



Farms-Prides Community Association, Inc.

P.O. Box 5063

Beverly Farms, MA 01915

HASTINGS HOUSE

RENTAL CONTRACT
FARMS-PRIDES COMMUNITY ASSOCIATION, INC. (FPCA)
d/b/a The Hastings House

Renter:

Name of Contact Person:

Mailing Address:

Email Address:

Contact Telephone:

Type of Event: ___ adult ___ children
 ___ sports ___ social gathering ___ meeting ___

Will liquor be served? ___ yes ___ no

Will food be served? ___ yes ___ no

Number attending: ___

Room(s) Reserved: ___ Hall/gym ___ Black & White Room ___ Kitchen
 ___ Library ___ Edie Room ___ Yard (outdoors)

Date(s) and time(s) Reserved, including setup and cleanup: _____

Advance payments:

Facility Rent: _____ Due in full 2 weeks prior to the event

Security Deposit: _____ (Fewer than 50 people \$100; 50 or more \$200)

Total _____

IMPORTANT:

1. **The Security Deposit is due when contract is returned.** Rooms are not reserved until Security Deposit is received.
2. If liquor is being served, Renter must include a Certificate of Liquor Liability with the signed contract. (see item 5 below for additional detail)
3. If liquor is being sold, Renter must provide FPCA with a liquor license obtained from the City of Beverly. **(see item 5 below for additional detail)**

_____ FPCA Initials

_____ Renter's Initials

ADDITIONAL TERMS & CONDITIONS

1. **Guarantee.** By signing this contract, you are agreeing to pay the rental fees and provide the security deposit listed, as well as to abide by all terms and conditions contained in this document.
2. **Payment Required for Reservation.** The Farms-Prides Community Association ('FPCA') will not reserve the dates and rooms listed unless the Rent and Security Deposits are included with the signed contract.
3. **Events Extending Beyond Reserved Time.** If your event extends beyond the hours listed in this contract, you will pay FPCA \$50 per half hour (or portion thereof). FPCA shall retain other rights and remedies it may have if you occupy the space beyond the agreed time.
4. **Cancellations.** A reservation may only be cancelled in writing, **accepted by an authorized representative of FPCA.** Refunds will be prorated as follows:
 - i. 60 days or more before event: 100% refund of total funds deposited
 - ii. 30 days before event: 50% refund of total funds deposited
 - iii. 14 days before event: 25% refund of total funds deposited
 - iv. less than 14 days: no refund

5. Alcohol Policy (Beer, Wine and Drinks).

- i. **Serving alcohol.** If you plan to **serve** alcoholic beverages, you must get and provide to an authorized representative of FPCA a Certificate of Liquor Liability for no less than \$1,000,000 coverage, naming the Farms-Prides Community Association, Inc. as an additional insured.
 - a. This coverage can be obtained through a Homeowners' Insurance Agent, on line at <https://www.rvnuccio.com/> or through other insurance brokers.
 - ii. **Selling alcohol.** In addition, If you plan to **sell** alcoholic beverages at your event, you must also obtain a Liquor license from the City of Beverly. *Please be aware the Licensing Board meets only once a month, and plan accordingly.*
 - a. The Licensing Board meets on the 1st Thursday of the month. Applications for the One Day License are available from Martha Lewis in the Mayor's office on the 3rd floor of City Hall. The license is good for a 4 hour period which you'll need to specify on the application; the license cost is \$75 for beer and wine or \$100 for "all alcohol".
 - ii. **Documentation:** We'll need a copy of both the license and the insurance policy and checks for the rent and security deposit, preferably at least a month in advance of the event.
6. **Multiple Events at One Time.** If you have reserved only a portion of Hastings House's facilities, other events may be scheduled in another part of the House at the same time. To insure a successful experience for all, you are expected to:
- i. **Courtesy.** Be courteous to others using the House at the same time.
 - ii. **Restrooms.** Recognize that there is a single set of restrooms used by all renters. No horseplay can be tolerated.
 - iii. **Termination of Rental. If at any time FPCA Management believes a renter or group is not being courteous, it reserves the right to immediately terminate the rental without refund of fees.**

_____ FPCA Initials

_____ Renter's Initials

7. **Children’s Events.** Children must be supervised by adults at all times.
 - i. **Definition.** For the purpose of this contract, a child is a person under the age of 18.
 - ii. **Child: Adult Ratio.** At least one (1) supervising adult must be present for each ten (10) children.
 - iii. **Supervision in Each Room.** If more than one room is being used for a children’s event, at least one (1) supervising adult must be present in each room.
 - iv. **Gym Equipment.** The FPCA does not provide any gym equipment for the use of its clients. Any equipment you or your group use may not be left on site, nor left on the premises unsupervised. “Bounce Houses” and the like represent a special risk and are not permitted in the Hastings House or on FPCA property without specific written agreement with the FPCA.

8. **Setup. Tables, chairs, and stage risers are available for you to set up. Hastings House** can provide some general guidance on setups that have worked for others, but cannot assist you with setup.

9. **Decorations.**
 - i. **Acceptable decorations** include table top décor and secured balloons. If helium balloons are used, the helium tank and equipment must be removed by the renter at conclusion of the event. It may not be disposed of in Hastings House trash receptacles.
 - ii. **Not permitted:**
 1. **Open flames**, including candles; smoke or fog generators
 2. **Items fastened to the walls**, particularly tape, pushpins, staples, nails and the like.
 3. Glitter; spray string; paint balls; activities involving water

10. **No Smoking. Hastings House is a No Smoking facility.**

11. **Cleanliness and Clean-up.** You are responsible for leaving Hastings House in the same good condition you found it, at the conclusion of the event, not the following day.

12. **Renter’s responsibilities. Renter acknowledges receiving a copy of “Event Renters Responsibilities for Use and Maintenance of Hastings House (“FPCA”) facilities” and accepts the conditions set forth.**
 - i. **No damage.** While using Hastings House, you must take good care of the premises and maintain its personal property, equipment, and furnishings in good condition and repair, including assuring no defacement of the bathrooms or any other room.
 - ii. **Clean-up.** Upon completion of your event, you must:
 - i. **Tables, Chairs, Risers.** Return tables and chairs to the storage closet on their trolleys. Return risers to their original location.
 - ii. **Kitchen.** Clean up the kitchen and return any items used to their original location.
 - iii. **Sweep.** Sweep the floors and deposit sweepings in trash bin.
 - iii. **Failure to comply** . If you do not comply with these conditions, your security deposit will be forfeit. In the case of more significant damage, you may be asked to make good any loss to Hastings House.

_____ FPCA Initials

_____ Renter’s Initials

13. Applicable Laws, Ordinances, & Regulations.

- i. Compliance. You are responsible for complying with all applicable laws, ordinances, and regulations of all Federal, State, and City Governments, or any of the Boards or Bureaus thereof pertaining to places of public assembly and the property, health and safety of those admitted to places of public assembly.
- ii. Permits. You are also responsible for obtaining at your own expense any and all licenses or permits as may be required in connection with your use and occupancy of the premises.

14. Indemnification. By signing this contract, you agree to fully indemnify and hold harmless FPCA, its officers and Board of Directors, from all liability or injury, loss or damage to persons or property, including legal fees, occurring on or about the premises which injury, loss or damage is caused by client, its employees, agency, patrons, or third parties attending the event.

15. Limitations. This agreement is personal to the Renter and shall not inure to the successors or Assigns of Renter and Renter does not and shall not claim at any time any interest or estate of any kind or extent in the premises, by virtue of this license or its occupancy or the use thereunder.

Acceptance: Please sign and return a copy to the FPCA, at the address below. This agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this agreement. FPCA and Renter have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Renter

Name: _____
(Please print)

Signature: _____

Date: _____

FPCA

Name: _____
(Please print)

Signature: _____

Date: _____

Please make checks payable and remit to:

Farms-Prides Community Association, Inc.
PO Box 5063
Beverly Farms, MA 01915

Thank you for your support of the Hastings House!

_____ FPCA Initials

_____ Renter's Initials