



# 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 \$60 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. 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 \$36 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:** \_\_\_\_\_



**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 (\$36/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:** \_\_\_\_\_

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## 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. 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.

### Satisfactory clean-up consists of:

1. 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.
2. Any furniture (tables, chairs, etc.) moved must be returned to its place of origin.
3. All equipment, decorations, supplies, or other materials supplied by the renter should be removed at the end of the event.
4. Floors should be swept clean after each class.
5. Any liquid spills should be mopped as they occur.
6. Any food stored in the refrigerator must be removed.
7. All food trash generated by the renter must be removed from the building and deposited in the dumpster (in the lot across the street).
8. All recycling must be placed in the recycling bins outside the back door.
9. SC will be responsible for bathrooms.

### 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 be \$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. The service we recommend is \$36/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:** \_\_\_\_\_