



Private/One-Time Event Rental Agreement

This document is a rental agreement between Spontaneous Celebrations (SC) located at 45 Danforth St., Jamaica Plain, MA and:

First and Last Name: _____
Organization (if applicable): _____
E-mail: _____
Phone: _____
Address: _____
Website: _____

Pricing:

The rental fee for private or one-time events such as meetings, social gatherings, and fund raisers is \$65 an hour Sunday-Thursday or Friday/Saturday daytime. On Friday and Saturday nights (4pm+), there is a minimum \$500 charge for 3 hours and \$30 for each additional hour.

- **Security Deposit:** A \$200 booking, cleaning and security deposit will be required. This will save your spot on the calendar and will be returned to you if the building is left in the same condition it was found and there are no complaints from neighbors (see full checklist on last page). The balance will be required by 2 weeks before the event.
- **Cleaning Fee:** If you would like us to do the cleaning for you, we charge \$200.
- **Licenses and Alcohol:** Entertainment licenses are included in the Friday and Saturday fee listed above, otherwise it's an additional \$50 fee. To serve alcohol at an event is an additional \$225 fee which includes a one-time alcohol license (\$75) and 4 hours of licensed and insured bartending. Additional bartending hours may be purchased at \$40 an hour.

Rental Details

Event Name: _____
Event Date: _____
Number of guests: _____
Set-up arrival time: _____
Event start time: _____
Event end time: _____
Clean-up end time: _____
Total rental time: _____



Set up and clean-up is included in the rental time. Set up and clean up that exceeds the rental time may result in additional rental charges.

Friday or Saturday night after 4pm (minimum \$500 charge for 3 hours and \$30 for each additional hour; \$60/hour otherwise):

- Yes
- No

Rental time cost:

Entertainment License Required (\$50, unless Friday/Saturday night):

- Yes
- No or Friday/Saturday night rental, in which case, already included in price

Entertainment License cost:

Alcohol License Required (\$225):

- Yes
- No

Alcohol License cost:

More than 4 hours of bartending required (\$40/hour):

- Yes, additional ___ hours
- No

Additional bartending hours cost:

Cleaning service requested (\$200):

- Yes
- No

Cleaning service cost:

Security deposit due today: \$200.00

- Yes
- No

Balance due 14 days before event (sum of boxes above):



Additional details:

Use of kitchen required:

- Yes
- No

Special needs or considerations: _____

Terms and Conditions

Security Deposit, Reservation, Payment, and Cancellation Policies:

To hold a reservation, a \$200 deposit must be made online. This money will not be returned if the clean-up is not done to the satisfaction of the SC event supervisor or if there are any complaints from neighbors reported to SC; **see full deposit return check-list on the last page**. Note, if you do not want to clean up yourself (and get \$200 back) SC can do the clean-up for a \$200 fee.

Full payment of any balance due is required to be paid online at least 14 days before the event. If full payment is not received by 14 days prior to the event, SC reserves the right to cancel the event and retain the deposit.

Requirements concerning alcohol and tobacco:

1. If renter wishes to serve beer and/or wine at the event, a special one-time alcohol permit will be obtained from Boston City Hall. The renter must pay \$75 for Spontaneous Celebrations to obtain this permit from the city.
2. Only beer and wine may be served under the one-time alcohol permit. Absolutely no hard liquor.
3. Our insurance requires that the renter hire a licensed and insured bartending service. Our event management partner charges \$40/hour per server.
4. No drinking or congregating outside the building permitted.
5. No smoking permitted inside the building.

Music, theatre, and entertainment:

1. The volume of music or any entertainment or crowd volume must be adjusted to the satisfaction of the SC supervisor, upon request of that person.
2. No amplified music may be played after 11pm.
3. No sub-woofers are allowed.

Noise and disturbance:

No renter or guest may create excessive noise or disturbance in or around the building. If this happens, or if any violation of law occurs, the SC supervisor may stop the event, and all persons will be required to leave the building, and the security deposit will be forfeited.



Teen parties:

Parties for teenagers require an eight to one (8:1) ratio of adults to teens. The parents and other adults are responsible for the behavior of the guests. SC has the right to require pat downs, police details, extra security, etc, to ensure that a peaceful event takes place. All attendees and adult chaperones must be on a guest list provided 1 week prior to the event.

Publicity:

The renters are responsible for their own publicity. The name of Spontaneous Celebrations and its phone number or website may not be publicized without the approval of SC. The renter will pay all legal fines for illegal posting of handbills.

Liability:

The renter agrees to hold Spontaneous Celebrations harmless for any loss incurred by the renter or any person occupying pursuant to the renter's consent and indemnify Spontaneous Celebrations from any claim brought by any person occupying Spontaneous Celebrations' building with or without renters' consent.

Renter's Name: _____

Renter's Signature: _____

Date: _____

SC Representative's Name and Title: _____

SC Representative's Signature: _____

Date: _____



Checklist to get your deposit back

Rules:

- Do not disturb our neighbors.
 - If your event results in a police visit due to disturbance, you will not get your deposit back
 - No loitering on the streets.
 - If you or your guests leave litter on the street or our parking lot, you will not get your deposit back
 - If we have any noise complaints from neighbors due to excessive noise after 11pm (including from the parking lot) you will not get your deposit back.
- NO SMOKING in the building. If building smells of any kind of smoke product, you will not get your deposit back
- No fireworks or firecrackers
- Do not transport equipment in the elevator; it is for HUMAN use only
- When your event is done:
 - Remove any equipment you brought
 - Put everything back in its place
 - Close all windows
 - Turn off all the lights
 - Set the alarm on the way out. The doors must be closed when setting the alarm.

Cleaning Standards:

- Empty refrigerators and take out all food trash to the dumpster in the lot across the street
- Refill the garbage bins with bags (found in supply closet, in the printer room on 1st floor)
- Wipe up all surfaces (including mopping the floor), leaving nothing sticky on floors, counters, or tables
- Place recycling in the recycling bins outside of the back door
- Leave the bathrooms in a decent condition (e.g. no toilet paper rolls inside the toilets, flush all toilets, no paper towels on the floor)
- Do NOT use tape on floors or walls