

Rental Agreement

This is an agreement (the “*Agreement*”) between the Florence Civic & Business Association, Inc. (operators of the Florence Civic Center and hereinafter referred to as the “*Civic Center*”) and the individual or group listed below, hereafter referred to as the “*Lessee*”.

Facilities/Parking

Please view the *Civic Center* before your rental to determine what materials you may need to bring. In general, the *Civic Center* will provide chairs, tables, lavatory supplies and Kitchen facilities as requested. The Kitchen is equipped with Stove (Gas), refrigerator, sinks and refuse disposal within reason. Any additional kitchen supplies that may be needed must be provided by the *Lessee*. When requesting the use of the Kitchen, the *Lessee* must meet with a member of the *Civic Center* for instruction on Kitchen equipment. Use of the Facility will be restricted to the agreed upon areas by the *Lessee* and the *Civic Center*. At no time during a rental may a *Lessee* or any person(s) party to the rental enter any areas deemed private by the *Civic Center* per the *Agreement*. Parking is provided in the paved lot adjacent to the *Civic Center*. The *Civic Center* assumes no responsibility for theft, damage or injury (personal or property) that may occur in the designated parking area. Street parking is available nearby, please be aware of parking restrictions. Cars may not be left overnight in the Parking area unless first approved by the *Civic Center*.

Events Not Allowed

The *Civic Center* reserves the right not to rent to any person or group that we feel may be harmful or a nuisance to the Civic Center grounds or its neighbors. This includes 18th Birthdays, 21st Birthdays, Sweet 16 Parties, Quinceaneras, and any other weekend event taking place in the evening/night that involves alcohol.

Schedule and Timing

The *Civic Center* is open for events 7-days per week from 8:00am to 8:00pm. **All events must be concluded by 8:00pm.** There is a 30-minute grace period to allow for setup and cleanup and the event hosts may remain on the premises until 8:30pm and may arrive at 7:30am.

Fees, Payment

In order for the *Civic Center* to hold a requested rental date or dates, 50% of the total rental fees must be paid at the time the *Agreement* is signed. Any balance due must be paid 30 days prior to the scheduled event. If full payment is not received 30 days prior to an event, the *Civic Center* reserves the right to rebook that date and retain the 50% deposit. Any cancelation outside of 30 days prior to a scheduled event is eligible for a full refund, including the deposit. Any cancelation occurring inside of 30 days (but more than 7 days) prior to an event is eligible for a 50% refund. Any cancelation inside of 7 days prior to an event will not be eligible for a refund. We only accept cash or check for payment. The Fees for rental are as follows:

MAIN HALL (1st floor):	\$195 per day (Friday, Saturday, Sunday) \$95 per day (Monday, Tuesday, Wednesday, Thursday)
KITCHEN RENTAL/USE:	\$50 per day surcharge
TENT RENTAL/USE:	\$250 per event surcharge

*****Fees for rentals for civic or charitable organizations with a 501(c)(3) certificate may be discounted per decision of the Board of Directors and must be requested prior to rental *Agreement*.**

LESSEE INITIALS _____

Rental rules, Cleaning & Trash

- *Any Lessee that is renting for the benefit of a youth group or where youths under the age of 21 may be attending must have ADULT'S present at ALL times during the rental
- * The *Civic Center* and its porches are all non-smoking areas.
- *Any use of the *Civic Center* for fundraising must be accompanied with a 501(c)(3) or 501(c)(4) certificate.
- *At no time may there be more than 89 persons in the *Civic Center* per fire code.
- *The *Civic Center* allows one extra bag of garbage beyond what fits into the trash receptacles in the rental area.
- * Tables and chairs may be used on the porch but may not be moved to any other outdoor areas
- *All furniture used by lessees must be returned to its original location
- *Hall must be left in condition it was rented, clean, contents in working order, without physical damage.
- *Kitchen must be left in good clean working order and all excess food removed after rental.
- *All belongings and additional rental equipment, supplies and decorations to be removed after rental.
- *All windows closed and secured after rental.
- *All exterior doors locked, appliances and lights secured and/or turned off after rental.
- *All excess trash beyond the limits described above is removed from the rental area.
- *No decorations may be affixed, taped, pinned, nailed or otherwise secured to any fixed property, walls, ceilings etc. in the rental areas. Blue painter's tape may be used.
- *No open flames except in cooking applications either inside or outside the rental area. NO GRILLS ON THE PORCH OR NEAR BUILDING!
- *AT NO TIME WILL ANY EQUIPMENT/FURNISHINGS OF THE CIVIC CENTER BE REMOVED FROM THE PREMISES FOR ANY REASON WHATSOEVER!
- *Any special needs or requests can be brought to our board for consideration. We meet the second Tuesday of each month.
- *Any group renting the *Civic Center* must comply with all rules of the city of Northampton to include use of alcohol, food handling, choking certificates, etc.

Liability, Compliance with Laws, Signature

The Lessee agrees to indemnify and hold the Florence Civic & Business Association, Inc., its officers, committee members and volunteers harmless from all claims, damages, attorney's fees, cost and expenses arising from injury to the Lessee, Lessee's employees, guests, and patrons arising from the Lessee's use of the Hall. The Lessee agrees to comply with all laws, statutes, ordinance rules or regulations of the United States, the Commonwealth of Massachusetts, Hampshire County and the City of Northampton. The *Civic Center* allows beer, wine and champagne on the property. It is the Lessee's responsibility to acquire any required permits for the serving of food and alcohol from the City of Northampton. Any sale of alcohol must have proof of permit from the City of Northampton.

I have read the aforementioned *Agreement*. I understand that upon acceptance by the *Civic Center*, I agree to be bound by the terms of the *Agreement*. If the Lessee is an organization or corporation, the person signing this agreement warrants that he/she has the full authority to sign this *Agreement* and bind the organization or corporation to the terms herein. If any violations of the aforementioned rules and regulations occur, the Lessee agrees to forfeiture of all deposits and payments and acknowledges that the *Civic Center* may take legal action in any Superior or State court, located in Hampshire County and the Lessee agrees to pay all court costs, attorney's fees and civil liabilities arising from any violation of this *Agreement*.

LESSEE INITIALS _____

Lessee Information Please fill out ALL fields and initial above pages!

PRINTED NAME: _____
 Name of Individual AND Corporation (if applicable)

ADDRESS: _____
 Street City State Zip

EMAIL: _____ CELL PHONE: _____

RENTAL DATE(S): _____ TYPE OF FUNCTION: _____

TIME OF FUNCTION: _____

LESSEE SIGNATURE: _____ DATE: _____

The Florence Civic Center rental mission is to provide community space for residents of Florence and the surrounding towns for civic, charitable, public and family functions in good taste. We feel that the respect and dignity for our townspeople, neighbors and community that we offer is the sense of the community in which we live. The values and norms which we display and invoke are our mission to treat our community as we expect ourselves and our community hall to be treated and to provide the youth of our community with a positive experience. (form 101/FCC/10-08)

Rental Fees

MAIN HALL: _____

KITCHEN: _____

TENT: _____

TOTAL: _____

___ Cash ___ Check ___ Other

PLEASE READ THIS AGREEMENT IN ITS ENTIRETY, FILL OUT ALL FIELDS, SCAN, AND EMAIL A COMPLETE COPY (ALL THREE PAGES) TO:
RENTALS@FLORENCEMASS.COM

LESSEE INITIALS _____