



1870 Town Hall

12 Woodward Avenue
Berlin Massachusetts

**Private Events
Rental Contract**

(updated 4/13/2011)

Date of event: _____ **Time of rental:** _____ **Rates are for up to 4 hours**
If you want to arrive early to set up or decorate, contact us to determine when/if the space is available.

Contact person: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Organization (if applicable): _____

Event(s): _____

Number of people expected _____ Admission charged _____

Rental fees for Berlin residents (non-resident fees in parentheses):

_____ Grand Hall (Upstairs) \$150 (\$300)

_____ Barnes Hall (Downstairs) \$85 (\$170)

_____ Kitchen use fee - \$25 (\$50) If your event has food and drinks you must also include the kitchen rental fee since the kitchen will be required for cleanup and or short term stove or refrigerator use.

Total Fee: _____

The Selectmen have the final approval on all building use and reserve the right to change the rental fee dependent on usage.

General information:

This is a community building run primarily by volunteers. All clean up must be done by the user and the rooms left in the same condition as they were upon arrival. All trash must be taken off the premises after the event. If necessary users should sweep and or mop. Also lights, windows and fans should be turned off. And heat should be returned to the original temperature. Doors should be locked unless otherwise instructed by the 1870 Town Hall contact. Thanks for your respect of this building and the other users.

General information (continued):

No candles or open flames permitted. Sterno may be used by licensed caterers only. If you plan to use sterno at this event, please note caterers' name and license number:

Name of caterer: _____

License number: _____

The user must supply trash bags, tablecloths, and paper supplies. Decorations must not obstruct doorways or stairways.

No liquor may be served without prior approval. No dogs are allowed in the building with the exception of guide dogs.

Town Hall equipment/furniture available for use:

Tables: 6 rectangular tables (8 ft. long x 30"wide); 16 rectangular tables (6 ft. long x 30"wide); 5 card tables

Chairs: 20 double wooden chairs upstairs, 105 single black plastic chairs upstairs, 35 black plastic chairs downstairs; 80 single wooden chairs downstairs

Kitchen: Refrigerator, Stove and Microwave(for heating and warming only), one 10-cup coffee maker, three 30-cup coffee percolators, hot water kettle.

LESSEE'S INDEMNIFICATION AGREEMENT

I, _____ (user) shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Berlin, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of the Berlin Town Hall, 12 Woodward Avenue, Berlin, MA for any damage to its real or personal property that occurs in conjunction with the use of the Berlin Town Hall, 12 Woodward Avenue, Berlin, MA by User, unless the damage is caused by the Town of Berlin's gross negligence or willful misconduct.

I have reviewed the User's Guide and agree to comply with it.

User

Date

Make checks payable to the Town of Berlin and mail both sides of the signed rental contract to 1870 Town Hall, 23 Linden Street, Berlin, MA 01503. For further information please email 1870TownHall@townofberlin.com.