

Application for Use of Town Meeting Room



Please return the completed form along with the deposit fee or drop off at: Board of Selectmen's Office, Town Hall, 2nd Floor, 455 Concord Avenue, Belmont, MA 02478. For any questions, please contact the Town Administrator's Office at (617)-993-2610.

Email: selectmen@belmont-ma.gov

Fax: 617-993-2611

1. RESERVATIONS

- 30 days prior to requested event for approval.
- 50% room fee deposit on rentals is due with your application.
- No rental on Holidays

2. HOURS

Monday thru Friday from 5:00 pm to 10:00 pm
Saturday and Sunday from 11:00 am to 10:00 pm
The rental time must include set-up and clean-up time

3. One Day Alcoholic License

A one-day liquor license application must be completed and the alcohol liquor liability insurance must be provided to this office 30 days prior to the event. Most caterers and bartenders carry the insurance. The renter must obtain such a license even if there will be no sale of alcoholic beverages. The Board of Selectmen has to approve the completed application at their monthly meeting.

- a. \$50.00 for beer and wine b. \$75.00 for all alcohol

Police detail is recommended for an event of 125 people and over. Please contact Sgt. Kevin Shea, 617-993 -2501 at the Police Department to schedule a detail.

4. CUSTODIAN FEES

For the Sunday events, custodial fee is \$200.00 for 4 hours minimum.
No furniture or equipment other than that furnished by the Town of Belmont is to be used without prior approval.

5. PAYMENTS

Full payment by bank check must be received seven days before the scheduled event or the reservation will be cancelled.

6. CANCELLATION FEE \$100.00

Advance notice of at least twenty-four hours is to be given to the **Board of Selectmen by calling 617-993-2610**. Failure to provide adequate notice will result in the loss of deposit. It is the responsibility of the applicant to make sure all invitees/users are notified of the cancellation.

7. OTHER

- a. Room rental rates attached.
- b. Parking at the Senior Center: 58 parking spaces and 6 handicaps parking
- c. No smoking allowed in any Town buildings.

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By signing below, I hereby agree to abide by all of the Policies and Conditions of Use for the above facility, and all of the laws and bylaws of the Commonwealth of Massachusetts and the Town of Belmont.

Applicant' signature _____ Date _____

Approval of reservation is granted with the understanding that the Town of Belmont, its employees or agents shall not be responsible for injuries sustained on the premises or adjacent grounds. Approval of reservation is granted with the understanding that the Applicant shall reimburse the Town of Belmont for any property damage.

All Users of the Gallery and Room 313 shall be respectful and extremely careful of the presence of art work on display. The Applicant and not the Town of Belmont shall be responsible for any damage to pieces of art while displayed in the Gallery.

CONTACT INFORMATION

Room Requested and Location: _____

Organization/Individual: _____

Mailing Address: _____ Phone _____

() Non Profit () Tax Exempt verification () Private

E-mail address: _____

EVENT INFORMATION

Day - Date and time: _____

Type and purpose of event: _____

Will there be an admission charge? _____

Estimated number of attendees _____

Number of tables needed (round) _____

Tablecoths, silverware, china, glassware are not provided by the Town

Will refreshments be served? Yes _____ No _____

If refreshments are being served, please contact the Health Department at 617-993-2720.

- Food is caterer
- Kitchen will be used
- Alcohol beverages will be served

Please provide caterer's contact information:

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Name _____

Address: _____ Phone _____

Name of person in charge at the event _____

The caterer will be responsible to set aside recyclables and properly bagged trash.

Equipment available: podium and microphone (\$30.00) overhead projector and screen (\$15.00)

If liquor is to be served, a One-Day Alcoholic Beverage License Application must be obtained and approved by the Selectmen's Office. Please use this link to One-Day Alcoholic Beverage License Application.

http://www.belmont-ma.gov/Public_Documents/BelmontMA_Admin/indexliquorlicenseapplication

Board of Selectmen Approval

Date: _____

To be completed by Manager of Building Services

Approval Granted: _____ Date: _____

Custodial Services confirmed: Date: _____

If necessary, to be completed by Director of Health

Approval Granted: _____ Date: _____

If necessary, to be completed by Art Gallery Administrator

Approval Granted: _____ Date: _____

If necessary, to be completed by Police Department

Approval Granted: _____ Date: _____

TOWN OF BELMONT
Release of Claims, Indemnity and Hold Harmless Agreement

I, _____ (hereinafter "Lessee"), in consideration of the opportunity to hold an event (the "Event") in the Beech Street Center, do hereby relieve the Town of Belmont, and any employee, agent, official, or representative of the Town (hereinafter "Town"), of any and all liability for any and all claims, actions, causes of action, demands, damages, costs, loss of services, expenses and compensation which the Lessee may have as the result of hosting the Event and all activities related thereto, including without limitation the liability known as "social host liability." The Lessee therefore hosts the Event assuming all risk of injury to any person or property arising from Lessee's role as host, agrees that the Lessee, and not the Town, is the host of the Event, and assumes and agrees to pay all medical costs or property damage costs occasioned by the Event and release the Town and its employees from and against all claims, damages, injuries or causes of action which the Lessee or its heirs, executors, or administrators may have in connection with the Event. Furthermore, the Lessee hereby agrees to protect the Town and its successors, employees, servants, attorneys and agents against any claim for damages, compensation or otherwise arising out of or resulting from any injury to or death of any person or damage to any property in connection with the Event and to INDEMNIFY, reimburse or make good to the Town or its successors, officers, employees, servants and agents any loss or damage or costs, including attorneys' fees, which the Town or its representatives may have to pay if any claims or litigation arises from the Event.

The Lessee understands that government services is the primary function of the facility and that the Town reserves the right to cancel this reservation and scheduled use of the facility if governmental use of the facility is necessary due to emergency or otherwise for the public interest.

The Lessee hereby further covenants for itself, its successors and assigns not to sue the Town, its officers, employees, servants, attorneys, and agents, on account of any such claim, demand or liability.

[The Lessee hereby further agrees to conduct the Event in accordance with the Town policies regarding such events, which are attached hereto as Exhibit A and incorporated herein, and the specific requirements, if any, with respect to this Event, which are attached hereto as Exhibit B and incorporated herein.]

As a condition of the use of the Beech Street Center, the Lessee agrees to deliver to the Town Administrator's office, not less than ten (10) days prior to the Event, a Certificate of Insurance evidencing that the Lessee has obtained and will maintain during

the term of this agreement Comprehensive General Liability Insurance against claims occasioned by the acts or omissions of the Lessee, its agents and employees in carrying out the activities of the Event. Such insurance shall be in an amount commensurate with the degree of risk and the scope and size of such activities authorized in this agreement, but in no event less than one million dollars (\$1,000,000.00) per occurrence for damage to property and not less than three million dollars (\$3,000,000.00) per occurrence for bodily injury. Any and all such insurance certificate(s) shall name the Town of Belmont as an additional insured.

Witness my hand and seal this _____ day of _____, 20__.

Event Host (Signature)

Witness

**TOWN HALL COMPLEX
ROOM RENTAL RATE SCHEDULE**

| Town of Belmont 455 Concord Avenue Belmont, MA 02478 Custodian fee for 4-hrs minimum Custodian fee for 4-hrs minimum after 4 hrs, additional charge will be added by 1 hour increments | Class 1 | | Class 2 | Class 3 | Seats |
|---|--|---------|-------------------|---|-------|
| | Town-based non-profit or charitable organizations | Private | Belmont Residents | External private and non-profit organization | |
| Town Hall | | | | | |
| Conference Room 1- 1st floor | \$40 | \$100 | \$200 | \$300 | |
| Conference Room 2 - 1st floor | \$40 | \$100 | \$200 | \$300 | |
| Conference Room 4 - 2nd floor | \$40 | \$100 | \$200 | \$300 | |
| Selectmen's Board Room-2nd floor | \$100 | \$150 | \$250 | \$350 | |
| Auditorium - 2nd floor | \$300 | \$400 | \$600 | \$900 | |
| Homer Building | | | | | |
| 19 Moore Street | | | | | |
| Art Gallery - 3rd floor | \$100 | \$200 | \$300 | \$400 | |
| Room 313 | \$50 | \$100 | \$150 | \$200 | |
| Art Gallery and Room 313 | \$150 | \$300 | \$450 | \$600 | |
| Beech Street Center | | | | | |
| 266 Beech Street | | | | | |
| Multi Small - 1st floor | \$100 | \$150 | \$200 | \$250 | |
| Multi Large - 1st floor | \$200 | \$400 | \$600 | \$800 | |
| Multi Small and Multi Large | \$300 | \$550 | \$850 | \$1150 | |
| Kitchen | \$80 | \$100 | \$120 | \$140 | |
| Classroom A - 2nd floor | \$40 | \$100 | \$150 | \$200 | |
| Classroom B - 2nd floor | \$40 | \$100 | \$150 | \$200 | |
| Conference Room - 2nd floor | \$50 | \$100 | \$150 | \$200 | |