



WILLIAM FLAGG HOMER HOUSE RENTAL AND USAGE AGREEMENT

Features, equipment, and services included in rental agreement:

- Equipped kitchen
- 3 rooms and foyer (downstairs only)
- 1 restroom (downstairs only)
- Tables and chairs (downstairs only)
- Grand piano
- On-site event facilities manager during event and for pre-event planning
- Limited on-site parking, and ample street parking

Rental Rates:

Spring, Summer and Fall (March through October), 9 am-11 pm

Monday-Friday: up to 3 hours, \$500; 3-5 hours, \$800; over 5 hours, negotiable.
Saturday or Sunday: up to 3 hours, \$800; 3-5 hours, \$1,100; over 5 hours, negotiable.

Winter (November through February)

Monday-Friday: up to 3 hours, \$800; 3-5 hours, \$1,100; over 5 hours, negotiable.
Saturday or Sunday: up to 3 hours, \$1,100; 3-5 hours, \$1,400; over 5 hours, negotiable.

A \$200 surcharge will be imposed for any portion of each hour that Renter remains on the property beyond the contract period. For example, if rental period is from 9 am – noon, and Renter stays on the property until 12:15 pm, a \$200 surcharge will be imposed. If Renter stays until 1:05 pm, a \$400 surcharge will be imposed.

Property Rules:

1. The Facilities Manager or designee may be on the premises at all times.
2. "Premises" refers to the entire property, including areas inside and outside the House.
3. All deliveries for the event must be coordinated with the Facilities Manager or designee; written approval is need for deliveries more than one hour before the contract period.
4. All furniture, linens, and other items brought onto the premises by the Renter, must be removed from the premises, by the Renter, immediately at the conclusion of the event. Furniture and other rental items may be left on back porch for pickup, but must be removed within 24 hours of the conclusion of the event. Removal is solely the responsibility of the Renter.
5. Relocation of furniture or other items during the event must be approved by the Facilities Manager or designee at least 24 hours prior to the event, and returned to their original location immediately at the conclusion of the event.
6. No ignited candles, lit matches, or other live flame objects are permitted.
7. No smoking, or vaporizing, or electronic smoking materials are permitted inside or outside the premises, and no such materials may be disposed of anywhere on the premises.
8. All trash must be removed from the premises, by the Renter, immediately at the conclusion of the event.
9. The driveway is a fire lane and cannot be blocked except for brief deliveries.
10. Rooms available for rent include the Library, Parlor, Foyer, Kitchen, and Bathroom. Second floor rooms may be available for rent but must be separately and specifically approved by the Facilities Manager or designee. The 3rd floor is not available for rent and is off limits.
11. Maximum capacity is 125 persons.
12. Folding chairs and tables must be returned to their designated storage areas by the Renter. Landline telephone service is prohibited except to dial 911 or other emergency number.
13. Renters must provide proof of event insurance not later than five days before the event.
14. Beverages and food requiring refrigeration must be delivered in cooling containers.
15. All contracted bartenders must be certified.
16. Beer and wine may be served, but not sold, unless proper licensing is obtained by the Renter. Renter is solely responsible for the consequences of alcohol consumption during the event, and assumes all risk and liability related thereto.
17. No animals are allowed on the premises, except service animals.
18. The house is not handicapped accessible.
19. The house is not air-conditioned.
20. Parking on the property is limited; guests who park on the street will need to walk uphill.
21. No fires may be lit in the fireplaces. They are sealed and nonfunctional.
22. Caterers must comply with Board of Health regulations.
23. Decorations may not be attached by tape, tacks, or any manner that could damage a wall.
24. All food waste must be disposed in garbage bags. The sinks do not have disposals. The copper sink in the pantry is nonfunctional and cannot be used for any purpose. The toilet can only flush toilet paper. All other hygiene items must be wrapped and disposed in a trash can.
25. Renters must provide a copy of their homeowner's or organization's insurance policy no later than five days before the event.

Additional Contract Requirements

Renter must initial all items, sign and date.

1. ____ Renter has read, understands, and agrees to all "Property Rules" set forth on page 2 above.
2. ____ Renter is responsible for all costs, at fair market value, to repair any damage or losses caused to the building, equipment, grounds, or contents during or in connection with the contract period, and agrees to be responsible for such charges.
3. ____ Renter will not remove, deface, damage, or destroy the building, equipment, grounds, or contents, or any parts thereof.
4. ____ Renter agrees that an inspection of the property will be conducted at the end of the contract period by the facilities manager for the purpose of assessing any damage or loss. The Renter may be present during the inspection. Renter agrees that the Facilities Manager or designee has sole discretion to determine damages or losses.
5. ____ Renter agrees that the building, equipment, grounds, and contents will not be used for profit. Renter agrees not to charge admission or other fees (unless Renter is a non-profit organization.)
6. ____ Renter agrees to pay a cleaning fee of _____ to restore the building, equipment, grounds and contents to the condition they were in prior to the contract period.
7. ____ Renter agrees that no drugs or hard liquor will be used or provided on the premises, and that the only forms of alcohol permitted are beer and wine.
8. ____ Renter is solely responsible for any injury to persons or property and agrees that the Belmont Woman's Club is not responsible or liable for any personal injury or damage or loss of personal property caused by, or in any way related to, the event.
9. ____ Renter agrees that no more than 125 persons will be on the premises during the contract period.
10. ____ Any items left behind by the Renter after the contract period, such as rental furniture, are not the responsibility of the Belmont Woman's Club. Renter assumes all liability for damage or loss to any and all items brought by the Renter to the premises. Items not retrieved by the Renter within 24 hours automatically become the property of the Belmont Woman's Club.

Printed name and Signature of Renter

Date

Additional Rules and Helpful Information

The wiring system is old, and has limited capacity. Only one appliance, such as the coffee-maker, convection oven or dishwasher, may be used at a time. The convection oven and dishwasher cannot be used simultaneously. Musical instruments requiring electricity cannot be used. In case of power loss, the Municipal Light Department can be reached at 617-484-2780.

The Belmont Police Department is across the street and can be reached in case of emergency by dialing 911 or 617-484-1212.

The Board of Health requires caterers to leave one piece of each food served on a plate, covered in plastic wrap and stored in the refrigerator, for 24 hours after the event.

The Steinway Grand Piano in the library may be played, but must be handled with care. No rough playing is allowed, and it cannot be used as a table, or to hold glasses or dishes or other items.

The heat must be turned down to 65 during the winter months, and all interior lights must be turned off at the end of the event. An exterior porch light must remain illuminated.

A 50% non-refundable, non-transferable deposit must be made within 10 days of the contract date. The balance is due no later than the morning of the event. Cash and credit cards are not accepted. Checks shall be made payable to the BELMONT WOMAN'S CLUB.

A signed, proposed contract and deposit shall be sent to:

Belmont Woman's Club, P.O. Box 447, Belmont, MA 02478.

In most cases, a contract will be executed and returned to the Renter when approved and accepted by the Belmont Woman's Club, no later than two weeks after receipt of the proposal.

By signing this contract I acknowledge that I have read, understand and agree with all the conditions set forth above:

Date and time of contract period: _____

Nature of event: _____

Printed Name and personal or corporate address of Renter:

Signature of Renter

Date: _____

Deposit Paid: _____ Date: _____

Received by: _____
Print Name Signature

Printed Name of Facilities Manager or authorized Belmont Woman's Club Member

Signature of Facilities Manager or authorized Belmont Woman's Club Member

Date: _____

Inspection of Premises at Conclusion of Event

- _____ Parking areas and grounds; no trash, cigarette butts, damage or loss.
- _____ House interior and curtilage; no trash, damage or loss.
- _____ All tables and chairs are in place and not damaged.
- _____ All trash has been removed from the premises.
- _____ All rental items have been removed or placed on the back porch.
- _____ All equipment has been cleaned and properly stored.
- _____ All contents are in place and not damaged.
- _____ Floors have been swept and mopped.
- _____ Bathroom (including floor, sink and toilet) is clean.

* Yes indicates item was found acceptable * No indicates item was found unacceptable.

Rental Date: _____ Date and Time of Assessment: _____

Post-event cleaning done by: _____
(Print Name) (Cleaning Fee) (paid Y/N)

Comments: _____

Printed Name of Renter

Signature of Renter

Date

Printed Name of Facilities Manager or authorized Belmont Woman's Club Member

Signature of Facilities Manager or authorized Belmont Woman's Club Member

Date: _____

