

## **The Center at 10 Elm Rental Agreement**

**The applicant requests to rent The Center at 10 Elm, 10 Elm Street, Boxford, under the following conditions;**

Rental is made to an individual over the age of 25.

Attendance will be limited to the licensed capacity of the room requested and approved.

No alcohol on premises without valid liquor distribution permit.

No food may be served without a valid food service permit. Full use of kitchen is dependent on hiring of a licensed caterer and Board of Health approval.

Events must be finished by 10:00 p.m. There are many residents close by so we ask that you be considerate about noise levels. If your event includes music, keep the volume moderate and keep the doors and windows shut.

Return chairs and tables to pre-event set-up. Any extra chairs that were in use for event should be stacked on dollies and returned to the supply closet. Please note, armless chairs need to remain or be returned to the room for the next day's activities.

If full use of the barn is rented, the dividing wall will need to be opened and then replaced to its closed position following the event. Please coordinate training with staff prior to rental.

Please be aware that there may not be staff available to assist with audiovisual equipment during a meeting or event so you should request to receive training from staff prior to the rental.

No smoking, open flames, candles, sparklers or smoke machines.

No games or activities that could damage the Center. The Center at 10 Elm is a meeting/event venue not a gymnasium.

No damaging adhesives, push pins, tacks or nails to attach decorations or signs on the walls and ceilings. If you wish to have decorations, please use specialty adhesive strips that do not damage surfaces. Remove the decorations and the adhesive strip's remnants when your event is over.

Renter is responsible to clean up the Center after use. Sweep and/or mop as needed in the lobby, restrooms, kitchen, and event rooms. Cleaning supplies can be found in the closet in kitchen. Should custodial services be required, a reasonable fee will be assessed to the user.

All trash needs to be removed from the site and placed in the trash cans provided.

Depending upon the nature of the reservation, individuals or groups may be required to provide the following documentation at least 10 business days prior to the date of the reservation: A certificate of insurance naming the Town of Boxford as an additionally insured for \$1,000,000; U.S. Internal Revenue Code 501c3 documentation; Proof of residency