

## Use of Hastings House Facilities

Commitments for booking and rental or use of the Hastings House are handled by specific members or representatives of the Board of Directors of the Farms-Prides Community Association, Inc. ("FPCA").

1. Inquiries and rental requests:
  - a. The Hastings House web site is [www.hastingshouse.org](http://www.hastingshouse.org)
  - b. A description of the three spaces available for rentals, pricing, and the rental contract can be found on the "Renting Hastings House" tab.
  - c. Space availability can be checked on the "Check Date Availability" tab.
  - d. Inquiries and rental requests can be made through the "Contact me about hosting my event" form at the bottom of the "Renting Hastings House" tab. This will open conversation through our Hastings House Gmail account, which is monitored by FPCA representatives. Please do not send emails to the personal accounts of FPCA Board members or representatives, as they will not be seen by all appropriate personnel.
2. Rental payment:
  - a. Rentals are payable in advance to secure the space/date.
  - b. The full rental must be provided to the FPCA renting agent at least 30 days prior to the event. Space cannot be held without the deposit, as we cannot commit the space to others.
3. Security deposit:
  - a. A security deposit of \$200 for parties of 50 or more people (\$100 for parties of fewer than 50 people) is also required at least 30 days prior to the event.
  - b. The deposit is intended to ensure that FPCA incurs no costs in cleaning or repairing the facility after the rental. Any such costs will be deducted from the deposit.
4. Payments and refunds:
  - a. Rental and security deposit payments will be by check payable to "FPCA" or the Farms-Prides Community Association, Inc. mailed to FPCA, PO Box 5063, Beverly MA 01915.
  - b. Security deposits will be refunded by the Treasurer and mailed to the individual responsible for the rental, net of any costs for repairs or clean-up caused by renter or its guests in consideration of the renter obligations detailed in the "Event Renters Responsibilities for Use and Maintenance of Hastings House ("FPCA") Facilities" sheet accompanying the Rental Contract.
  - c. Only the FPCA Treasurer is authorized to, or able to, make any refunds of security deposits.
5. Alcoholic beverages:
  - a. If any renter or other user plans to serve alcoholic beverages during their event, they must include a Certificate of Liquor Liability Insurance with the signed contract at least 30 days prior to the event. Details are in Section 4 of the contract.
  - b. In addition, if any renter or other user plans to sell alcoholic beverages during their event, they must obtain a one-time liquor license from the City of Beverly and provide it with the signed contract at least 30 days prior to the event. Details are in Section 4 of the contract. Important planning note: The Beverly Licensing Board only meets once a month, on the 1<sup>st</sup> Thursday of each month.
  - c. Alcoholic beverages cannot be served or provided in the Hastings House without satisfying these two Renter obligations. FPCA and Hastings House do not have an ongoing liquor license; responsibility for alcoholic beverages is entirely with the Renter.