

Jonathan Belcher House Rental Agreement

This agreement by the Ladies Library Association of Randolph, otherwise know as the, Randolph Women's Club (RWC) for the rental of the Jonathan Belcher House located at 360 North Main Street in Randolph is made on _____ (date) to _____ (rentee). By signing this contract, you agree to adhere to all the rules as written herein.

The above noted rentee will be hosting a function at the Jonathan Belcher House (JBH) on the following day, date and time:

Day and Date: _____

Start and End Time: _____ (up to 4 hours)

Setup time is not included above and is 1 1/2 hours before the start of the event.

Cleanup time is one hour after the event and is not included above.

1. Services. The rental of the JBH includes use of all historic rooms on the first floor, and furniture including folding chairs and tables. The function will run on the date and times noted above with additional time allowed for setting up tables and chairs. The rentee stated herein is responsible for that set up and agrees that the RWC is in no way liable for injuries sustained while setting up.

The following rules must be adhered to at all times during the function:

- a. No liquor. Beer and wine only
- b. No more than 55 people per function. If capacity is exceeded, deposit will not be returned.
- c. No smoking, no candles or open flames of any kind.

2. Payment and Terms. Rental of the Jonathan Belcher House for up to four hours, plus time for set-up and clean-up, will be \$295 plus \$100 refundable deposit to hold the date. The cleaning deposit of \$100 will be returned to the rentee when a member of the RWC agrees that the JBH has been properly cleaned. Use of linens can be added to the rental for a cost as shown in the checklist below. The rental fee is due no later than two weeks before the day of the function. See payment details below.

3. Termination/Default. This agreement may be terminated by either party within 14 days of the function by written or verbal notice to the other party. Cancellation by the rentee later than 14 days before the function, will result in loss of the \$100 cleaning deposit. In the case of unforeseen circumstances, the

RWC may terminate this agreement without notice. If this were to occur the rentee will be refunded all payments already made for the function.

4. Rentees should plan on bringing their own disposable dishes, cups, silverware, and napkins. Tablecloths can be rented for a charge. See below.
5. **Damage or Loss to Furnishings.** Rentee agrees that the furnishings contained within the JBH are the property of the RWC. Rentee also agrees to exercise all due care with all furnishings and items at the JBH for the duration of the function. Rentee shall remain responsible for all loss or damage to the furnishings while they are at the property, up to and including actual replacement value for each missing or damaged item.
6. ***NO PLAY EQUIPMENT OF ANY KIND IS ALLOWED OUTSIDE OR INSIDE THE JBH.***

Please complete this checklist if using linens. Include payment below.

7. \$11 per table cloths x _____ (number of table cloths) = _
_____ (total)

Please send completed contract and \$100.00 deposit to hold date either by mail or online. **Final payment of \$295 is due no later than two weeks before your event.**

PAYONLINE You may pay the deposit and final payment online at our website with Paypal : www.randolphwomensclub.org.

BY MAIL: make checks out to: Ladies Library Association of Randolph

Mail to: Gail Walsh, Rental Chair, Randolph Womens' Club
426 West Street, Randolph, MA 02368

Signatures

You should read and understand this agreement. It is a legal and binding contract. By signing here you are acknowledging that you have read and agree to the terms stated herein.

Signatures _____(Rentee)

_____(Property Owner Representative.)

Print Name _____

Address _____ email _____

Date _____ Cell phone number _____

House phone number _____

Please take a moment and provide us with a short feedback. Your time is greatly appreciated.

How did you hear about renting the Jonathan Belcher House? Circle all that applies.

- 1) From a friend
- 2) From an article in the Herald/Ledger?
- 3) From a Money saver ad?
- 4) From attending an event at the house?
- 5) Other?