

Montague Common Hall Rental Agreement and Instructions for Renters

Name (please print): _____

Address: _____

Phone: _____

E-mail: _____

Group or Event: _____

Date and hours requested _____

Description of event as you would like it listed:

Office use only:

#of hours rented: _____

☐ Check(s) rc'vd? Rent \$ _____
Security \$ _____

Check #'s _____

☐ Date(s) added to MCH calendar?

☐ checklist and key returned? _____

☐ Security deposit shredded/retained

We are fond of our old hall, and love to see it used. AND it needs a lot of TLC.

Please help us maintain this community resource by attending to these terms of use. **Thank you!**

I/we _____ (name of renter or group) agree to the following terms of use:

RATES:

Spring/Summer: 1 May - 1 October	Fall/Winter: 2 October - 30 April (heat included)
1. \$30/hr for 1st 6 hours	1. \$40/hr for 1st 6 hours
2. \$200/day (after 6 hours)	2. \$275/day (after 6 hours)

Minimum rental period is 2 hours. Rentals must include time for setup and clean-up, typically at least 1/2 hour before and after the event.

If you would like to use the PA (sound system for music performances), there is a \$20 per event charge.

Cloakroom-only rates:

If renting only the cloakroom, the rate is \$20/hour for the first hour, and \$10/hour for each additional hour. The seasonal heating surcharge for the cloakroom is \$10/event. No minimum rental period. The cloakroom is the only part of the hall that can be rented independently of the rest of the building.

For recurring events (weekly, monthly, etc.), and events with an unusually low impact on the hall, we can sometimes offer a lower rate.

Please read all terms below, and check off to indicate you understand and agree.

☐ **Heat:** I have read the attached information and instructions regarding the heat during the cool seasons, and agree to attend to them when appropriate. Or-

☐ **N/A** (the heat won't need to be turned on)

☐ **Use of kitchen, chairs, tables, and other Common Hall utilities and equipment:** I/we understand that I/we are welcome to use the above, and agree to put everything back as I/we found it, replace anything that I/we break or use up, and to leave nothing behind that does not belong to/in the hall.

☐ **I further understand that:**

- Food and drink are NOT allowed in the Main Hall, except by special arrangement. The exception is water, preferably in a closed container when not in use.
- **Alcoholic beverages are not permitted** except by special arrangement (and limited to wine and beer at private events only). If the MCH approves alcohol for my event, I MUST secure liability insurance, (typically as a one-day rider on homeowner's policy, with Friends of the Montague Common Hall as "additional insured.") I will provide a copy of rider to MCH.
- Under no circumstances can alcoholic beverages be sold or manufactured on the premises.

- Children must be supervised at all times by parents or their designees.
- Smoking is not permitted anywhere on the premises.
- No open flames/candles are permitted.
- All amplified sound must stop by 10:00 PM. MCH may require an earlier stop time on weekday evenings.
- All activities must respect MCH's neighbors' peace and privacy. Please leave the hall quietly and close your car doors gently when you're leaving the hall at night.
- Renters are responsible for complying with all legal statutes & codes.
- Hall capacity upstairs is 100 in main hall, 120 total; downstairs is 80.
- All emergency exits must be kept clear.
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Cleanup: *We have no paid custodian and therefore rely on the cooperation of **you**, our fabulous renters, to maintain a reasonably clean and orderly hall.*

☐ Before leaving the hall I agree to complete the tasks on the Renter's Checklist as appropriate, and return completed and signed form with the key to the mailbox at 17 Main Street, Montague Center.

☐ I will notify the MCH of any breakage, or anything needing repair.

☐ I will pack out all garbage and recycling created by my event.

Security/Cleaning deposit:

Please include a separate \$100 Security Deposit check; it will be shredded when we are satisfied that the hall has been left in good order (if you want your security deposit check returned to you instead, please include a SASE with your rental agreement and checks). In some cases, we may require an additional deposit.

☐ If the hall is a mess when I arrive, I will inform the MCH immediately, with photos. If I fail to inform the MCH, and I leave the hall in the same condition, I understand I will lose my security deposit.

☐ Failure to abide by any part of this rental agreement may result in the loss of part or all of my security deposit.

All renters are urged to secure their own liability insurance, typically via a rider on a homeowner's insurance policy, for maximum protection of all.

The undersigned understands and will comply with the terms of this agreement. The undersigned also releases the Friends of the Montague Common Hall from all liability relating to any injury or loss of property that might occur while on the premises.

Signature: _____

Date: _____

☐ Mail completed form with checks for security deposit and rental fee (separate checks, please) to

Friends of the Montague Common Hall, P.O. box 223, Montague, MA 01351.

Please keep a copy for your own reference.

THANK YOU for making use of, and helping to take care of, our nice old hall.

The Montague Common Hall is a community resource maintained by the Friends of the Montague Common Hall, an entirely volunteer-based non-profit organization.

Info@MontagueCommonHall.org

MontagueCommonHall.org
34 Main Street (P.O. Box 223)
Montague, MA 01351

P.S. If you love the Montague Common Hall and want to support this unique community resource, become a sustaining member for at least \$10/month, and receive **4 free rental hours per year**,*after your first year! Scan this QR code, or go to the donate page at **MontagueCommonHall.org**



**Remember to let us know you are a sustaining member when you reserve your 4 free hours.*