



*Randolph Women's Club*  
*Jonathan Belcher House*  
*360 N. Main Street*  
*Randolph, MA 02368*

## Jonathan Belcher House Event Rental Application

The agreement by the Randolph Women's Club (RWC) for the rental of the Jonathan Belcher House located at 360 North Main Street in Randolph is made on \_\_\_\_\_ (date) with \_\_\_\_\_ (rentee). By signing this contract, you agree to adhere to all the rules as written herein.

The above noted rentee will be hosting a function at the Jonathan Belcher House (JBH) on the following day, date and time:

Day and Date: \_\_\_\_\_

Start and End Time: \_\_\_\_\_ Four hours, plus one hour to setup and one hour to cleanup (6 hours total). Please note that all rentals must end no later than 9:00 PM – this includes the one-hour cleanup.

1. Services: The rental of the JBH includes use of all the historic rooms on the first floor and furniture including chairs and tables. The function will run on the date and times noted above. The following rules must be adhered to at all times during the function:
  - a. No liquor: Beer and wine only
  - b. No more than 55 people per function. If capacity is exceeded, deposit will not be returned.
  - c. No smoking, no candles or open flames of any kind.
2. Payment and terms: Rental of the JBH for up to four hours will be \$325 plus \$100 refundable deposit to hold the date. The deposit will be returned to the rentee when a member of the RWC agrees that the JBH has been properly cleaned. The rental fee is due no later than two **WEEKS** before the day of the function.
3. Termination/Default: This agreement may be terminated by either party within 14 days of the function by written or verbal notice. If this were to occur, the rentee will be refunded all payments already made for the function.
4. Rentee should plan on bringing their own disposable dishes, cups, silverware, and napkins
5. Damage or loss to furnishings: Rentee agrees that furnishings contained within JBH are the property of RWC. Rentee also agrees to exercise all due care with all furnishings and items at the JBH for the duration of the function. Rentee shall remain responsible for all loss or damage to the furnishings while they are at the property, up to and including actual replacement value for each missing or damaged item.
6. **NO PLAY EQUIPMENT OF ANY KIND IS ALLOWED OUTSIDE OR INSIDE THE JBH**



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Please send completed contract and a \$100 deposit in the form of check or money order made payable to Randolph Women's Club to hold the date to and note final payment of \$325 is due no later than **TWO WEEKS BEFORE THE EVENT.**

Mail check to:            Randolph Women's Club  
                                 360 North Main Street  
                                 Randolph, MA 02368  
                                 Attn: Mrs. Janil Stephens, Rental Chair

Signatures:

You should read and understand this agreement. It is a legal and binding contract. By signing here, you are acknowledging that you have read and agreed to the terms stated herein.

Signatures: \_\_\_\_\_(Rentee)

Date: \_\_\_\_\_

Print Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home: \_\_\_\_\_

Approved by: \_\_\_\_\_Property Owner Representative



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## **RENTAL DOs and DON'Ts**

### **Dos**

Do sweep the floors in kitchen, dining room, and Marie Carr Room

Do wipe down counters in kitchen, stove and tables

Do bring garbage bags and paper towels

Do take out the garbage (kitchen and bathroom) and place in large garbage cans outside and close with lid

Do recycle plastic containers in blue recycle bin

Do turn off all lights

Do turn off all lights

Do turn off stove. Check to make sure all food is removed from oven

Do check and take all of your personal belongings. The JBH staff is not responsible for any belongings left behind

### **DON'Ts**

Do not nail anything on the walls

Do not put take on the walls

Do not leave any decorations in or outside of the house

Do not leave any food in the fridge