

OLD TOWN HALL

16 South Road, Bedford, Massachusetts 01730
Mailing Address: Town Center, 12 Mudge Way, Bedford, MA 01730
Office: Telephone #781-275-4880; Fax #781-275-2730

FOUR-PAGE APPLICATION FOR USE OF GREAT ROOM

Please note Cancellation Policy under Policies and Procedures Date _____

ORGANIZATION OR INDIVIDUAL(S) requesting use:

Address: _____

Business or Cell Tel. # _____ Home Tel. # _____

E-Mail address _____

DATE REQUESTED: _____

Hours of Event: from _____ to _____. Estimated attendance _____

ENTRY HOUR: _____ DEPARTURE HOUR: _____

PLEASE NOTE THAT CHARGES BEGIN FROM TIME OF ENTRY TO DEPARTURE, EXCLUDING CUSTODIAL CLEAN UP & SET UP.

Purpose of Event: _____

Equipment provided: 13 60' round tables (that seat 8); 10 6' rectangular tables; 140 folding chairs; projection screen; tv/dvd/vcr; refrigerator, freezer, stove/oven, microwave oven, ice making cabinet. Note: Linens and china are not provided.

Should food be served, either by a caterer or cooked at home, 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 food 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 Cafe (781-275-0095), Cafe Luigi (781-271-0666), Rebecca's Cafe, Inc. (781-271-0771, and Quiznos, (781-275-1234).] Caterers from outside Bedford should hold a permit from their town's Board of Health. These Caterers should contact the Bedford Health Dept.

CHECK HERE IF SERVING ALCOHOL / / and request separate application for permitting process.

The Old Town Hall is handicapped accessible. An elevator is available at the main entrance on the south side of the building.

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

Approved by _____ Date _____

Fee \$ _____ Deposit \$ _____ Date received _____

payable to "Town of Bedford" to be submitted with signed application form.

INVOICE WILL BE MAILED TO YOU FOLLOWING EVENT.

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 on the three attached pages with reference to rental at Old Town Hall on _____.

Organization Name _____

Signature _____.

Revised 05/06/10
In effect 07/01/10

OLD TOWN HALL FEE SCHEDULE

Please note that charges begin from time of entry to departure
excluding custodial set up and clean up.

Rates (with minimum of three hours) include custodial costs and use of catering kitchen.

Resident*: \$60 per hour
Non-resident: \$75 per hour

For dance and exercise classes on a continuing basis:

\$15.50 plus custodial costs

* **Definition of Resident:** function by or for a Bedford resident.

Rates for weddings/receptions are: \$500 for residents
\$600 for non-residents

(Includes custodial charges and opening of building for early drop off of food, flowers, etc.)

Deposit Information: \$75 deposit is required to secure space.

THERE WILL BE AN ADDITIONAL CHARGE FOR EXTRA CUSTODIAL WORK CREATED BY UNAUTHORIZED USE OF DECORATIONS OR EXCESSIVE CLEANING REQUIRED.
See policies and procedures sheet.

Pls. Note: Should there be a request for an early admittance to space either the day of the function or day before (if the space is not already rented at that time), there will be an additional charge to cover custodial expense of opening and closing at \$25 per hour – plus any additional custodial costs for early set up, if necessary. Weddings/receptions are exempt.

RENTAL CONDITIONS

Renting space managed by Town Center of Bedford, Inc.

| What we provide and do | What you do |
|--|--|
| Before the Event | |
| <p>A. Reserve and rent space for your event on a first come, first served basis, at the rates stated in the attached information</p> <p>B. Provide the room you want, set up the way you want it, on the day of your event, including kitchen facilities (if needed)</p> | <ol style="list-style-type: none"> 1. Schedule with the facilities coordinator 2. Read and understand all of the attached terms, conditions and policies, ESPECIALLY POLICIES REGARDING THE SERVING OF FOOD, ALCOHOLIC BEVERAGES, AND CHAPERONAGE 3. Submit a completed application 4. Place a deposit |
| During the Event | |
| <p>C. Provide custodial services during your event and for up to 2.5 additional hours (total) before and after for set up, take down, and routine cleaning (see D. below)</p> | <ol style="list-style-type: none"> 5. Show up and have a good time 6. Treat the facilities with the same care and respect you would in your own home 7. Bring accidental spills, etc., to the attention of the on-site custodian for immediate clean up 8. Follow all policies with regard to serving food and beverages |
| After the Event | |
| <p>D. Return the facilities to the same high standard as they were for your event. This includes removal of trash from receptacles and sweeping and/or washing floors (once) in the rented facilities and the associated lavatories and accessways. CUSTODIAL SERVICES FOR SET UP, TAKE DOWN, AND CLEANING IN EXCESS OF 2.5 HOURS WILL RESULT IN AN ADDITIONAL CHARGE TO YOU OF \$50 PER HOUR, OVER AND ABOVE THE RENTAL FEE</p> <p>E. Bill you for the rental and any extra charges, less your deposit</p> | <ol style="list-style-type: none"> 9. DO YOUR PART TO RETURN THE FACILITIES TO THE CONDITIONS PRIOR TO YOUR EVENT 10. Clear all disposable items including paperware from tables into receptacles at the conclusion of your event 11. Make sure that all personal items of the hosts and the guests are removed 12. Wash, dry, and put away any utensils or other items (such as coffee pots) that you use during your event. SOAP AND TOWELS ARE PROVIDED 13. Avoid extra charges by adhering to these points and points 6 and 7 above 14. Remit payment promptly |

POLICIES AND PROCEDURES FOR OLD TOWN HALL RENTAL

As a condition of renting any of the premises at Old Town Hall, I(we) do hereby agree to the following:

I. USE OF BUILDING:

- A. NO SMOKING IS ALLOWED.
- B. NO OPEN FLAMES, NO PYROTECHNIC DISPLAYS OR SPARKING DEVICES AND NO SMOKE MACHINE EQUIPMENT ARE ALLOWED. Lighted candles on a birthday cake are allowed.
- C. Use of areas other than those designated in Application for Use form is prohibited.
- D. Children in the building must be directly supervised at all times.
- E. Rice, confetti, Mylar cutout shapes and other like items may not be used as decorations in or outside the building. There will be a \$25 charge, if used. Banners, signs, and other like items may not be affixed to the Great Room/Old Town Hall walls. The use of tape and tacks to affix decorations is prohibited; otherwise there will be a \$50 additional charge for repair/painting. Suggested decorations: table centerpieces, plants/flowers, balloons.

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 the Old Town Hall (Town Center) office. Reimbursement is required for any damage caused by other than normal wear.
- B. Soap detergent will be available in the kitchen.
- C. Because the stage in the Great Room is not handicapped accessible, we are not allowed use of it.

III. FOOD AND ALCOHOL SERVICE:

- A. When serving refreshments it is necessary to contact and secure approval of the Bedford Board of Health at 781-275-6507. Contact: Joseph Knott
- B. See separate sheet for the serving of alcoholic beverages. For the serving of alcohol a \$35 permit fee, a refundable deposit of \$100, and a certificate of liability insurance are required.

IV. OUTSIDE SERVICES:

- A. When booking a d.j. for party functions, please make him aware of neighborhood residents so that the music will be kept to reasonable levels.
- B. A Police Officer may be required, to be arranged and paid for by large groups renting the Great Room. See Facility Coordinator for more detail.
- C. For teen parties between the ages of 16 through 20 a police detail or one chaperone per ten teens is required. Chaperones must sign an agreement they will remain on the premises for the length of the party. Should there be damage or the above requirements are not met, the deposit will be forfeited. Contact the Police Department at 781-275-1212 to arrange for a special detail and to obtain rate information.

V. CANCELLATION POLICY:

- \$15 ** Notification received at least one week in advance of the event or meeting.
Weather related conditions the day of event, with approval.
- \$75 Notification less than one week, but more than 24 hours preceding event.
- Full Fee: Notification 24 or less hours prior to the event or "no show."

****There will be a \$15 processing fee for returned deposit checks.**

For deposit information see Fee Schedule sheet.