely no tape (of any kind), tacks or nails are allowed to be used by renter.
 - Items may not be hung from pipes, sprinklers or fixtures.
 - Exit doors may not be blocked, and all aisles must be a minimum of 3 feet wide.
 - All Community House furniture must stay in place.
 - Balloons are allowed only if **weighted** down securely. If balloons are released, use of ceiling fans will be prohibited.
 - Candles are permitted, but must be secured in a glass container that exceeds the height of the flame.
 - Please do not attach anything to the stage curtain as it can easily tear.
 15. **SPECIAL INSTRUCTIONS FOR NON-PROFIT CUSTOMERS**
 - You are responsible for your own trash removal, setup and breakdown of tables and chairs. Please stack chairs neatly and return them to their appropriate locations. All trash must be put in the dumpster following your event.
 - The kitchen should be left as clean as you found it.
 - Please turn off the lights in all the rooms you have used.
 - If you are the last person in the building, please turn off all interior lights, including the restrooms, and lock the front door.
 16. **PAYMENT/CANCELLATION POLICY:** Our policy requires a 50% deposit upon making a reservation and the remaining 50% one week before the actual event. If you must cancel your rental, Community Service of Hamilton and Wenham, Inc. reserves the right to retain all or part of your deposit. Decisions will be made on a case-by-case basis and extenuating circumstances will be taken into consideration. A minimum \$25.00 cancellation fee will be charged in all circumstances.

I, _____, **AGREE TO THE CONDITIONS OF THIS CONTRACT AND ACCEPT RESPONSIBILITY FOR ANY DAMAGES TO THE PROPERTY, WHICH MAY OCCUR IN CONJUNCTION WITH THE FUNCTION I AM HOLDING ON THE COMMUNITY HOUSE PREMISES.**

SIGNATURE: _____ **DATE:** _____

PRINT: _____