



## Haven House Rental Form

Office Use Only:  
House Payment: \_\_\_\_\_  
 Security Deposit Received  
Date Received: \_\_\_\_\_

DAY & DATE OF EVENT \_\_\_\_\_

NAME OF RENTER OR ORGANIZATION (please print) \_\_\_\_\_

# OF PEOPLE \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

EMAIL \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_

**\*\*\*INDICATE THE EXACT HOURS YOU WANT TO RENT THE FACILITY FOR,  
INCLUDING YOUR SET UP AND CLEAN-UP TIME:**

RENTAL TIME\* FROM \_\_\_\_\_ TO \_\_\_\_\_ ACTUAL TIME OF EVENT \_\_\_\_\_ TO \_\_\_\_\_

\*Please note: There is no early entry and no late departure. Event must be cleaned up and building vacated by end of rental time (11 p.m. latest) or security deposit will be forfeited \_\_\_\_ (initial).

NAME OF CATERER: \_\_\_\_\_

NAME OF BAR SERVICE: \_\_\_\_\_

### HOUSE RENTAL FEE:

**Monday through Thursday (except Monday Holidays):**

Before 5:00 p.m. = \$60 / hour; After 5:00 p.m. = \$75 / hour

**Monday Holidays and Friday/Saturday/Sunday**

6 hours (includes your **set-up** and **clean-up** time within the 6 hours) = \$550; \$100 per each additional hour

- SECURITY DEPOSIT of \$200 (will be refunded within two weeks of your event). In the event that you cancel, damage anything, leave excessively dirty anything in the house or go over rental time, your security deposit will be forfeited \_\_\_\_ (initial).

**Rental will be booked upon receipt of security deposit and all rental forms.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** For house rentals, please advise whether you will need access to the available handicap elevator by circling Yes or No.      **YES**      **NO**

**DEDHAM COMMUNITY ASSOCIATION, INC.**  
671 HIGH STREET, DEDHAM, MA 02026  
Tel: 781-329-5740 Fax: 781-329-4939  
[www.dedhamcommunityhouse.org](http://www.dedhamcommunityhouse.org)



## DCH RENTAL REGULATIONS AND INSTRUCTIONS

By my signature below, I attest that I have read and understand all the following rental regulations and that I identify myself as the Renter referred to in this document:

1. Renter agrees to pay the security deposit identified in the contract and agrees to pay the rental fee identified in the contract. **The full rental fee is due two weeks prior to the event. The security deposit is non-refundable should a cancellation be required (unless cancellation is the fault of the DCH).** If you cancel your event after the date your final payment is due, all monies paid to DCH will be forfeited. The security deposit will be refunded within two weeks after the event, provided DCH is not required to pay for any damages or additional cleaning after the event.
2. Smoking is prohibited inside any of the buildings. Smoking is allowed in the paved parking area.
3. Bringing or serving alcohol at any function in any of the buildings is allowed only if the renter secures the services of an insured bar service or hires a catering service who is insured to serve alcohol on our premises.
4. The Renter must remain at the event for its entire duration. All minors present should be under the supervision of adults at all times.
5. All town and state safety codes must be adhered to during the event. No lighting of candles or striking of matches is allowed in or outside the House, except for warming dishes.
6. Renter agrees to place all trash generated from the event in garbage bags and deposit bags into the onsite dumpster and clean up any spills which may occur, utilizing equipment located in the kitchen and/or broom closet in the foyer.
7. When decorating in the House, the renter agrees not to tape, tack, or putty anything to the walls, nor string anything through existing light fixtures.
8. Any toys or games provided by DCH when renting the Gym must be returned in good order to the toy closet at the end of the event.
9. The cost to repair any damage to any or all DCH property as a result of the rental event by either guests or the Renter, will be charged to the Renter.
10. If food will be served, renters must cover all tables with table cloths.

I understand that Dedham Community Association, Inc., also known as The Dedham Community House (collectively with its employees, directors, other staff, members, contractors, agents and representatives, "DCH"), and other program participants assume no responsibility or liability for me for any accident, illness, injury or other harm to me, or for any loss, damage or other harm of or to personal property caused by (i) my negligence or negligence of others, (ii) risks inherent to use of any facilities and participation in any activity at or through DCH, or (iii) otherwise as a result of such use of facilities and participation in the activity. I carefully considered, acknowledge and assume all risks in connection with such use of facilities and participation in the activity, and I hold DCH harmless from any and all loss, action, claim, expense, damage and liability of every kind or nature, and agree to indemnify DCH with respect to all of the foregoing to the extent caused by my own actions or inactions. By signing this form I confirm to DCH that I am at least 18 years of age and that I have read, understand and agree to the foregoing.

Renter agrees to indemnify and hold harmless the Dedham Community Association, Inc., its officers, directors, agents and employees against all claims, suits and demands of any nature or in consequence of the acts or omissions of the Dedham Community Association, Inc., its agents, servants, employees, independent contractors, heirs, successors and assigns in the performance or conduct of any and all provisions of this Agreement.

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFEITURE OF FEES AND DEPOSITS, AND ANY FUTURE RIGHT TO RENT OR USE THE FACILITIES.

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SIGNATURE OF RENTER

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DATE

Dedham Community Association, Inc. (DCH)  
671 High Street, Dedham, MA 02026  
Phone: 781-329-5740 Fax: 781-329-4939  
[www.dedhamcommunityhouse.org](http://www.dedhamcommunityhouse.org)



**DCH ALCOHOL POLICY**

By my signature below, I attest to the fact that I have read and understand all of the following alcohol policy listed below and that I identify myself as the Renter referred to in this document:

1. No person under the age of 21 shall be served any alcoholic beverages upon DCH property.
2. Any alcohol served on the premises must be served by an insured bartender. A copy of the insurance binder for at least \$1,000,000 in liquor liability insurance must be given to DCH two weeks prior to your event. DCH can recommend an insured bartender.
3. If you are serving alcohol during your event at a cost to your guests (or if there is an entrance fee or any money exchanging hands at your event) you must obtain a 1 day liquor license from the Town of Dedham for the date of your event. You also must hire an insured bartender as stated above.
4. If the appropriate documentation (insurance binder/ liquor license) has not been obtained prior to your event, alcohol cannot be served and will not be permitted on DCH property. If alcohol is still served under these circumstances, our facilities staff will cancel your event immediately and all monies paid to DCH will be forfeited by the Renter.

Renter agrees to indemnify and hold harmless the Dedham Community Association, Inc., its officers, directors, agents and employees against all claims, suits and demands of any nature or in consequence of the acts or omissions of the Dedham Community Association, Inc., its agents, servants, employees, independent contractors, heirs, successors and assigns in the performance or conduct of any and all provisions of this Agreement.

**FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFEITURE OF FEES AND DEPOSITS, AND ANY FUTURE RIGHT TO RENT OR USE THE FACILITIES.**

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
DATE

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