

Sanborn House Historical and Cultural Center Rental Application and Agreement

Renter: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Is this a Town or Non-profit organization? Yes: _____ No: _____

Town and Nonprofit organizations may qualify for a discount.

Type of Activity: Event _____ Meeting _____

Date(s) Requested: _____ Time In: _____ Time Out: _____

Expected Attendance: _____

Will Alcohol Be Served? _____

Rental Charges and Fees:

Event Rates:

September – June:

Weekday, Monday – Thursday: \$1,000

Weekend, Friday – Sunday: \$1500

July – August:

Weekday and Weekend: \$750

Meeting Rates:

Weekday Only: \$500

Administrative Fee Charged for All Rentals: 20% of total rental charges

Energy Surcharge (November 1st-April 30th): \$100

A \$250 non-refundable deposit is required for all rentals.

Rental Fees Include:

Exclusive use of the first floor of the Sanborn House and grounds

Access to catering kitchen, refrigerator and freezer space

Two historic bathrooms and one handicap accessible bathroom

Set up and use of 6 banquet tables, 5 card tables and 70 stylish wooden chairs

One hour of on-site planning time

Coordination of rental deliveries

House manager for duration of event

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Rules and Regulations:

1. No tape, nails, glue, pins or paint of any type may be used for decorating or any other purpose in the facility.
2. This is a “no smoking” facility. No smoking is allowed on the premises.
3. Only the furniture available for rental use may be moved. No furniture, artwork, fixtures, or equipment is to be removed from the walls or the building.
4. The fireplaces and candles of any kind may not be used.
5. Children under 18 must be supervised at all times.
6. Events are limited to the first floor; no guests are allowed on the upper floors.
7. As a town-owned building, events at Sanborn House must end by 11:00 PM on Fridays and Saturdays and by 10:00 PM Sundays through Thursdays.
8. Plans to serve alcoholic beverages must be approved by the Site Manager and are subject to local laws and regulations.
9. Professional caterers and bar servers are required to obtain permits from the Town.

Set up and Clean Up:

1. Access to the Sanborn House for the purposes of event set up will only be granted during the rental period.
2. Employees of the Sanborn House are not responsible for the placement of any rented furniture or equipment.
3. Rental spaces are to be left as found. Floors should be broom clean, and kitchen surfaces and sinks wiped down. All trash, food and recyclables are to be removed from premises.
4. Rented furniture and equipment is to be returned to the kitchen area for pickup during normal House hours.

The Sanborn House reserves the right to change any regulation at any time and without notice in order to preserve the health and safety of its occupants.

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Liability Statement:

By signing this rental agreement, the rental client agrees to assume the responsibility and legal liability for the above-described event and to abide by all rules and regulations. The renter agrees to indemnify, defend and hold harmless the Town of Winchester and the Winchester Historical Society and their officers, employees, and agents from any and all claims of action, liability, judgments, costs, and expenses, including attorney fees and claims for bodily injury or property damages that may arise out of or in connection with this agreement and its use. Any physical damage to the House during private rental is the sole responsibility of the client.

I certify that I have read and understood the rules and regulations and shall accept responsibility on behalf of myself and all event participants for any damage or theft sustained by the Sanborn House Historical and Cultural Center in the course of the event referenced above.

Signature: _____ Date: _____

Approved By: _____ Date: _____

Please contact Maureen Willis, Site Manager with any questions.

Phone: 781-721-0135

Email: manager@winchesterhistoricalsociety.org

We wish you a pleasant event and hope you enjoy your use of the Sanborn House!