



The Bedford Historical Society

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

Email: rentals@bedfordmahistory.org

POLICIES AND PROCEDURES FOR OLD TOWN HALL RENTAL

As a condition of renting the Great Room 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.
 - 1. *Lighted candles on a birthday cake are allowed.*
- C. Use of areas other than those designated in the Rental Application form is prohibited.
- D. Children in the building must be directly supervised at all times.
 - 1. One responsible adult chaperone for every 10 children must be present.
 - 2. For teen parties (ages 16-20), one responsible adult chaperone for every 10 teens and a police detail are required.
 - a) Contact the Police Department at 781-275-1212 to arrange for a special detail and to obtain rate information.
 - 3. Chaperones must remain on the premises for the length of the party.
- E. Use of the following is prohibited:**
 - 1. Rice, confetti, Mylar cutout shapes and other like items may not be used as decorations in or outside the building.
 - 2. Banners, signs, and other like items may not be affixed to the Great Room/Old Town Hall walls.
 - 3. Use of tape or tacks to attach decorations to the walls, doors, or door trim is prohibited.
 - a) Permanent wall hooks between each window are provided for hanging wall decorations.
 - 4. Centerpieces or room decorations with lit candles are prohibited.

II. USE OF THE ROOM

- A. All equipment (including tables and chairs) must be left in the same condition in which it is found. Any breakage must be reported to the Historical Society. Reimbursement is required for any damage caused by other than normal use.
- B. Dish soap, detergent, paper and cloth towels will be available in the kitchen.

III. ALCOHOL SERVICE

- A. See separate application form for the serving of alcoholic beverages. 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 instructions, but 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 insured for the duration of the function. A copy of the certificate of liability insurance must be provided to the Bedford Historical Society. If using a professional caterer and/or bartending service, they can apply for the permit. Application must be submitted (promptly) to the Bedford Select Board with a check for \$35 and the certificate of \$1 Million liability insurance.

IV. OUTSIDE SERVICES

- A. When booking musical entertainment for party functions, please manage sound volume for the sake of neighbors.
- B. Large groups may be required to provide a police detail, at their own expense. See the Historical Society's Rental Coordinator for more detail.

V. FEES

- A. If early arrival or late departure results in an additional charge, it will be calculated in quarter-hour increments.
- B. There will be a \$35 processing fee for returned deposit checks.

VI. CANCELLATION POLICY

- A. If due to weather-related conditions on the day of the event, with approval, you will receive your deposit back less any custodial set-up costs. We will endeavor to reschedule based upon room availability.
- B. More than 14 days prior to your event, you will receive your deposit back less \$25.
- C. 14-7 days prior to your event, you will receive 50% of your deposit back.
- D. Less than 7 days prior to your event, you will forfeit your deposit.
- E. Two days or less prior to your event, or a "no show," you will be obligated to pay your full rental fee.