

Rental Agreement

Florence Civic Center
90 Park Street
Florence, Mass. 01062
413-584-7891

LESSEE _____
(Print /Type name of individual or organization)

ADDRESS & PHONE _____

E-MAIL _____ @ _____ . _____ TYPE OF EVENT _____

RENTAL DAY(s) / DATE(s) _____

TIME OF FUNCTION: From _____ To _____

This is an agreement between the Florence Civic & Business Association *aka* the Florence Civic Center, hereafter referred to as the "Civic Center" and the individual or group listed above, hereafter referred to as the "Lessee"

Facilities/Parking

Please view the *Civic Center* before your rental to determine what materials you may need to bring. In general, the *Civic Center* will provide chairs, tables, lavatory supplies and Kitchen facilities as requested. The Kitchen is equipped with Stove (Gas), refrigerator, sinks and refuse disposal within reason. Any additional kitchen supplies that may be needed must be provided by the *Lessee*. When requesting the use of the Kitchen, the *Lessee* must meet with a member of the *Civic Center* for instruction on Kitchen equipment. Use of the Facility will be restricted to the agreed upon areas by the Lessee and the Civic Center. At no time during a rental may a *Lessee* or any person(s) party to the rental enter any areas deemed private by the *Civic Center* per the rental agreement. Parking is provided in the paved lot adjacent to the *Civic Center*. The *Civic Center* assumes no responsibility for theft, damage or injury (personal or property) that may occur in the designated parking area. Street parking is available nearby, please be aware of parking restrictions. Cars may not be left overnight in the Parking area unless first approved by the *Civic Center*.

Events not allowed

Due to past issues we do not allow 18th and 21st birthdays or Quince an eras. The Civic center holds the right not to rent to any person or group that we feel may be harmful or a nuisance to the Civic Center grounds or it's neighbors.

FEES, PAYMENT

All Rental fees & deposits for your event must be paid in full when you reserve the space. All cancellations must be made no less than 14 days prior to rental. Failure to provide adequate notice may result in forfeiture of 50.00 of rent. Forfeiture of deposits may occur under the terms of rental agreement, cleaning & compliance with rules as stated below upon recommendation of the Building committee. We only accept cash or check for payment. The Fees for rental are as follows;

MAIN HALL (1 st flr.)	\$195.00 PER DAY FRI.-SUN.
	\$95.00 PER DAY MON.-THUR.
TENT RENTAL	\$100. PER EVENT ~ PER DAY

*****Fees for Rentals for civic or charitable organizations with a 501-3c or 501-3b certificate may be discounted per decision of the Board of Directors and must be requested prior to rental agreement.**

RENTAL RULES, CLEANING & TRASH

- *Any Lessee that is renting for the benefit of a youth group or where youths under the age of 21 may be attending must have ADULT'S present at ALL time during the rental
- * The Civic center and its porches are a non smoking area.
- *Any use of the Civic center for fundraising must be accompanied with a 501-3c or 501-3b certificate.
- *At no time may there be more than 89 persons in the Civic Center per fire code.
- *The civic center allows one extra bag of garbage beyond what fits into the trash receptacles in the rental area.
- * Tables and chairs may be used on the porch but may not be moved to any other outdoor areas
- *All furniture used by lessees must be returned to its original location
- *Hall must be left in condition it was rented, clean, contents in working order, without physical damage.
- *Kitchen must be left in good clean working order and all excess food removed after rental.
- *All belongings and additional rental equipment, supplies and decorations to be removed.
- *All windows closed and secured.
- *All exterior doors locked appliances and lights secured.
- *All excess trash beyond the limits described above is removed from the rental area.
- *No decorations may be affixed, taped, pinned, nailed or otherwise secured to any *fixed property, walls, ceilings etc.* in the rental areas. Blue painters tape may be used.
- *No open flames except in cooking applications either inside or outside the rental area.
- *AT NO TIME WILL ANY EQUIPMENT/FURNISHINGS OF THE CIVIC CENTER BE REMOVED FROM THE PREMISES FOR ANY REASONS. BY RENTERS OR MEMBERS!
- *Any special needs or requests can be brought to our board for consideration. We meet the second Tuesday of each month.
- *Any group renting the Civic Center must comply with all rules of the city of Northampton to include use of alcohol, food handling, choking certificates, etc.

LIABILITY/COMPLIANCE WITH LAWS/SIGNATURE

The Lessee agrees to indemnify and hold the Civic Center, Florence Civic & Business Association, its employees, officers, committee members and volunteers harmless from all claims, damages, attorney's fees, cost and expenses arising from injury to the Lessee, Lessee's employees, guests, and patrons arising from the Lessee's use of the Hall. The Lessee agrees to comply with all laws, statutes, ordinance rules or regulations of the United States, Commonwealth of Massachusetts, County of Hampshire and the city of Northampton. The Civic Center allows beer, wine and champagne on the property. It is the lessee responsibility to acquire any required permits for the serving of food and alcohol from the City of Northampton. Any sale of alcohol must have proof of permit from the City of Northampton.

I have read the aforementioned rental agreement. I understand that upon acceptance by the Civic Center, I agree to be bound by the terms of this agreement. Whereas the Lessee is an organization or corporation, the person signing this agreement warrants that he/she has the full authority of that organization or corporation to sign this agreement and obligate the organization or corporation. In the event that any violations of the aforementioned rules and regulations occur, the Lessee agrees of forfeiture of all security deposits and that the Civic Center may file legal proceedings in any Superior or State court, located in Hampshire county and the lessee agrees to pay all court costs, attorney's fees and civil liabilities arising from any violation of the aforementioned agreement.

RENTAL FEE

MAIN HALL _____

TENT _____

TOTAL _____

___ Cash ___ Check ___ Other

Lessee Signature

(Date) (Printed name) (Signature)

Civic Center Rep.

(Date) (Print name) (Signature)

The Florence Civic Center rental mission is to provide community space for residents of Florence and the surrounding towns for civic, charitable, public and family functions in good taste. We feel that the respect and dignity for our townspeople, neighbors and community that we offer is the sense of the community in which we live. The values and norms which we display and invoke are our mission to treat our community as we expect ourselves and our community hall to be treated and to provide the youth of our community with a positive experience. (form 101/FCC/10-08)