



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

## Streeter Gymnasium Rental Form

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 or security deposit will be forfeited \_\_\_\_\_ (initial).

BOUNCY HOUSE (\$100) Yes \_\_\_\_\_ No \_\_\_\_\_

ALCOHOL BEING SERVED Yes \_\_\_\_\_ No \_\_\_\_\_  
(CERTIFICATE OF LIABILITY INSURANCE NEEDED IF SERVING ALCOHOL)

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

### GYM RENTAL FEE (due with rental forms):

- SECURITY DEPOSIT of \$100 (will be refunded within two weeks after your event). In the event that you cancel, damage anything, leave excessively dirty anything in the gym or go over rental time, your security deposit will be forfeited \_\_\_\_\_ (initial).
- \$200 rental fee for 3 hours. \$50 per each additional hour. Please allow for set-up and clean-up time **within** your scheduled rental timeframe. Security deposit is an additional fee.

**INFORMATION:** Total gym capacity is 75 people.

Up to 10 6-foot rectangular tables and 50 chairs are readily available. Additional tables and chairs may be available for an additional cost with sufficient notice.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**DEDHAM COMMUNITY ASSOCIATION, INC.**  
671 High Street, Dedham, MA 02026  
info@dedhamcommunityhouse.org  
Tel: 781-329-5740 Fax: 781-329-4939  
[www.dedhamcommunityhouse.org](http://www.dedhamcommunityhouse.org)



## DCH RENTAL REGULATIONS AND INSTRUCTIONS- GYM

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 and optional additional hours are bouncy house fee are due when reserving the event.** The security deposit will be refunded within 10 business days after the event, provided renter arrives and departs on time, and DCH is not required to pay for any damages or additional cleaning after 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 within 14 days of your event, all monies paid to DCH will be forfeited.
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 a TIPs certified and insured bar service (with a minimum of \$1,000,000 in Liquor Liability insurance) or hires a catering service who is insured (with a minimum of \$1,000,000 in Liquor Liability insurance) to serve alcohol on our premises and is TIPs certified. Proof of Tips certification and Liquor Liability insurance must be received by DCH 3 weeks prior to event.
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. Lighting of birthday candles and warming dishes is allowed by an adult only. No lighting of any other type of candles or striking of matches for any other purposes is allowed in or outside the Gym.
6. Renter agrees to place all trash generated from their event in garbage bags and deposit bags into the onsite dumpster located to the left of the Gym inside the fence enclosure. Renter agrees to place all recyclables generated from their event in the recyclable dumpster located directly across from the gym entrance. Renter agrees to clean up any spills which may occur, utilizing equipment located in the supply closet in the foyer of the Gym.
7. When decorating in the Gym, the renter agrees not to nail or tack anything to the walls or pads. Renter agrees to use only painters tape or masking tape. All other types of tape are prohibited.
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.
11. The use of any type of confetti, glitter or pop streamers when renting the Gym is prohibited.

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.

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

\_\_\_\_\_  
DATE

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**info@dedhamcommunityhouse.org**  
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### 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 a Tips Certified and insured bartender. A copy of the Tips Certification and insurance binder for at least \$1,000,000 in liquor liability insurance must be received by 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 a Tips Certified and 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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