

Event Rental Agreement

Host:
Fenway Community Center
1282 Boylston Street
Boston, MA 02215
857-246-9053
hello@fenwaycommunitycenter.org
Contact: Daniella Torres

Renter:
Name and Title: _____
Company: _____
Address: _____
Email: _____
Phone: _____
Tax Id: _____
Are you a 501c3? _____

Date of rental: _____
Time of rental: _____
Anticipated number of guests: _____
Full space or back space rental: _____
Outside food brought in: _____
Alcohol at this event: _____

To rent the space, you must agree to the following terms and conditions of the Fenway Community Center. Please initial after each term:

Renting the space includes full use of the Center, including kitchen, all tables and chairs, projectors/surround sound speakers/ computer access and bathrooms.

I agree that any damages done to property will be the financial responsibility of the contact person submitting the booking request. _____ (Initials)

I agree that I am responsible for the set-up before the event and the clean up after the event. I understand set-up and clean up times are included in the rental time. I understand I am responsible for moving the furniture back to the way it was prior to the event. I will take special care to lift the tables and chairs and not drag them on the floor. _____ (Initials)

I agree that I am responsible for properly staffing the event and will not require any staffing from the community center. _____ (Initials)

I agree that any child 10 and under attending the event must be actively supervised by an adult at all times. _____ (Initials)

I agree that the community center does not allow any use or possession of drugs. Alcohol is banned, unless licensed and bonded bartender with a 12c license is serving. Alcohol can be shut off at host discretion at any time. _____ (Initials)

Event premises are located near residential units and therefore neighborhood noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume, Fenway Community Center has full authority to ask the renter to turn the entertainment down and/or off. If repeated disturbances are created, at renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. _____ (Initials)

I agree to comply with the laws and local ordinances. I further agree to release the Fenway Community Center, its employees and Board of Directors from any and all liability for personal injury or property damage arising out of or related to the foregoing use of facilities. _____
(Initials)

Cost: Time includes set up and clean up and is not-prorated.
Non-profit rental rate: \$250 for 2 hours / \$100 for each additional hour.
For profit and party rental rates: \$350 for 2 hours / \$150 for each additional hour.
These charges are for the back room only. Renting the entire space costs double.

Time reserved: _____ **Total cost:** _____

If event is not paid for in full 3 days prior to the event, the event will be cancelled and the deposit forfeited.

Payment: Either bank check or credit card.

Deposit: \$150 refundable cleaning deposit will be charged to card on file

If your event is cancelled with less than 14 business days notice, you will be charged \$150 via card on file. If you book your event within 14 days of the event, you must pay for event in full at time of booking. If your event exceeds the time stated, you will be charged one hour (not prorated/ at the for-profit rate of \$150) via card on file.

I, _____, hereby authorize Fenway Community Center to apply \$150 to my credit card for above booking ONLY IN THE CASE of a cancellation with less than 5 business days notice, or if the event goes over the stated end time by more than 10 minutes or if the Center is left damaged/in need of extensive cleaning due to the event.

Credit Card Type (Circle one) Visa Mastercard Amex Discover

Credit Card number: _____

CCV: _____ Exp. Date: _____

Please email/drop off this completed form along with a copy of both sides of the credit card and a state issued id prior at least 10 days prior to the event. If proper documentation noted above is not received 72 hours prior to the event, the event may be cancelled.

I, _____ (write name), agree to the above terms and conditions.

Name: _____
Signature: _____
Date: _____

