

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

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 Town Hall Complex: 38 parking spaces and 4 handicaps parking
- c. Parking at the Senior Center: 58 parking spaces and 6 handicaps parking
- d. 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 HALL COMPLEX
ROOM RENTAL RATE SCHEDULE**

Town of Belmont	Class 1	Class 2	Class 3	Seats
455 Concord Avenue Belmont, MA 02478	Town-based non-profit or charitable organizations	Private Belmont Residents	External private and non-profit organization	
Custodian fee for 4-hrs minimum	\$150 Mon-Sat	\$150 Mon-Sat	\$150 Mon-Sat	
Custodian fee for 4-hrs minimum	\$200 Sunday	\$200 Sunday	\$200 Sunday	
after 4 hrs, additional charge will be added by 1 hour increments				
Rental Rates are for a 4 hours block of time including set up and clean up time				
Town Hall				
Conference Room 1- 1st floor	\$40	\$100	\$200	12
Conference Room 2 - 1st floor	\$40	\$100	\$200	25
Conference Room 4 - 2nd floor	\$40	\$100	\$200	20
Selectmen's Board Room-2nd floor	\$100	\$150	\$250	50
Auditorium - 2nd floor	\$300	\$400	\$600	300
Homer Building				
19 Moore Street				
Art Gallery - 3rd floor	\$100	\$200	\$300	40
Room 313	\$50	\$100	\$200	15
Art Gallery and Room 313	\$150	\$300	\$500	55
Beech Street Center				
266 Beech Street				
Multi Small - 1st floor	\$100	\$150	\$250	80
Multi Large - 1st floor	\$200	\$400	\$600	180
Multi Small and Multi Large	\$300	\$550	\$850	260
Kitchen	\$80	\$100	\$200	
Classroom A - 2nd floor	\$40	\$100	\$200	30
Classroom B - 2nd floor	\$40	\$100	\$200	30
Conference Room - 2nd floor	\$50	\$100	\$200	25
Art Room - 1st Floor	\$40	\$100	\$200	25