

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: _____
(Please be prepared to show documentation)

Type of Activity: Event _____ Meeting _____

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

Expected Attendance: _____

Will Alcohol Be Served? _____

Fees:

Event Rates:

Non-Winchester Resident: \$175/hour
Resident: \$125/hour
Nonprofit/Town Business: \$125/hour

Minimum Event Rental: 4 hours

Meeting Rates:

Non-Winchester Resident: \$100/hour
Resident: \$75/hour
Nonprofit/Town Business: \$75/hour

Minimum Meeting Rental: 2 hours

Custodial Fee: \$75/rental

Energy Surcharge (November 1st-April 30th): \$20/hour

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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 of any products is allowed on the premises.
3. Only the furniture available for rental use may be moved. No furniture, fixtures, or equipment is to be removed from the building.
4. Artwork will not be touched.
5. The fireplaces are not to be used.
6. Any use of candles must be approved by the Site Manager.
7. Children under 18 must be supervised at all times.
8. Events are limited to the first floor and no guests are allowed on the upper floors during private rentals.
9. Alcoholic beverages are only allowed under the following guidelines:
 - a. The serving of alcohol is handled by an insured professional who can present a Certificate of Liability.
 - b. A one-day liquor license is filed with and approved by the Town of Winchester. Please allow two weeks before your rental date for processing.
 - c. On days of when school is in session, alcohol consumption is only allowed at least one hour after school ends.
10. The serving of any food items must be approved by the Town of Winchester Health Department and, if necessary, a Catering Permit must be issued.
11. The parking lot is shared with Ambrose School and on occasion parking may be limited. Additional street parking on High Street may be available and is to be utilized when the Carriage House lot is at capacity.
12. 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.

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13. The Sanborn House reserves the right to adjust any regulations where the health and safety of any event participant is affected before, during, or after the event.

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. Failure to comply with any or all of the above stated rules will result in the withholding of the security deposit. 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 Margen Kelsey, Site Manager, with any questions.
781-721-0135 (office)
781-454-9663 (cell)
manager@winchesterhistoricalsociety.org

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