Town of Winchester

Rental Application

[Municipal Departments / Organizations]

Maurer Auditorium /Winchester Room /Waterfield Room / Mystic Valley Room

The following rental fees are payable with application submission:

- ❑ Maurer Auditorium: $00/4hr. Min.*
  - * $50/hour weekend / holiday after 4 hrs.

Note: Maurer Auditorium is NOT air conditioned.

- ❑ Winchester Room: $00/4hr. Min.*
- ❑ Waterfield Room / Mystic Valley Room: $00/4hr. Min.*
- ❑ Custodial Fee Deposit: $50/hr
- ❑ Security Deposit: $250.

[Security deposit fee will be refunded upon receipt of the balance for Room Rental and Custodial Services.]

- ☐ Energy Surcharge: $20/hr. heating; $35/hr. cooling.

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**.

If you are not a Winchester resident, a resident must sponsor your event:

Name of Sponsoring Resident:_____

Address:_____

Telephone (home, work, cell)_____

Signature of Sponsoring Resident:_____

Name:_____

Address:_____

Type of Event:_____

[wedding, theatrical performance, banquet, dance, etc.]

Sponsoring Group:_____

Telephone: (Home)_____

- (Work)_____
- (Cell)_____

- Day / Date of Function:_____
- *Time of Function:_____

(*Please include time needed for set up)

Will there be:

- ❑ Paid Admission
- ❑ Refreshments served
- ❑ Liquor served/sold

Special Items Requested:

- ☐ Microphone
- ☐ Screen
- ☐ Podium
- ☐ Piano {contact Music Dept. at Winchester High School for delivery)

Set up of room (theater style, perimeter seating, etc.)

_____

[The Town has only very few long 'banquet' style tables for use; additional tables have to be rented at applicant's expense.]

Please Note: The Board of Selectmen has adopted an energy surcharge for Maurer Auditorium and Conference Room Rentals. May 1 through September 30th: $35/hour; October 1 through April 30th: $20/hour.

Release Agreement
Town of Winchester, Massachusetts

- **Please read this agreement carefully!**

- 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, my heirs, executors and survivors.

- Signature and
- Date: _____
- [Parent signature if under age eighteen years.]

- PRINT NAME:_____
- Address:_____

- City/Town/Zip_____

- Applicant's Signature:_____

- Date:_____

- Approved:_____
  - Town Manager / Assistant Town Manager
- Date of Approval:_____

- **Office Use Only:**

- Room Rental paid: _____
- Security Deposit paid: _____
- Custodial Deposit paid: _____
- [Record check numbers and date of payment.]

- CC: Custodians: Date:
- a.) Facilities
- b.) Town Hall

- Applicant Confirmation: Date:

Terms and Conditions For Rental

•Kitchen facilities are minimal. No stove or refrigerator is available.

•Food service requires a food permit from the Board of Health located on the lower level of the Town Hall.

•If admission is charged, a Public Amusement License must be obtained by vote of the Board of Selectmen; a Sunday date requires a Sunday Entertainment License. Two fees are associated with this license: a $10 State fee, payable to the Commonwealth of Massachusetts and a $20 fee payable to the Town of Winchester.

•If liquor is served, a One Day Alcoholic Beverage License application must be obtained from the Selectmen's Office. There is a fee for the application and liquor liability insurance must be submitted for municipal buildings. The Selectmen approve every liquor license application. The fee for a One Day License (for both all alcohol and beer and wine only) is $75. Please submit the One Day Alcoholic Beverage License application request **at least two weeks prior to the event**. *Please note: License is only in effect for times specified on that license; alcohol cannot be delivered prior to time indicated and must be removed at conclusion of event.* [per MGL Ch. 138, §14 & 204 C.M.R. 7.00]

•Rental items, extra tables, chairs, etc. will not be set up by Town Custodians.

•No alcoholic beverage may be stored in any Town Building.

•**No** candles or open flames are permitted anywhere in Town Hall.

•Applicants must receive approval from the Fire Department for any decorations or special effects proposed for the auditorium.

•**NOTHING** is to be hung on the walls or windows in the Auditorium or any room in Town Hall. **No** coverings are permitted on the windows in the Auditorium.

•Applicant must check with Fire Department on need for fire detail at applicant's expense. Applicant must check with Police Department on need for a police detail at applicant's expense.

•Anything to be plugged into an electrical outlet must receive approval from the Building Department.

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Please cancel event at least 48 hours in advance. If cancellation is not received within the requested time, a custodial fee of at least two hours will be charged and your security deposit will not be returned. Please contact the Town Manager's Office (781-721-7133) to cancel. A fee will be charged if cancellation does not occur 48 hours in advance.

When the Auditorium is rented, the rental fee paid covers use of that room only. No other rooms are to be used. Use of other rooms in the building is allowed with notification to the Town Manager's Office and an additional rental fee paid.

Chairs and very few rectangular tables are available for use. Additional tables need to be rented.
If a piano is requested, arrangements have to be made through Winchester High School Music Department at (781) 721-7020. Music director makes arrangements for delivery.

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

Name:_____ Date:_____

Please return completed form along with payment checks(room rental, security deposit and custodial fee deposit) to the Town Manager's Office, 71 Mt. Vernon Street, Winchester, MA 01890
Telephone: 781-721-7133; Fax: 781-756-0505

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