

The 204 Cultural Arts Municipal Building

204 SISSON RD., HARWICH, MA 02645 | (774) 212-3482 | kmewhinney@town.harwich.ma.us

APPLICATION FOR EVENT USE

Applicant _____

Organization _____

Phone _____ Email _____

Mailing Address _____

1. Space: Library-Allen Harbor Meeting Room Auditorium Green Room
 Cafeteria-Saquatucket Harbor Meeting Room Monomoy Creative Suite Front Lawn
 Rear Lawn Courtyard Rear Lawn Saquatucket Lounge Creative Lounge

2. Purpose of Use: _____

3. Date(s) & Day(s) of the Week _____

4. Event Fees: Booked at **\$100 per hour with an additional \$45/hr labor fee for evenings and weekends.**

included in fee is set-up and clean-up in your booking time. Fee is charged based on event times.

Preparation/Clean-up Time From _____ a.m. / p.m. To _____ a.m. / p.m.

Time of Event From _____ a.m. / p.m. To _____ a.m. / p.m.

5. Approximate Number to Attend _____

6. Crowd Manager: NO YES If YES, name of crowd manager: _____

7. Admission Fee: NO YES If YES, price: Adult \$ _____ Child \$ _____

Is there an online ticket website available? _____

8. Will you have entertainment? If so, who? _____

9. Does this organization carry liability insurance? NO YES

If yes, please attach Certificate of Insurance and indicate amount YES

10. Is a Police Detail required for this event? NO YES

11. Are you aware of our non-smoking / no alcohol policies? NO YES

12. Will you have a clean-up / set-up crew? (Required**) NO YES

13. Does this organization grant permission to put this event on our Facebook page, website, once a month digital newsletter, and/or Harwich Channel 18 Community Journal? NO YES

If **YES**, please email a brief but complete description of the event, pricing, contact information, and a one digital image to: **kmewhinney@harwich-ma.us** Descriptions are due on the 15th of the month prior to the event for monthly inclusion.

YOU MUST CONFIRM ARRIVAL TIME AND SETUP 7 BUSINESS DAYS PRIOR TO THE EVENT RENTAL

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RENTAL AGREEMENT

Applicant must have read and will follow The 204 Cultural Arts Municipal Building use policy.

Rental application MUST be presented with payment by check or credit card.

All renters take full responsibility for the entire facility.

The building MUST be cleaned and vacated by designated time.

All renters MUST have 2 contact persons.

Renters MUST leave the facility as they find it both clean and in order both inside and outside.

Renter is responsible for set-up and breakdown of the room rented.

A Town of Harwich staff person MUST be present at the event.

Certificate of Liability MUST accompany the fee/payment.

No smoking is permitted on the premises.

No overnight parking is permitted.

The applicant is responsible for all damages.

The Town of Harwich will not be responsible for any sudden or unforeseen malfunctions of equipment.

The Town of Harwich is not liable for damages to the applicants and/or their guests including consequential and incidental damages that might result from a malfunction of equipment.

The renter will not hold the Town of Harwich responsible for any and all lawsuits for damages caused by the use of the premises of the applicant.

All charges must be confirmed 7 business days prior to the event. A \$50 administrative fee will be charged in the event is canceled with less than 7 business days notice.

Upon acceptance of this application, the applicant will be granted permission for use of the facility for the sole purpose and times set forth and agreed to unless otherwise stipulated.

Final Payment is due 7 business days prior to the event.

All rates are subject to change at the discretion of the Town of Harwich, and agreed upon by the applicant.

This agreement is license only, and can be terminated at will by the Town of Harwich or its representatives.

I (we) the undersigned do forever release, acquit, discharge, and covenant to hold harmless the Town of Harwich, a municipal corporation of the Commonwealth of Massachusetts, and its successors, departments, officers, employees, servants and agents (i.e. its representatives), of any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which may arise out of the use of the 204 Cultural Arts Municipal Building by me (us) the organization I represent, now or hereafter; FURTHERMORE, I hereby agree to protect the Town of Harwich and its representatives against any claim for damages, compensation or otherwise growing out of or resulting from injury in connection with my (our) organization's use of the 204 Cultural Arts Municipal Building for the activity(ies) during the period(s) under this agreement, and to INDEMNIFY, reimburse or make good to the Town of Harwich or its representatives any loss or damage or costs, including attorneys' fees, the Town of Harwich or its representatives may have to pay if any litigation arises from the activity(ies) during the period(s) under this agreement.

Signature #1: _____ **Date:** _____

Contact Person #1: _____ **Phone:** _____

Signature #2: _____ **Date:** _____

Contact Person #2: _____ **Phone:** _____