

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: _____

Town and Nonprofit organizations may qualify for a discount.

Type of Activity: Event _____ Meeting _____

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

Expected Attendance: _____

Will Alcohol Be Served? _____

Rental Charges and Fees:

Event Rates:

September – June:	Weekday, Monday – Thursday: \$1200
	Weekend, Friday – Sunday: \$1800
July – August:	Weekday and Weekend: \$900

Meeting Rates:

All Year	Week day only \$600
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**A \$250 non-refundable deposit is required for all rentals to reserve a date on our calendar.
Please include deposit upon return of this contract.**

Rental Fee Includes:

Exclusive use of the first floor of the Sanborn House and grounds
Access to catering kitchen, stove, microwave, refrigerator and freezer space
Two historic bathrooms and one handicap accessible bathroom
Use of 10 banquet tables, 4 card tables, 8 round tables (36”), and 50 wooden chairs
One hour of on-site planning time
Coordination of rental deliveries
House manager for duration of event

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Rules and Regulations:

1. Please do not use tape, nails, glue, pins, or paint of any type for decorating or any other purpose in the facility.
2. This is a “*no smoking*” facility. Please do not smoke in the building or outside on the premises.
3. Only the furniture available for rental use may be moved. No furniture, artwork, fixtures, or equipment is to be removed from the walls or the building.
4. The fireplaces and candles, of any kind, may not be used. LED candles are welcome.
5. Children under 18 must be supervised at all times.
6. Events are limited to the first floor; please do not allow your guests on the upper floors.
7. WHS volunteers and house sitters are not responsible for the placement of any rented furniture or equipment.
8. Events at Sanborn House must end by 11:00 PM on Fridays and Saturdays and by 10:00 PM Sundays through Thursdays. The Sanborn House is owned by the Town of Winchester. This is a Town of Winchester requirement that cannot be changed or negotiated.
9. Plans to serve alcoholic beverages must be approved by the Site Manager and are subject to town laws and regulations. Approved Town of Winchester liquor and Board of Health food permits must be given to the Sanborn House site manager two weeks prior to your event. (which means you must file your applications for the food and alcohol permits at least one month prior to your event date as it takes the town at minimum 2 weeks to process your request.
10. Professional caterers and bar servers are required to obtain appropriate permits from the Town.

Set up and Clean Up:

1. Access to the Sanborn House for the purposes of event set up will only be granted during the rental period stated on the contract.
2. Rental spaces are to be left as found. Floors should be broom clean, and kitchen surfaces and sinks wiped down. All trash, food and recyclables are to be removed from premises upon the end of your event that day/night. Coordinate with your caterer to do the clean up for you. If they do not, it is your responsibility to remove all trash, food, recyclables.
3. Rented furniture and equipment is to be returned to the kitchen area for pickup during House “open” hours, which are currently Tuesdays and Thursdays from 10am – 2pm.

The Sanborn House reserves the right to change any regulation at any time and without notice in order to preserve the health and safety of its occupants.

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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. Any physical damage to the House during private rental is the sole responsibility of the client.

I certify that I have read, understood, and will abide by all 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: _____
Renter

Approved By: _____ Date: _____
Site Manager

Please contact the Site Manager with any questions

Phone: 781-721-0135

Email: manager@winchesterhistoricalsociety.org

Please make all checks payable to:

Winchester Historical Society

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