

Revised 9/11

**TOWN CENTER**

12 Mudge Way, Bedford, Massachusetts 01730

**FOUR-PAGE APPLICATION FOR USE OF RENTAL SPACE**

Please note Cancellation Policy under Policies and Procedures Date \_\_\_\_\_

ORGANIZATION OR INDIVIDUAL(s) requesting space: \_\_\_\_\_

Address: \_\_\_\_\_

Business or Cell Tel. # \_\_\_\_\_ Home Tel: \_\_\_\_\_

Email 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: \_\_\_\_\_

INVOICE TO: \_\_\_\_\_

Space Requested: Shawsheen Room/Kitchen\_\_ ( )\_\_seating 100  
Union School Room\_\_\_\_\_ ( )\_\_dance & exercise space - no food  
Flint Room\_\_\_\_\_ ( )\_\_meeting room – seating for 50  
Fitch Room\_\_\_\_\_ ( )\_\_seating for 20

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 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 town’s Board of Health. These Caterers should contact the Bedford Health Dept.

Please call Fay Russo several days before your event to reconfirm set up at 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 YOUR EVENT FOR BALANCE OF PAYMENT.

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 Town Center on (date)\_\_\_\_\_.

Organization Name, if applicable \_\_\_\_\_

Signature \_\_\_\_\_

## TOWN CENTER FEE SCHEDULE

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

### **SHAWSHEEN ROOM**

Cafeteria 31x56 approx. 1,700 sq. ft.

Kitchen 18x22 approx. 390 sq. ft.

#### **WEEKDAYS:**

**Resident \$ 40 per hour**

**Non-resident \$ 50 per hour**

**WEEKENDS: \$ 50 per hour**

**(The fee includes use of space, tables/chairs, and kitchen equipment plus custodial service.)**

### **UNION SCHOOL ROOM**

28x57 approx. 1,600 sq. ft.

### **FLINT ROOM**

28.10x27.8 approx. 775 sq. ft.

#### **WEEKDAYS:**

**Resident \$ 20 per hour**

**Non-resident \$ 25 per hour**

**WEEKENDS: Use of tables/chairs & custodial service**

**Resident \$ 40 per hour**

**Non-resident \$ 45 per hour**

### **FITCH and MUDGE ROOMS**

Fitch 20.2x19.1 approx. 400 sq. ft.

Mudge approx. 300 sq. ft.

**WEEKDAYS: \$10 per hour – two-hour minimum**

**WEEKENDS: \$25 per hour – two-hour minimum\***

**\*Use of tables/chairs & custodial service**

RENTAL CONDITIONS

Renting space managed by Town Center of Bedford, Inc.

| What we provide and do  | What you do  |
|---|--|
| <p>Before the Event</p>   |  |
| <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"> <li>1. Schedule with the facilities coordinator</li> <li>2. Read and understand all of the attached terms, conditions and policies, ESPECIALLY POLICIES REGARDING THE SERVING OF FOOD, ALCOHOLIC BEVERAGES, AND CHAPERONAGE</li> <li>3. Submit a completed application</li> <li>4. Place a deposit</li> </ol>   |
| <p>During the Event</p>   |  |
| <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"> <li>5. Show up and have a good time</li> <li>6. Treat the facilities with the same care and respect you would in your own home</li> <li>7. Bring accidental spills, etc., to the attention of the on-site custodian for immediate clean up</li> <li>8. Follow all policies with regard to serving food and beverages</li> </ol>   |
| <p>After the Event</p>  |  |
| <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"> <li>9. DO YOUR PART TO RETURN THE FACILITIES TO THE CONDITIONS PRIOR TO YOUR EVENT</li> <li>10. Clear all disposable items including paperware from tables into receptacles at the conclusion of your event</li> <li>11. Make sure that all personal items of the hosts and the guests are removed</li> <li>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</li> <li>13. Avoid extra charges by adhering to these points and points 6 and 7 above</li> <li>14. Remit payment promptly</li> </ol> |

## **POLICIES AND PROCEDURES FOR TOWN CENTER RENTAL**

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

### **I. USE OF BUILDING**

- A. NO SMOKING OR ALCOHOL IS ALLOWED.**
- B. NO OPEN FLAMES, NO PYROTECHNIC DISPLAYS OR SPARKING DEVICES AND 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 SHOULD BE DIRECTLY SUPERVISED AT ALL TIMES.** They should remain in those areas included for rental in application form.
- E. Rice, confetti, Mylar cutout shapes and other like items may not be used as decorations in or outside the building.**

### **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.**
- B. It is important that each renter be responsible for returning the conference rooms to the set up and condition in which it was found in order to keep down costs (unless a custodian has been hired).**

### **III. FOOD**

- A. When serving refreshments it is necessary to contact and secure approval of the Bedford Board of Health at 781-275-6507.**

### **IV. OUTSIDE SERVICES**

- A. When booking a d.j. for party functions, please make him aware of others in the building so that the music will be kept to reasonable levels.**
- B. A Police Detail may be required, to be arranged and paid for by large groups. See Facility Coordinator for more detail.**
- C. For teen parties between the ages of 16 and 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 1 week in advance of the event.**
- 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 event or "no show."**

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