



Rental

Agreement

As of 11/1/2011

Rental Information

Thank you for using our facility for your event. Broadway Hall, built in 1905 as the Aftermath Hall, has been placed on the national and state historic registers. Although it has stood now for over a century, it is fragile with many parts and furnishings that are difficult or impossible to replace. We need your help in preserving Broadway Hall for future use.

Rental Access/Time

During the week before your rental date, please contact the hall manager to set up a time to meet and (1) Collect any outstanding rental fees, & (2) to give you a key to the hall. Access to the hall is 8:30 AM on the day of your event. If you need the hall the day prior to your rental date, you will need to rent it on that day as well.

Deposit

The \$300 damage/cleaning/security deposit is required for rental of the hall. The deposit is collected at the time of reservation, and is your way of securing the date for your event. There will be no guarantees for your reservation date until this money is collected.

After your event, we will check that all the items that are listed below were completed, (see pages 3 & 4 – “Clean Up” & “Right Before You Leave”) You will receive your deposit in the mail within a month after your event, unless there are damages, in which case the hall manager will call to notify you of the circumstances. If you pre-pay the rent due for your event, you should receive your deposit refund within a week from the day of your event. If you pay the rent due for your event during the week before the event or the day of, you will not receive your deposit refund until a month after your event.

You will be charged \$30 per bag of garbage left behind and \$50/hour for any cleanup done by our staff after your event. Cancellations are not refundable, although if you do cancel in time for us to re-rent the facility, we will refund your deposit, less a \$50 booking fee.

Decorations

During the setup for your event, keep in mind the following rules, and please notify any of your helpers of these as well:

- No staples, tacks, or tape may be used. You may use only the existing hooks, nails, etc. Please be creative with your decorations and try to be respectful to the building
- Nothing is to be attached to walls or ceilings
- Cover all tabletops
- Do not remove or move paintings or mirrors on walls
- Do not move piano
- Any candles must have a tray underneath to prevent dripping
- Please do not throw rice or confetti
- Please LIFT all chairs and tables when moving them – we have just rebuilt all of the wood floors and would love to keep them as scratch-free as possible

Conduct of Event/Liquor Policy

Remember that you assume full responsibility for the conduct of all persons in attendance at your event and for damage done to any part of the building prior to, during, or after the event. A reminder also that you may be liable for accidents and personal injury that occur as a result of serving alcohol, whether they occur at the event or after leaving the premises. Our policy is that there are no kegs of beer, pony kegs, or bulk beer of any kind allowed, but cans or bottles of beer, wine, or spirits are welcome. There are no exceptions to this policy and failure to follow it will result in forfeiture of your deposit and closing down of your event.

If you choose to have any liquor served during your event, it our policy and requirement that you purchase a banquet permit. This can be bought at any local liquor store for only \$10, and must be posted during your event. The banquet permit places you in full liability of the event, so remember the following legal terms of this permit:

1. You must provide the liquor free of charge
2. You must only serve to those who are over 21 years of age
3. You cannot serve someone who appears to be intoxicated
4. Liquor must be consumed between the hours of 6AM & 2AM
5. Liquor must be purchased at a retail store (ie: liquor store, grocery store)

Noise

We encourage you to advise guests to restrict noise levels when approaching or leaving the building. Any music should remain at a reasonable level, and must stop by 11:30 PM. Because the surrounding area is all residential, we ask that guests depart by 12:00 Midnight, and only those who are cleaning/tearing down decorations shall stay after that time – until they are finished.

Miscellaneous Rules

- Please notify your guests that the upstairs balcony is not to be used and to leave the door locked at all times.
- The entire building is a non-smoking facility. Feel free to use the front porch for this purpose, and inform your guests that there is a receptacle there for cigarette butts.
- Please do not move any large wood tables from the level that they are located at when you arrive
- Renter is responsible for any charges incurred from triggering a false alarm by accidentally or maliciously activating any of the pull stations which dispatches out security & the fire department.

Lost/Damaged Property

Renter is solely responsible for any loss or damage to any personal property of renter, guests, invitees, or suppliers of the renter. Please make sure that you always lock the front **and** back doors as you come and go during the setup for your event.

Cleanup

Cleanup must be completed immediately following your event, not the next day. The determination of your deposit refund depends on if you follow these guidelines, so make sure that you have a copy of this with you and/or give a copy to anyone who is helping you during the clean up (there is an extra copy of these guidelines on the clipboard in the kitchen).

- **Please remove all garbage from the premise at the end of your gathering. If there is room in the dumpster outside (by the back door facing W. Holly Street), feel free to use this as long as the lid can close completely. No garbage is to be left inside the building or by the side of the dumpster outside.**
- Stack padded chairs carefully and put them back in the closet downstairs.
- Wipe off, fold up, and place folding chairs back into the same storage room that they came from.
- Wipe off all tables and place them back into the same storage room that they came from. Large wood tables are not to be moved downstairs
- Wipe up any spills, especially those on the wood surfaces. Please do not use excess water or any product on the wood floors.
- Sweep up any debris from the floors.
- Remove all belongings and decorations.
- Wipe up the kitchen, including sinks and countertops. Make sure to get all of your left over items out of the refrigerator and ovens.

- Be sure that you and your guests leave the porch, grounds, and parking lots litter free – cleanup all cans, bottles, trash & cigarette butts left by your guests.

Right Before You Leave

Please make sure you complete the following last-minute details before you depart for the night (also influencing your deposit refund amount):

- Be sure all faucets are turned completely off in the kitchen and bathrooms, and that the toilets are not left running.
- Turn off downstairs fireplace if it was on. Simply open the glass screen and turn the knob to “Off”.
- Turn off all lights in the building. The porch light is on a sensor and will always stay on.
- Check that microwave, ovens and stovetops are turned off.
- Turn off heater upstairs if it was in use – the downstairs heaters turn off automatically
- Return the key that night to the drop-box across the street at Westford Funeral Home (The drop-box is black metal slit located by the door on the north side of the building by the tree).

I have read and agree to comply with the terms stated on this rental agreement:

Signed _____ *Date* _____

We hope you enjoy your time at Broadway Hall, and thank you for helping us keep this beautiful historic building in great condition. If you need anything on the day of your event, feel free to call the **hall manager at 360-733-1560**

Table Availability:

- 20 – 6’ Rectangle Tables (seats 6-8)
- 15 – 5’ Round Tables (seats 6-8) - These are for upstairs only
- 15 – 4’ Round Tables (seats 4-6)

Chair Availability:

- 175 Folding Metal Chairs
- 50 Padded Chairs

Folding white chairs are available to rent in addition, please ask manager for pricing information