



Town of Winchester

Rental Application

Non-Profit Organizations

Maurer Auditorium or Winchester Room

_____ Maurer Auditorium [**NOT** air conditioned] \$500/ 6 Hr Minimum
\$50 per additional hour of rental

_____ Winchester Room \$500/ 6 Hr Minimum
\$50 per additional hour of rental

_____ Custodial fee Deposit \$ 200

_____ Security Deposit \$ 250

[Security deposit will be refunded upon receipt of full invoice payment]

_____ Energy surcharge: \$20/hr for heating \$35/hr air conditioning (Winchester Room only)

Note: Article XIV of the Custodian's Union Contract states that *"each time he is called out to report for duty he shall receive a minimum of two (2) hours pay"*. For accounting purposes and to expedite any refunds please submit three (3) separate checks, all payable to the **Town of Winchester**

Name: _____

Address: _____

Telephone: (Cell) _____ (Home) _____

Email: _____

Type of Event: _____ Sponsoring group: _____

Day/Date of Function: _____

Time of Function: _____ Set up Time: _____

Will there be:

_____ Paid Admission _____ Refreshments served _____ Liquor served/sold

Set up of the Room: _____

(Rows of Chairs, perimeter seating, etc.)



Release Agreement
Town of Winchester

As a visitor, guest, steward, renter, or observer at any Town of Winchester owned property, I understand that my use of or presence on any Town of Winchester property may involve certain risks of personal injury or damage to any of my property. I hereby release, discharge, indemnify the Town of Winchester from any and all claims and lawsuits for personal injury, death, or property damage resulting to myself or anyone else; I do so under seal on behalf of myself, heirs, executors and survivors.

Signature

Date

Printed name: _____

Address: _____

City/Town/Zip: _____

Approval: _____ Date: _____

Town Manager/Assistant Town Manager

Office use only:

Room rental paid: \$ _____ Check # _____ Date: _____

Security Deposit Paid \$ _____ Check # _____ Date: _____

Custodial Deposit paid \$ _____ Check # _____ Date: _____

Terms and Conditionals for Rental

The Town of Winchester is committed to being a Green community and has initiated recycling in all Town buildings. As renters, you will be responsible for recycling all applicable items into the designated recycling barrels during your event as well as during the clean-up of your event. Each barrel is clearly labeled to assist you and your guests on the correct process to recycle your beverage containers as well as other recyclable items. The custodian on duty will assist with the emptying of all the recycling barrels /pour off totes, but is not responsible for the clearing of tables and emptying of said beverage containers.

1. There are no Kitchen facilities. One standard size refrigerator is available to use in the service bar area.
2. Food service requires a food permit from the Board of Health [located on the lower level of Town Hall]
3. If liquor is served, a One Day Alcoholic Beverage License application must be obtained from the Selectmen's office. There is a \$75.00 fee for this application and liquor liability insurance (\$1,000,000) must be submitted for all municipal properties. The application must be received at least two weeks prior to the event to ensure the Selectmen have ample time to approve the application.
4. No alcoholic beverages can be stored in any town building.
5. No decorative candles or open flames allowed anywhere in Town Hall.
6. Nothing is able to be hung on the windows or walls anywhere in Town Hall. No coverings are permitted on the windows of Maurer Auditorium.
7. Due to the age of the Town Hall Building anything plugged into an electrical outlet must receive prior approval from the building department to avoid preventable power outages.
8. Applicant must check with the Fire Department and the Police Department on the need for a fire or police detail during their event, which will be at the applicant's expense.
9. Rental items such as tables, chairs, etc. will not be set up/broken down by Town Custodial Staff. At the end of each event all rental equipment must be broken down and moved aside to allow the Town Custodian access to clean the entire facility.
10. The Maurer Auditorium is partially carpeted. Please be advised that applicants will be charged an additional fee if shampooing is needed after the event.
11. Energy Fee: \$20/hr energy surcharge for heat throughout the period of November 1st though April 30th.
An Air Conditioning surcharge (*Winchester Room only*) of \$35/hr throughout the May 1st through October 31st.

CANCELATION POILCY:

Please cancel event at least 48 hours in advance of your reservation date. If cancellation is not received within requested time frame a minimum custodial fee of two hours will be charged and your security deposit will not be reimbursed. Please contact the Town Manager's office (781) 721-7133 for cancelation.

Note: when the Maurer Auditorium is rented the rental fee paid covers the use of the Auditorium only! Use of other rooms in Town Hall is not allowed without prior notification and approval from the Town Manager's office. An additional rental fee for this use is required.

I have read the terms and conditions outlined above and agree to the rules as set forth.

Signature of Applicant

Please return completed forms and all payment checks (room rental, security, and custodial deposit) to

Town Manager's Office
71 Mt Vernon Street, Winchester, MA 01890
Phone: (781) 721-7133 Fax: (781) 756-0505