



FITCHBURG

Massachusetts

O'Neill Hall Rental Agreement

In an effort to deliver services in an efficient manner that maintains the facility, all requests to use the center must be made in writing and the following rental agreement must be completed. Please see separate fee schedule regarding the maintenance and usage fees. The completion of this form does not guarantee rental. All permits are subject to the approval by the COA Board, dependent upon compliance with regulations and/or suitability for premises. If you have any questions please contact the Fitchburg Senior Center (978) 829-1790.

Applicant's Name _____

Organizations (if any) _____

Address: _____

Day Phone () _____ Evening Phone () _____

Email _____

Name of Event _____ Date of Function _____

Type of Event: _____

Time: Start _____ End _____

Number Attending: Min _____ Max _____

Type of entertainment _____

Details about physical set-up plan (Include number of tables, chairs, and if possible a map on how to arrange them) _____

Hall Rental Items:**Fees:**

- | | | |
|---------------|--|-------|
| ▪ Hall Rental | \$500.00 | _____ |
| ▪ Other Rooms | Varied
(Please speak to the Director) | _____ |
| ▪ Kitchen Use | \$100.00 | _____ |

Name of Caterer _____

It must be an approved licensed caterer, determined by the Executive Director
Kitchen use will be at the discretion of the COA Board and will require training in the use of
equipment, prior to event, or proof of experience in use of commercial kitchen appliances.

List of special equipment needed: i.e. coffeemaker, pots, pans, utensils, etc.

- | | | |
|------------------|--|-------|
| ▪ Bar Use | \$50.00 | _____ |
| ▪ Liquor License | \$100.00
(Check made out to Fitchburg Lions Club) | _____ |

Rental Fees Total: _____

Notes:

Signature: _____ **Date:** _____

I agree to and understand all of the rules and regulations mentioned in the application.

The next page summarizes the fees charged for use of the facilities.

Payment is expected to be submitted with a completed application. Thank you.

Fitchburg Senior Center Facilities Rental Application Fees

- Hall Rental: \$500.00
(Reservation is unconfirmed until deposit is received)
- Use of Kitchen and Equipment: \$100.00
(Please read conditions of kitchen usage in the Regulations)
- Damages/Clean-Up Fee: \$100.00
(Damage costs may be charged to the renter if excessive damages occur during function.)
- Bar use fee if applicable to your event: \$100.00 permit, \$50.00 fee

Special Arrangements and Regulations

1. No smoking/open flames of any kind. No fog machines permitted.
2. No beverages of any kind are to be brought into the Fitchburg Senior Center. (No alcohol, soda, punch, water, etc., there is a coffee urn that can be used but you must supply your own materials) Soda, water and juice may be purchased at the bar.
3. If you wish to decorate the hall prior to your function, this will be arranged with the Director of the COA on a Time Available Basis. No decorations of any kind are to be hung from/on the sprinklers. Absolutely no tape is to be used on the walls. No helium balloons are allowed in the function hall area. Please make arrangements to have all decorations removed at the end of your function. The Fitchburg Senior Center will not be responsible for any items lost or left on the premises prior to, during, or after your function.
4. Person using the hall will be responsible for maintaining order at their function and for any damages incurred.
5. Any liquor or beverages to be raffled must be checked in with the bartender.
6. No beverages may be opened in the function hall.

All permits are subject to approval by the COA, dependant upon compliance with regulations and/or suitability of event for premises.