

Information for the Rental of the Beech Street Center



Please return the completed form along with the \$150 deposit/ basic custodial fee to:

Beech Street Center Function Coordinator, 266 Beech Street, Belmont, MA 02478. For any questions, please contact the Function Coordinator at (617) 993-2990. Email: nnivvogel@belmont-ma.gov Fax: (617) 993-2971

1. RESERVATIONS

- at least 30 days prior to requested event for approval.
- \$150 of custodial fees is due with your application.
- There is a mandatory trash fee of \$15 for any event where food is served
- No rental on Holidays

2. HOURS

- Monday thru Friday from 5:00 pm to 11:00 pm*
- Saturday and Sunday from noon to 11:00 pm*
- Additional hours may be available upon request
- **The rental time must include set-up and clean-up time**

3. ONE DAY ALCOHOL LICENSE

A one day liquor license application must be completed and proof of the alcohol liquor liability insurance must be provided to the Board of Selectmen's office 30 days prior to the event. Many caterers and bartenders carry the insurance. Please be sure to list the "Town of Belmont, 455 Concord Ave" as the insurance certificate holder, and *not* "The Beech Street Center". The renter must obtain a license even if there will be no sale of alcoholic beverages (i.e., an open bar). The Board of Selectmen must approve the completed application at their weekly/monthly meeting. Alcohol can only be served or consumed indoors. Alcohol license fees are:

- a) \$50.00 for beer and wine
- b) \$75.00 for all alcohol

Police detail is required depending on the number of people expected in any given room rented. The rental coordinator will determine whether the renter is required to order detail at time of booking. There will be an additional fee for police detail, payable to the Belmont Police Department.

4. FOOD REQUIREMENTS

The Town's Board of Health must be notified of food/catering arrangements for the event. Once the application is completed the renter is responsible for calling the **Board of Health at 617 993 2720** or by coming in person to the office, located at the Homer Building in the Town Hall Complex. The Beech Street Center reserves the right to cancel the event if renter does not contact Board of Health at least 3 weeks prior to the event.

5. EQUIPMENT

- Podium and microphone (\$30.00) Please note that sound amplification is not available for use of just the small section of the MP room.
- Overhead projector and screen (\$20.00)
- Tables and chairs are available. No furniture or equipment other than what is already available at the Beech Street Center is to be used without prior approval.
- Tablecloths, silverware, china, and glassware are NOT provided by the Town.

6. CUSTODIAL FEES

We ask that renters schedule an appointment with their assigned custodian 2 weeks prior to an event to discuss set up. There is a minimum 4-hour custodial fee for any rental. Should the rental exceed its allotted rental time, custodial fees will be assessed at a rate of \$50/hour following the event,

regardless of day of rental. For events of over 120 people when food is served 2 custodians are assigned. Therefore, renter should be prepared to pay double the custodial rate.

*The one day liquor license expires at 10 pm

7. PAYMENTS

\$150 deposit	Due when paperwork for reservation is completed
\$50 balloon deposit	Due at time of booking if renter wants to have balloons at event
Balance due	14 days prior to the event date

Payments may be in the form of a **bank or personal check**, payable to the Town of Belmont.

8. CANCELLATION FEE

A cancellation fee of \$100.00 is applied to all events held at the Beech Street Center. Advance notice is to be given to the Beech Street Center by calling 617-993-2990. In addition, **written notice of cancellation must be received** with refunds issued as follows:

Full refund, less \$100 fee	Written notice received at least 21 days prior to event
50% refund, less \$100 fee	Written notice received no less than 14 days prior to event
No refund	Cancellations made less than 14 days prior to event

Please note that it is the responsibility of the applicant to make sure all invitees/users are notified of the cancellation.

9. OTHER

- a) Room rental rates are detailed below.
- b) Parking for 63 cars in the Beech Street Center lot, with additional off-site spaces available.
- c) No smoking is allowed in the Beech Street Center.
- e) Only licensed caterers will be permitted to use the kitchen. Town-based non-profits which frequently use the Center may apply for limited kitchen use.
- f) Children are to be supervised at all times. The renter must assign an adult to supervise each group of 10 children.
- g) If balloons or flammable objects are used that have not been discussed with the function coordinator there will be a \$200 fine imposed for this infraction
- h) Rental party and guests must behave in such a manner as to not unduly disturb abutters and neighbors of the BSC before, during and after the event. It is understood that the renter is responsible for the behavior of guests and that evidence of a breach in that responsibility may jeopardize the renter’s ability to rent space at the BSC in the future.

Beech Street Center Room Rental Rates

	Class 1	Class 2	Class 3
	Town-based non-profit or charitable organizations	Private Belmont Residents	Non-Belmont private and non-profit organizations
1 st Floor: Multi – Small	\$120	\$180	\$305
1 st Floor: Multi – Large	\$245	\$485	\$725
1 st Floor: Multi – Entire	\$365	\$665	\$1,030
1 st Floor: Kitchen	\$ 100	\$120	\$245
2 nd Floor: Classroom A	\$ 60	\$120	\$245
2 nd Floor: Classroom B	\$ 60	\$120	\$245
2 nd Floor: Conference Room	\$ 60	\$120	\$245

Custodial fee (4 hr minimum)*

Mon – Sat	\$150 (\$37.50/hr)	\$150 (\$37.50/hr)	\$150 (\$37.50/hr)
Sunday	\$200 (\$50/hr)	\$200 (\$50/hr)	\$200 (\$50/hr)

* After 4 hours, additional charge will be added by 1 hour increments.

Application form for Rental of the Beech Street Center

By signing below, I hereby agree to abide by all of the Policies and Conditions of Use for the Beech Street Center, and all of the laws and bylaws of the Commonwealth of Massachusetts and the Town of Belmont.

Applicant's signature: _____ Date: _____

Approval of reservations is granted with the understanding that the Town of Belmont, its employees or agents shall not be responsible for injuries sustained on the premises or adjacent grounds. Approval of reservation is granted with the understanding that the Applicant shall reimburse the Town of Belmont for any property damage.

CONTACT INFORMATION

Organization/Individual: _____

_____ Person in charge of event: _____

Mailing Address _____

Telephone: _____ E-mail Address: _____

Classification of Renter: _____

EVENT INFORMATION

Date of event: _____ Room Requested: _____

Start Time (include set up) _____ AM PM End Time _____ AM PM

If using large part of MP Room will platform be used? Yes__ No__ If yes, for what purpose? Please describe. _____

Type and purpose of event: _____

Will admission be charged? Yes _____ No _____

Estimated number of attendees: _____

Furniture/Equipment needs:* Tables: Round (seat 6) _____ Rectangular (seat 6) _____

Chairs: With arms _____ Without arms _____

Podium and microphone (at \$30 additional charge) Yes _____ No _____

Overhead projector and screen (at \$20 additional charge) Yes _____ No _____

* Please note that tablecloths, silverware, china, and glassware are NOT provided by the Town.

Will refreshments be served? Yes _____ No _____ (If refreshments are served a food permit is required.)

Will food be catered? Yes _____ No _____

Will kitchen be used? Yes _____ No _____ (Only licensed caterers will be permitted to use the kitchen.)

Will alcohol be served? Yes _____ No _____

Will lit candles be used? Yes _____ No _____

Will balloons be used? Yes__ No__ (If "yes" a balloon damage deposit will be charged of \$50). This deposit will be returned if balloons do not escape into the high ceiling and coil around fans.

Please provide caterer's contact information: _____