

Frequently Asked Questions

How do I schedule an event?

Rental requests applications and room availability is available online at the Town of Boxford website.

How will I access the building?

If your event is approved, you will need to pick up a key card from COA staff at the 10 Elm, Monday through Thursday, 8:00 – 4:00 p.m. Key cards should be returned within a week after your event and dropped off during the same business hours.

May I heat/serve food?

To serve prepared food, you must obtain a Temporary Food Permit from the Board of Health. A licensed caterer must be hired for full use of the 10 Elm kitchen. Please contact the Town Health Agent at 978-887-6000 x 507 for all forms and procedures.

May I serve liquor?

To serve liquor, you must obtain a liquor distribution permit from the Board of Selectmen and Police Chief. Liquor distribution permit applications are obtained from the Office of the Board of Selectmen. Please be aware that these liquor distribution permits require you (or your caterer or contract bartender) to provide the town with special liquor liability insurance. Plan early as the liquor distribution permit process takes several weeks to complete.

May I arrive early/leave late?

We schedule according to the block of time assigned to your rental. There may be another group immediately before or after you. Please schedule your rental to include sufficient time to set-up before and clean-up after your event.

May I store items for use next time?

We do not have any option for on-site storage of items.

How does the cleaning fee work?

For any private Tier 4 rental that includes food and drink (and at the Town's discretion for any other event), you will be asked to provide the Town with a \$200 cleaning fee, in addition to your rental fee. For all events there are brooms, mops and cleaning supplies in the closet in the kitchen. The cleaning fee will be returned to you if no additional cleaning will be required by the town after your event.