



MUSEUMS *on the* GREEN

falmouth historical society

P.O. Box 174 Falmouth, Ma. 02541 (508) 548-4857 info@museumsonthegreen.org

EVENT RENTAL CONTRACT

Contact Information

Name: _____

Phone Number: _____ Email _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Event Information

Type of event:

Wedding Rehearsal Dinner Shower Private Party Memorial Other _____

Date of Event: _____ **Number of Guests:** _____

Areas of Use:

Cultural Center \$250 an hour

Rental includes main room, kitchen, bathrooms and deck.

Excludes interiors of Wicks House, Hallett Barn, and Conant House

Please note: During MOG regular business hours of Mon-Sat 10-3, the bathrooms are open to the public

Outdoor Space \$150 an hour

Rental includes Gazebo and immediately adjacent lawn area for private use

Excludes interiors of Wicks House, Hallett Barn, and Conant House

Full Rental \$400 an hour

Rental includes use of Cultural Center and Outdoor Space

Excludes interiors of Wicks House, Hallett Barn, and Conant House

Please note: During MOG regular business hours of Mon-Sat 10-3, the bathrooms are open to the public

MOG adheres to all Massachusetts State Mandates at the time of rental

Capacity

The maximum number of guests for the Cultural Center:
40 guests for a sit-down dinner event/ 75 guests for a cocktail style event

With a Full Rental, if the indoor capacity exceeds the guest limit, a tent can be placed near the deck steps of the Cultural Center. Museums on the Green does not provide the tent, but a tent can be rented from an approved tent rental company. The renter is also responsible to obtain all tent permits required by the Town of Falmouth. The maximum capacity with a tent is 100.

Insurance Requirements

The Renter is required to carry a General Liability Insurance, naming “Falmouth Historical Society Inc.” as an “additional insured,” for at least \$1,000,000 per rental. These policies are budget friendly and can be obtained for duration of event (e.g., wedsafe.com or kandkinsurance.com). MOG must have certificate 30 days prior to event.

The Renter is required to carry a Liquor Liability Insurance, naming “Falmouth Historical Society Inc.” as an “additional insured,” for at least \$1,000,000 per rental. Host liquor liability must be included in the insurance coverage. As host of the event, Renter assumes all liquor liability. MOG must have certificate 30 days prior to event.

Renter agrees to assume liability for all personal injury and property damage resulting directly or indirectly from Renter’s use of the premises. The Renter further agrees to hold MOG and its agents and employees harmless from all liability, claims, costs, or assessments arising directly or indirectly out of Renter’s use of the premises.

MOG assumes no responsibility and expressly disclaims any liability or responsibility for damage to personal property belonging to Renter, vendors, guests or employees in or on the premises for injury to person invited to the premises or employed by Renter or Renter’s vendors for any purpose whatsoever. Renter hereby agrees to be responsible for, and reimburse MOG for any loss or damage to its buildings, their contents, equipment, or grounds, by Renter, guests, employees, vendors, and those employed by vendors.

General Terms of Use - Rules and Regulations

Smoking is **never** permitted inside building or on MOG grounds. Failure to adhere to the MOG No Smoking Policy will result in the forfeiture of security deposit. Candles/flames are also prohibited in buildings and grounds of campus. Failure to conform to these terms will result in the forfeiture of the security deposit.

The serving of alcoholic beverages must conform to Massachusetts state regulations. **A TIPS certified bartender must serve the alcoholic beverages.** You are required to hire one of our preferred bar vendors. Kegs, self-service bars, purchasing your own alcohol for sale, and the sale of alcoholic beverages are not permitted. **Absolutely no service to minors.** Renters assume all liquor liability. (See also Insurance Section.) Failure to conform to these terms will result in the forfeiture of the security deposit.

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Continued: General Terms of Use - Rules and Regulations

In consideration of area residents, sound amplification equipment, music and the liquor service is not permitted after 8:30 p.m. All guests must depart by 9:00 p.m., allowing the caterer and vendors to clean up by 9:30 p.m. The building and grounds must be vacated by 9:30 p.m. Failure to adhere to these rules, or to comply with a request of the MOG Representative regarding any of these terms will result in the forfeiture of the security deposit.

Nails, staples or tape may not be used on walls or woodwork. Decorations cannot be hung from any light fixtures. Any destruction of MOG property will result in the forfeiture of the security deposit.

All property of the Renters and Renter's guest must be removed from the building and grounds by the end of the event. Failure to comply may result in the forfeiture of security deposit.

A caterer must be approved by the Event Administrator. If a caterer has not worked at MOG within the past 12 months, he or she must meet with the Event Administrator. Caterers are required to follow the catering guidelines established by MOG. Caterers must stay through the end of the event, remove all trash, remove all equipment, and leave the premises as found. At the conclusion of the cleanup, the caterer must do a final walk-through with the MOG House Manager at the event.

Renter is to contact the Event Administrator to arrange a walk-through and review of final details of event during regular MOG business hours of 10 - 3 Monday through Friday. The walk-through should include representatives of MOG, the caterer, and the Renter. The suggested date for the walk-through and review is within 7 to 10 days prior to the event.

The Renter is responsible for the actions of all the vendors engaged on Renter's behalf. For the protection of Renter and the protection of MOG, the Event Administrator must approve all vendors.

MOG reserves the right, at its discretion to remove from the property any persons not adhering to the Rules and Regulations or any persons who appear disruptive or disorderly. Renter agrees to actively assist the MOG Representative in any such removal.

MOG reserves the right at its sole discretion to review all proposed uses of MOG premises and to deny any uses that are deemed inappropriate.

Parking

There are approximately 20 parking spaces in the lot off Katharine Lee Bates Road and 6-8 spaces in the lot in front of the Hallett Barn. MOG does not guarantee exclusive use of those lots; it is Renter's responsibility to limit use of those lots to Renter's guests. If there is a reasonable expectation that the number of cars brought by Renter's guests will exceed the capacity of those lots, it is Renter's responsibility and obligation to make arrangements for additional parking spaces or alternative transportation, and not to impose upon neighbors of MOG.

MOG adheres to all Massachusetts State Mandates at the time of rental



Fees, Payments and Cancellation

Renters and Guests should be in the building or on the grounds only during event times.

Hours of Use:

Set Up Start Time: _____ Event Start Time: _____

Event End Time _____ Takedown End Time: _____

The agreed-upon Rental Fee: \$_____ per hour for _____ total hours
Set-up time and breakdown time must be include in rental time.

Sustainer or Benefactor Membership 10% discount: \$_____

Total Event Fee: \$ _____

Payment Schedule

25% deposit is due on signing of contract. Amount: _____ Date: _____

Balance is due 60 days prior to the event. Amount: _____ Date: _____

Security Deposit

A Security Deposit of **\$500.00** is due by _____ 60 days prior to the event.
Unless forfeited in whole or in part, the Security Deposit will be refunded to Renter within 7 days after the event.

Cancellation

Notification of cancellation is required in writing and delivered to MOG by certified mail or hand delivery to the Event Administrator or Executive Director. In the event of a cancellation, all payments then received, may be retained by MOG except for the Security Deposit, which shall be refunded. Should MOG rebook the date with a comparable rental, an amount equal to one-half of all payments received prior to the cancellation, shall be refunded within 7 days after the comparable rental occurs.

Any refunds will be made to the person who made the payment(s) or otherwise directed by that person in writing.

RENTER

By: _____ Date: _____

Print Name: _____

MOG Event Coordinator: _____ Date: _____

MOG adheres to all Massachusetts State Mandates at the time of rental



LIST OF VENDORS

Addendum A

Name: _____

Date of Event: _____

Name of Event: _____

Caterer _____

Contact: _____ Tel. _____ email _____

Rentals (tent, chairs, tables, etc.): _____

Contact: _____ Tel. _____ email _____

Bar & Bartender _____

Contact: _____ Tel. _____ email _____

Flowers _____

Contact: _____ Tel. _____ email _____

Music _____

Contact: _____ Tel. _____ email _____

Other _____

Contact: _____ Tel. _____ email _____

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