



The Bedford Historical Society

16 South Road
Bedford, MA 01730
781-275-7276

Email: rentals@bedfordmahistory.org

Rental Application for:

THE GREAT ROOM (3rd Floor), OLD TOWN HALL
16 South Road, Bedford, Massachusetts 01730

Date: _____

1. Name of Renter/ Financially Responsible Party: _____

Billing Address: _____

Phone: (Home/Business): _____ (Mobile): _____

Email Address: _____ Bedford Resident? Y / N

2. If not a Bedford resident, is the event for a Bedford Resident? Y/N Surprise? Y/N

If Yes, Name of Bedford Resident _____

If Yes, Address of Bedford Resident _____

3. 501(c) 3 Non-Profit? Y/N

4. Date(s) of the Event: _____

Planned Entry Time: _____ Planned Departure Time: _____

Times Event is scheduled for (from-to): _____

5. Purpose of the Event: _____ Est. # of Attendees: _____

6. Will your event be catered? Y/N Catering Company: _____

Phone: _____ Caterer Contact: _____

Please refer to Temporary Food Establishment Operations rules as a guide for compliance with MA food safety requirements.

7. If no caterer, will food be served? Y/N Please describe planned food/dishes _____

8. Is the event for minor children? Y/N Age range of the children: _____

The Bedford Historical Society requires that there be at least one responsible adult present for every 10 children in attendance.

Please note: For teen parties (ages 16-20), one responsible adult chaperone for every 10 teens and a police detail are required.

9. Will alcohol be served at this event? Y/N

Please note: If Yes, the renter is responsible for obtaining and providing proof of permit from the Town of Bedford. (See details on pages 2- 3 of this application.)

10. Rates (minimum of 3 hours for events):

- Hourly Events: \$115/hour
- Hourly Events (For Bedford resident or Non-Profit Org.) \$100/hour
- Weddings/Receptions (up to 8 hours) \$900/event
- Recurring rentals (**only** per prior agreement - no food) \$20/hour
 - Must schedule at least 2 sessions over 6 months
 - Minimal set-up/ break-down & cleaning required
- Custodian set-up/take-down/cleaning \$75/event

Please note: The hourly rate is charged from time of entry to time of departure, regardless of when the event officially begins and ends.

Fees include:

- Use of catering kitchen (includes oven, stove top, microwave oven, sink, dishwasher, refrigerator & deep freezer). Linens, china, paper or plastic good **are not** provided.
- Use of 13 60"-round tables (seat 8), 12 72" -rectangular tables (seat 6-8), folding chairs.
- Use of projector (on rolling cart), PA with microphone, retractable projector screen and WiFi.
- Furniture take-down, sweeping and/or light mopping of the floor, not to exceed 2 hours.
- By special arrangement, photos will be allowed on the spiral staircase leading down to front doors. (Doors are exit only)

11. An additional fee of \$100/hour may be assessed for the following:

- Repairing damage caused by inappropriate use of facility by renter or guests
- Excessive cleaning beyond 2 hours after an event ends
- Occupancy before or beyond time explicitly stated in the Rental Contract
- Unplanned police detail
- And all other prohibited actions described in the Policies and Procedures guidance

12. A deposit of \$100 is required to reserve the room. Make check payable to the Bedford Historical Society, Inc.

13. Please complete the Floor Plan to indicate desired pre-event set-up.

The Great Room (45' x 34') seats ~ 100 guests. It is handicapped accessible via elevator.

14. Checklist for filling out Rental Application:

A. Read the Policies and Procedures requirements, the Temporary Food Establishment Operations guidelines, and the "What We Do-What You Do" conditions.

B. Fill out all lines of the Rental Application. If you have questions, contact the volunteer Society Rental Coordinator or the Society office at 781-275-7276 or

rentals@bedfordmahistory.org. Sign and date the application; write your \$100 deposit check to "Bedford Historical Society, Inc."

C. Fill out the Floor Plan to indicate how you want tables, chairs, etc., set up for your event.

D. Mail or drop off your completed Rental Application with Set-Up Floor Plan and deposit check to:

Bedford Historical Society
16 South Road
Bedford, MA 01730

Attn: Rentals

E. If a one-day liquor permit is desired to **serve** beer/wine/hard liquor:

- Go to <https://www.bedfordma.gov/293/Policies-Permits-Licenses> and scroll down to “One-Day Special Alcohol Licenses.”
- Download the third option: “One-Day Alcohol Permit Application for Old Town Hall Events.”
- Follow all regulations and instructions that accompany that permit application, but also add “Bedford Historical Society, Inc.” to the Certificate of Liability Insurance so that BOTH the Town of Bedford and the Bedford Historical Society are named as additional insureds for the duration of the function.
- If using a catering and/or bartending service that has its own liability insurance, they can apply for the permit.
- You, or your caterer or bartender should submit the liquor permit application, the liability certificate, and one check for \$35 (permit fee) made payable to the “Town of Bedford” to:

Town Manager’s Office
10 Mudge Way
Bedford, MA 01730

- You, or your caterer or bartender should submit a copy of your application and liability certificate to the Bedford Historical Society.

Please note: Approval of the Select Board is required for all alcohol permits except those for receptions following funeral or memorial services where Select Board approval may not be possible due to their meeting schedule. In those cases, the Town Manager may grant one-day special liquor permits.

F. A few days before your event, check in with the Bedford Historical Society’s Rental Coordinator or the Society office (781-275-7276/ rentals@bedfordmahistory.org) to confirm all event plans.

G. A few days before your event, re-read the Policies and Procedures for Old Town Hall Rental and the “What We Do-What You Do” guidance in preparation for your event.

It is acknowledged that the Bedford Historical Society, the Town of Bedford and/or their representatives accept no liability with respect to any claims which might arise out of the activities of the renter or individuals involved with your event, and further stipulate that the Bedford Historical Society, the Town of Bedford and their representatives be held harmless.

I acknowledge that I have received, read, understand and have met all the rental conditions and requirements in the Old Town Hall Great Room Rental Package, including:

- **Policies and Procedures for Old Town Hall Rental**
- **What We Do-What You Do guidance**
- **Bedford Board of Health Temporary Food Establishment Operations**

Renter name: _____

Signature: _____ **Date:** _____

Tentative Fee: _____ Invoice with final fee will be mailed following the event.

\$100 Deposit paid to Bedford Historical Society (date): _____