

Historic Winslow House Rental Contract

Terms of Agreement

RENTAL PACKAGES

Package 1

An Intimate Gathering

\$700

- 4 hour event rental
- 2 hours for setup & cleanup.
- Use of Main Lobby, Tea Room, Kitchen, Lawns, Gardens, Parking Lot and Restrooms.
- WH staff on hand to help facilitate.
- Max capacity up to 75 guests.

Package 2

A Modest Shindig

\$1,000

- 6 hour event rental
- 2 hours for setup & cleanup.
- Use of Main Lobby, Tea Room, Kitchen, Lawns, Gardens, Parking Lot and Restrooms.
- WH staff on hand to help facilitate.
- Max capacity up to 75 guests.

Package 3

A Real Barn-Raiser

\$1,625

- 6 hour event rental
- 2 hours for setup & cleanup.
- Use of Main Lobby, Tea Room, Kitchen, Lawns, Gardens, Parking Lot and Restrooms.
- Use of a tent on the Winslow House lawn.
- WH staff on hand to help facilitate.
- Max capacity up to 200 guests.

Other

Do you have a different idea of how you would like your event to work? Different rates can be negotiated for:

- Shorter rentals (minimum three hours).
- Longer rentals (maximum eight hours).
- Additional set-up or clean-up hours; billed at \$50 per hour.
- Additional WH staff for assistance.

NOTE: The historic sections of the house/property are off-limits to private parties and may not be used

RENTAL POLICIES

Payment

A security deposit of \$ 300.00 is required in order to reserve your date on our calendar, and the remaining balance is due on the day prior to use.

Please make all checks payable to: The Historic Winslow House Association. Checks may be mailed to the Winslow House at:

Renter Acknowledgement
Initials

The Historic Winslow House Association
PO Box 531
Marshfield, MA 02050

Cancelation Policy

Renter has up to 30 days prior to event to cancel without penalty. If event is cancelled less than 30 days prior, renter is responsible for 50% of property rental.

Setup & Breakdown Procedures

One hour of setup and one hour of cleanup/ breakdown are included in each rental package. Setup may begin no earlier than 8AM for events. Breakdown should begin immediately following the conclusion of your event. Alternate arrangements must be approved and scheduled through the Executive Director. Chairs and tables may be stored in the Carriage House. The client is responsible for putting these inside the Carriage House. We will work with your vendor and arrange a date and time for them to pick up if necessary.

Cleaning Services

The rental charge outlined in each package includes an additional fee of \$75.00 for the clean-up of the rental area. This includes cleaning of the kitchen, bathrooms, Tea Room, outside area and any additional area that the renter may have utilized during use of the property. If additional charges above the \$75.00 fee are needed, the Winslow House Association reserves the right to assess said fees to the renter in order to make the facility compliant with all codes and standards set by the Town of Marshfield and the Commonwealth of Massachusetts.

Capacity

The maximum allowable number of persons using the indoor section of the premises is 75. If an event combines the indoor and outdoor facilities, the maximum allowable amount of persons is 200. If an event is using both indoor and outdoor facilities, the renter is obligated to contact the Marshfield police department and arrange for a detail patrol if required.

Food

All food must be furnished and served by a licensed caterer employed by renter and approved by the Historic Winslow House Association. The caterer may use the kitchen appliances (stoves, refrigerator, sinks, etc.) but must have permission before using any plates, pans, utensils and similar equipment. It is strongly recommended that the renters provide their own plates, utensils, etc. The caterer shall leave the kitchen in clean and tidy condition and ensure that all rubbish and recyclables are removed.

Tables & Chairs

Upon renter's request, tables and chairs accommodating up to 40 persons will be set up by the Winslow House in the Tea Room or yard. All tables and chairs that are moved must be returned to their original spot.

Alcohol & Beverage Service

Liquor may be served as long as the renter and/or the caterer hired by the renter have obtained a permit from the Marshfield Board of Selectmen, **and provide satisfactory evidence of insurance including general liability and liquor liability when alcohol is to be served. The certificate of insurance must name the Historic Winslow House Association as an additional insured.**

Tent

Tents may be rented and utilized in the yard. They must be set up by certified and insured professional tent installers.

Other Activities

- *Smoking*: Only permitted outside in designated area.
- *Music*: Arrangements for band, disc jockey service, or any other provision for music must be made directly by renter. Noise must be maintained at an acceptable level for neighborhood. All music must have ended by 10:45 pm..
- *Dancing*: Permitted in Tea Room and patio area. If portable dance floor is provided by renter, also permitted in yard.
- *Fireplace & candles*: These cannot be used under any circumstances unless special permission has been granted the renter by the Historic Winslow House Association.
- *Decorations*: Any streamers, lights, or special ornamentation must be removed by the end of festivities. No holes may be put into walls. No confetti may be used. No permanent markings may be left.

Overtime

Should the event continue past the specified end-time., overtime will be charged at a rate of \$100/hour or any part of an hour, and staff fees will remain the same for each staff member needed at \$25 per staff member.

An additional fee may be assessed if extensive set up and/or breakdown time (as defined by HWWA) is required or if the caterer does not take responsibility for clean-up. If this happens, we will have to hire a cleaning company to come in and clean the space. The client will be responsible for this charge.

Conditions of Premises

The Historic Winslow House Association shall be responsible for providing reasonably clean and neat facilities at the outset of the rental period and for the working conditions of the kitchen appliances and bathroom facilities. Renter shall be responsible for leaving the facilities in similar clean and neat condition at the conclusion of the rental, with all items returned to their proper places and all rubbish removed.

Liability

Historic Winslow House Association shall have no liability to renter for matters either beyond its reasonable control nor for consequential or incidental damages. In the event of Historic Winslow House Association's inability to perform, its liability shall be limited to the return of all or part of the rental fee. The rental party shall be liable for, and shall indemnify and hold harmless the Historic Winslow House Association from and against all aspects of the activities of the rental party and its guests, agents and employees of the premises during the rental. Such responsibility of rental party shall include, without limitation, the following:

- Damages to or loss of any property of Historic Winslow House Association or others.
- Personal injuries.
- The service of food and beverages, including compliance with applicable laws and regulations.
- The purchase, transportation, obtaining of licenses and consumption of alcoholic beverages, including compliance with applicable laws and regulations and appropriate monitoring of alcohol intake by users.
- The renter shall assume liability for any material damages to the property incurred directly or indirectly as a result of their use of the property.

PACKAGES

Please check to select one:

Package 1: An Intimate Gathering _____ \$700

Package 2: A Modest Shindig _____ \$1,000

Package 3: A Real Barn Raiser _____ \$1,625

Other: _____

TOTAL: _____

RENTAL CHECKLIST

This section to be filled out by HWHA staff.

\$300 Deposit due: _____ to reserve rental date

Evidence of Insurance due on: _____ one month before rental date

Liquor Permit due on: _____ one month before rental date

Tent Permit due on: _____ three days before rental date

Balance Due, _____ on: _____ one day before rental date

RENTAL DATE: _____

RENTER INFORMATION

I have read and agree to the terms and stipulations set forth in the above rental agreement:

Renter:

Print Name: _____

Sign Name: _____

Signature Date: _____

Rental Date: _____

Presumed Hours for Rental: _____

Historic Winslow House Association, Inc. Representative:

Print Name: _____

Sign Name: _____

Date: _____

AMENDMENTS