

BEDFORD BUDDLINER

120 South Road, Bedford, Massachusetts 01730

Mailing Address: 12 Mudge Way, Bedford, MA 01730 _____

Date

Organization or Individual(s) requesting use: _____

Address: _____

Business or Cell # _____ (h) Tel. # _____

Email: _____

DATE REQUESTED: _____

Hours: from _____ to _____

Time entrance doors to railroad car be unlocked: _____

Estimated attendance: _____ Purpose of function _____

INVOICE TO: _____ Address: _____

Should food be served, the Board of Health is to be notified prior to the event by contacting Joseph Knott at 781-275-6507 in order to obtain a permit or permission to serve food. [Caterers who hold Food Permits from the Town of Bedford include: Bruegger's Bagel Bakery (781-275-2237), Carriage House Café (781-275-0095), Café Luigi (781-271-0666), Rebecca's Café, Inc. (781-271-0771), and Quiznos (781-275-1234).] Caterers from outside Bedford should hold a permit from their own town's Board of Health. These Caterers should contact the Bedford Board of Health.

Please call Fay Russo several days before your event to reconfirm at 781-275-4880.

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Approved by \_\_\_\_\_ Date \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ payable to "Town of Bedford" to be submitted with signed application form. INVOICE WILL BE MAILED TO YOU FOLLOWING YOUR EVENT FOR BALANCE BASED UPON THE # OF HOURS.

It is acknowledged that the Town of Bedford, Town Center of Bedford, Inc. and/or its representatives accept no liability with respect to any claims which might arise out of the activities of your organization or individuals involved with your organization and further stipulate that the Town of Bedford and its representatives be held harmless.

I(we) acknowledge Rental Conditions and Policies & Procedures attached with reference to rental in the Bedford Buddliner on \_\_\_\_\_.

Organization name, if applicable \_\_\_\_\_

Signature \_\_\_\_\_

## BEDFORD BUDDLINER FEE SCHEDULE

(Please note: Fees are based upon time of entry to departure excluding custodial set up and clean up.)

WEEKDAYS: \$30 per hour (includes custodial cost)

WEEKENDS: \$35 per hour (includes custodial cost)

DEPOSIT: \$25

### What We Provide and Do:

- A. Reserve and rent space for your event on a first come, first served basis, at the rates stated above.
- B. Provide custodial services during your event before and after with set up and take down when applicable, and routine cleaning.
- C. Return the facility to the same high standard as it was for your event. This includes removal of trash from receptacles and sweeping and/or washing floors and the associated lavatories and access ways.
- D. Bill you for the rental and any extra charges, less your deposit.

### What You Do:

- A. Schedule with the facilities coordinator.
- B. Read and understand all of the attached terms, conditions, and policies.
- C. Submit a completed application form.
- D. Place a deposit.
- E. Treat the facility with the same care and respect you would in your own home.
- F. Bring accidental spills, etc. to the attention of the on-site custodian for immediate clean up.
- G. Follow all policies with regard to serving food and beverages.
- H. Do your part to return the facility to the conditions prior to your event.
- I. Clear all disposable items including paperware into receptacles at the conclusion of the event.
- J. Make sure all personal items of the hosts and the guests are removed.
- K. Avoid extra charges by adhering to the above.
- L. Remit payment promptly.

## POLICIES AND PROCEDURES FOR BEDFORD BUDDLINER RENTAL

As a condition of renting the Buddliner, I(we) do hereby agree to the following:

### I. USE OF RAILROAD CAR

- a. No smoking
- b. No open flames
- c. Children should be directly supervised at all times.

### II. USE OF THE ROOM

- a. All equipment including tables and chairs must be left in the same condition in which they are found. Any breakage must be reported to Town Center Office. Reimbursement is required for any damage caused by other than normal wear.

### III. CANCELLATION POLICY

- a. No fee with notification received at least 1 week in advance of the event. Weather-related conditions the day of event, with approval.
- b. \$25 with notification less than one week, but more than 24 hours preceding event.
- c. Full fee with notification 24 or less hours prior to event or "no show."