



Permit # \_\_\_\_\_ Staff Initials \_\_\_\_\_



# TOWN OF LONGMEADOW RENTAL CONTRACT - OLD TOWN HALL

Name of Renter \_\_\_\_\_

Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Date of Function \_\_\_\_\_

Where \_\_\_\_\_

Phone Number \_\_\_\_\_

Time: Open \_\_\_\_\_ To \_\_\_\_\_ Close\*

Type of Event \_\_\_\_\_

How Many Attending \_\_\_\_\_

Security Deposit - Due at time of Reservation \_\_\_\_\_

Rental Fee - Due 2 weeks before Rental \_\_\_\_\_

**The Old Town Hall is only available on a limited weekend basis to the public; please call to inquire.**

**\*Note: you must include all setup/cleanup time in your rental request**

<b>Email:</b>			
<b>Fax #:</b>		<b>Admission Charge: (circle)</b>	<b>Yes No</b>

**Room Request (please check)**

- Meeting Room
- Kitchen

All fees listed are hourly rates, and a two (2) hour minimum fee is required. The rental time must include any set up and clean up time required by the renter for their function. Rental fees are due one week prior to reserved date.

**Commercial Usage:**

Any use which:

- A. a fee is collected at the event
- B. has financial profit as its primary aim
- C. any use related to a retail or wholesale business
- D. is by a shopkeeper or merchant in pursuit of business

**Weekend Rental (Saturday & Sunday)**

- Meeting Room \$ 75.00 per hour
- Kitchen (flat fee) \$ 25.00

**\* Non-Resident Applicant must add an additional \$10 per hour rented**

**Non-Commercial Usage:**

Any use which is not commercial

**\* Non-Resident Applicant must add an additional \$10 per hour rented**

**Weekend Rental (Saturday & Sunday)**

- Meeting Room \$ 40.00 per hour
- Kitchen (flat fee) \$ 25.00

Security deposits are required for all rentals based on the type of room being rented and are due at time of reservation.

- Meeting Room Security deposit \$30
- Kitchen \$100

If you are renting the Meeting Room & Kitchen the total security deposit is \$30 Meeting Room + \$100 Kitchen = \$130 Security Deposits are returned after rental space has been inspected, allow 2 to 3 weeks.

**Board of Health Conditions for Food Service**

1. Single service (disposable) plates, cups and utensils shall be used for all events at the Old Town Hall where food is served
2. On-site food preparation at events shall be limited and shall not include the preparation of perishable food items.
3. No perishable food items shall be brought to the Old Town Hall for service which have been prepared off-site in private homes. Rather perishable foods shall be purchased fully cooked from restaurants, supermarkets, and other food establishments, transported to the site using temperature controls, and served immediately
4. Perishable cold foods may be stored in the refrigerator on-site before service. All perishable food products (hot or cold) must be consumed or disposed of within 2 hours of service.
5. All non-disposable serving utensils and platters shall be provided by renters and shall be sanitized off-site
6. The Longmeadow Board of Health is authorized to make determinations whether food service conforms with federal and state public health food regulations.



**Alcoholic Beverages:** May only be served if a one-day liquor license is granted by the Board of Selectmen.

**A minimum of at least one (1) month is required by the Selectmen's office to process.**

Insurance is mandatory, and the insurance required is "Liquor Liability" Coverage. This insurance is your responsibility. Fees for this insurance can range from \$300 and up \$\$\$\$. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate must be delivered no later than two weeks prior to the event date. The application for the license with the instructions/requirements may be obtained through the Selectmen's office, (413) 565-4110.

A surcharge of **\$100.00** will be charged for having alcoholic beverages on the premises, and this is in addition to the Board of Selectmen's one day liquor license fee of **\$50**.

- Will There be liquor including beer and/or wine at this event? **(please circle)** Yes  No

**Applicant Signature**

Your Signature indicates you have been given, understand and accept the terms for rental and all conditions pertaining to rental.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Return signed rental contract to the Parks and Recreation Office.

Longmeadow Parks and Recreation  
735 Longmeadow Street  
Longmeadow, MA 01106

Phone: 413.565.4160  
Fax: 413.565.4165  
www.lprd.net

**COMMERICAL**

**NON-COMMERICAL**

Weekend	Fee	x Hours	=	Amount
Meeting Room	\$ 75.00	x _____	=	_____
Non-Resident	\$ 10.00	x _____	=	_____

Weekend	Fee	x Hours	=	Amount
Meeting Room	\$ 40.00	x _____	=	_____
Non-Resident	\$ 10.00	x _____	=	_____

**Flat Fee**

Kitchen	\$ 25.00	flat	=	_____
Liquor Surcharge	\$ 100.00	flat	=	_____

**Flat Fee**

Kitchen	\$ 25.00	flat	=	_____
Liquor Surcharge	\$ 100.00	flat	=	_____

Total Rental fee:

Total Rental fee:

**Security Deposit**

Meeting Room	\$ 30.00	flat	=	_____
Kitchen	\$ 100.00	flat	=	_____

**Security Deposit**

Meeting Room	\$ 30.00	flat	=	_____
Kitchen	\$ 100.00	flat	=	_____

Security Deposit:

Security Deposit:

**Check or Cash Preferred; MasterCard, Visa, American Express Accepted. Checks made out to LPRD.**

For Office Use Only	Security Deposit	Cash: _____	Check: _____	Check #: _____	Rec'd _____
	Rental Paid	Cash: _____	Check: _____	Check #: _____	Rec'd _____

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_