



Jonathan Belcher House Event Rental Application

Randolph Women's Club

360 N. Main Street

Randolph, MA 02368

This agreement by the Randolph Women's Club (RWC) for the rental of the Johnathan Belcher House located at 360 North Main Street in Randolph is made on:

Date: _____ Renter: _____

****By signing this contract, you agree to adhere to all the rules written herein. ****

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

Day: _____ | Date: ___ / ___ / 20___ | Start Time: _____ | End Time: _____

*The event is 4 hours, plus 1 hour to setup and 1 hour to cleanup (6 hours total).

***All rentals must end no later than 9:00 PM – this includes the one-hour cleanup.**

❖ **Services:** The rental of the JBH includes:

- Use of all the historic rooms on the first floor
- Use of furniture including table and chairs
- The use of the fridge and stove.
- Access on the date and times noted above.

❖ **Rules:** The function will run on the date and times noted above. The following rules must always be adhered to during the function, or your deposit will NOT be returned

- No hard liquor: Beer and Wine only.
- No more than 55 people including children per function.
- No one is allowed upstairs.
- No smoking, no candles, or open flames of any kind.
- No gas or flammable grills or other kinds of open flames may be used.
- No hot oil or frying of any kind on the property.
- No Cooking in the kitchen. The JBH kitchen is only to be used as a chef kitchen for prepping and warming already prepared food.
- The use of the kitchen stove, stenos, and electrical sources to keep food warm are acceptable.
- NO children under 18 years old or food is allowed in the Marie Carr room. The furniture is antique and irreplaceable if damaged. Adults are allowed as a place to network and talk with each other.

❖ **Payment and terms:**

- Rental of the JBH for 4 hours will be \$425 for non-members and \$250 for members, plus \$100 refundable deposit to hold the date.
- A separate \$100 refundable deposit is required to hold the date.



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- The deposit will be returned to the renter when a member of the RWC confirms.
 - All rules have been followed.
 - The JBH has been properly cleaned. (Cleaning tables, kitchen counter, stove if used, taking out trash and recycle, and broom swept)

*****The \$425 rental fee is due TWO WEEKS before the day of the function. *****

❖ Termination/Default:

- This agreement may be terminated by either party within the first 14 days of the contract with a full refund of the deposit to the renter. Termination should be given in writing to the other party.
- Cancellation by the renter after the 14-day period up to the day before the scheduled function will result in the loss of the \$100.00 deposit unless the renter experiences a verifiable, unforeseen circumstance like death, Covid, or other serious illness.
- In the case of an unforeseen circumstance by the RWC, the RWC may terminate this agreement without notice. If this were to occur, the renter will be refunded all payments already made for the function.

Renters Responsibility: Provide their own tablecloths, dishes, cups, silverware, toilet paper and napkins.

❖ Loss or damage to furnishings:

- Renter agrees that furnishings contained within JBH are the property of RWC.
- Renter also agrees to exercise all due care with all furnishings and items at the JBH for the duration of the function.
- Renter 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.

❖ **NO PLAY EQUIPMENT OF ANY KIND IS ALLOWED OUTSIDE OR INSIDE THE JBH**



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Please send complete contract using the In Person and Online process below.

➤ Online Process:

- Fill out rental Contract online at www.randolphwomensclub.org and use the PayPal link for your deposit and Rental fee: [Rentals | Randolph Womens Club](#)

➤ In Person Process:

- Please print the attached contract or from our website, www.randolphwomensclub.org, then send the completed contract and a \$100 deposit in the form of a check or money order made payable to Randolph Women's Club to hold the date.

Mail check to: The Johnathan Belcher House
360 North Main Street.
Randolph, MA 02368
Attention: Janil Stephens, Rental
chair

Full and Final payment of \$425 for non-member and \$250 for member is due no later than **TWO WEEKS BEFORE THE EVENT**

Signatures:

Please read and understand this agreement before signing. It is a legal and binding contract. By signing here, you are acknowledging that you have read, and agreed to the terms stated herein.

Renter Signatures: _____

Print Name: _____

Address: _____

Email: _____

Date: _____ Cell Phone: _____ Home Phone: _____

Approved by Signature

JBH Representative: _____ Date: _____



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RENTAL DO's and DON'Ts

DO's

Do sweep the floors in kitchen, dining room, and Marie Carr Room

Do wipe down counters in kitchen, stove and tables.

Do bring garbage bags and paper towels.

Do take out the garbage (kitchen and bathroom) and place in the large garbage cans outside and close with the lid.

Do recycle plastic containers in blue recycle bin.

Do turn off all lights.

Do turn off stove. Check to make sure all food is removed from oven

Do check and take all your personal belongings. The JBH staff is not responsible for any belongings left behind.

DON'Ts

Do not nail anything on the walls.

Do not allow children in the Marie Carr room.

Do not put tape on the walls.

Do not leave any decorations in or outside of the house.

Do not leave any food in the fridge.

Do not go over capacity of 55 people.

Do not go upstairs.

Do not cook, only prep and warm food in the JBH.

Renter Initial: _____