

SANBORN HOUSE HISTORICAL AND CULTURAL CENTER
GUIDELINES for CATERERS AND FOOD/BEVERAGE SERVICE

We welcome caterers to the Sanborn House. Below is a list of considerations for the rental client/ caterer to have on hand for any private rental.

Available for use at the Sanborn House

Appliances	1	Electric Stove and Oven
	1	Sink
	1	Refrigerator
	1	Microwave Oven
Furniture onsite		
	6	6' Rectangular tables (72"x30")
	4	5' Rectangular tables (60"x30")
	1	4' Rectangular table (48"x30")
	4	31" Square wooden card tables
	8	36" Round tables w/ adjustable heights of 30" or 36"
	50	Wooden folding chairs

Furniture may be setup by the renter and used anywhere on the first floor, including the veranda with the following conditions:

- *Please do not place any furniture outside until day of event setup*
- *No items should be left outside after the event*
- *Please do not place any furniture on the stairs or landings*

Please note that no glassware, dishware, silverware or linens are available for use. We recommend that these items and additional furniture be rented through Peterson's Party Rentals or another rental company.

Rented Items

The delivery of rental items will only be accepted during normal operating hours, Tuesdays and Thursdays between 10am and 2pm. **Sanborn House staff members are not allowed to set up rental equipment.** Rented items will be stored in the kitchen, to be setup by the caterer or rental party. **All rented items are to be returned to the kitchen after the event.**

For Catered Events:

All Caterers must carry a minimum of \$1,000,000 General Liability and Worker’s Compensation insurance, and are required to secure a permit from the Town of Winchester Health Department prior to the event.

Serving of Alcohol:

Any alcohol served must be provided by the renter, (BYOB is not permitted), and a permit must be obtained from the Town of Winchester. This is at minimum a two-week process. A minimum of \$1,000,000 in liability insurance is required. Profession Bar Services must have adequate Liquor Liability, and Workman’s Compensation, a permit from the Town of Winchester is also required.

Fire Safety:

The use of flame candles and/or house fireplaces is not allowed. If a grill is to be used in food preparation, the Winchester Historical Society must approve its placement ahead of time.

The entrance to the ADA-compliant bathroom (next to side door) should remain free of obstacles.

Cleanup:

The kitchen must be left in the same condition in which it was found, with counters wiped and floor swept. All trash, including recyclables, must be removed from the kitchen, entertaining areas, and bathrooms immediately following the event.

All renters are required to complete a final walk-through with the House Sitter on duty before leaving the premises at the end of the event.

By signing this list of guidelines, you acknowledge adherence to the above rules and regulations. Please return a signed copy to the Winchester Historical Society.

Signature

Date

Site Manager
781-721-0135
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