

**The Grand View Farm and Marion Tavern**

**55 Center Street**

**Burlington, Ma.**

**MAILING ADDRESS: 29 CENTER STREET - BURLINGTON, MA 01803**

**Contact: 781-270-1630 grandview@burlington.org**

**Rental Agreement**

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

**\*PLEASE NOTE: IF YOU ARE NOT ON SITE THE DAY OF THE EVENT AND YOU ARE THE EVENT CONTACT YOU CAN NOT BE THE RENTER.\***

**Attached is a Policies addendum to the agreement. The Client must initial each page and sign the last page to confirm you have read and understand the terms of the agreement. We suggest you make copies of the Policies and give to each of your vendors.**

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Anticipated number of people: \_\_\_\_\_

**HOURS OF EVENT - MUST INCLUDE YOUR SETUP, EVENT & BREAKDOWN**

Entrance Time: \_\_\_\_\_

End/ Departure Time: \_\_\_\_\_

Rental Space:

Hall \_\_\_\_\_

Tavern \_\_\_\_\_ Conference Center \_\_\_\_\_

Hall & Tavern \_\_\_\_\_

Rental fee: \_\_\_\_\_

Deposit (½ of Rental fee): \_\_\_\_\_

Balance due: \_\_\_\_\_ due 10 days prior to event

Security Deposit (\$300.00 - dated for day of event) \_\_\_\_\_

Caterer \_\_\_\_\_ Bar Service \_\_\_\_\_

# Grand View Farm Rental Agreement

## PARKING

- Parking for 24 cars adjoins the Farm. Additional parking is available in the upper lot at 61 Center Street

## HANDICAP ACCESSIBILITY

- Grand View is Handicap Accessible

## WIFI

- The Grand View is WIFI accessible throughout the Farm.

## Air Conditioning

- The Grand View has air conditioning throughout

## HOURS OF OPERATION

- Grand View hours of operation are 8:00am-11:00pm

The event time must include set-up and clean-up. *You must confer with your caterer & bar service, DJ's and any other vendor about the time needed for set-up and clean-up and include that in your booked time. All must be out of the building by your rented end time.*

## PARTY RENTALS

If renting items from a party supply company such as but not limited to: linens, tables, chairs, tableware, glassware, dishes, silverware, balloon arches, all would need to be removed at the end of your event. Nothing is to be left behind.

## DECORATIONS

- All decorations for your function are the sole responsibility of the renter. Use of nails, pins, glue, tape or hole-making devices and flame candles are prohibited. **NOTHING CAN BE AFFIXED TO THE WALLS.** Use of CONFETTI OR POPCORN is prohibited. Nothing can be left behind.

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## SMOKING

- The Grand View is a non-smoking property.

## CLEAN UP

- All tables must be cleared & trash put in allotted barrels, the kitchen must be cleaned and left the way it was found. The venue must be left in the condition it was when arrived.

## CATERERS

- ACTUAL COOKING IN THE HALL KITCHEN IS ALLOWED BY A LICENSED CATERER ONLY.
- A licensed caterer must be used at events in the Hall if the stove/oven is to be used. The refrigerator, freezer & warming oven are available without a licensed caterer.
- Use of the Hall kitchen is *not* allowed when renting the Marion Tavern
- You are welcome to use the caterer of your choice provided that they are properly licensed and fully insured if cooking on site or serving alcohol.
- All caterers must carry a minimum of \$1,000,000 General Liability, \$1,000,000 Liquor Liability, and Workman's Compensation. The Town of Burlington must be listed as additional insured and must be mailed to Grand View Farm c/o The Town of Burlington – 29 Center Street Burlington, MA 01803 OR via email [grandview@burlington.org](mailto:grandview@burlington.org).
- Facilities available for use in the Hall include a 6-burner commercial gas stove/oven; a double door reach-in refrigerator; a warming oven; and a freezer.
- Caterers/Renters must leave the kitchen in the same condition they found it. All food, dishes, and garbage must be removed from the kitchen area. The floor must be swept and mopped. Counters, stove, oven and refrigerators must be wiped down.
- Nothing is to be left behind.
- Otherwise, for events in the Hall or Tavern refreshments may be either catered or brought in by the client. Crock pots, sterno, and warming trays are acceptable.
- Mobile Food Trucks are permitted provided they have a permit issued by

the Town of Burlington's Board of Health. Initial \_\_\_\_\_

## BARTENDERS

- You are welcome to use the bartending service of your choice provided that they are properly licensed, trained, and insured.
- THERE IS ABSOLUTELY NO SELF SERVICES. Under no circumstances, at any time, even after the caterer has left will this be allowed. All alcoholic beverages must be poured by a Tips certified and insured bartender. Bottles of wine must be poured by wait staff. They may not be left unattended on tables. If the alcohol is supplied by the licensed caterer, all opened alcohol is removed from the premises by the licensed caterer. If the client supplies the alcohol and the licensed caterer has left, the custodian will lock up the remaining alcohol for pick up at a later date.
- Bar services must carry a minimum of \$1,000,000 General Liability, \$1,000,000 Liquor Liability and Workman's Compensation. The Town of Burlington must be listed as an additional insured.
- Bars must close 30 minutes prior to the end of the event.
- The following must be sent to the Grand View Farm c/o The Town of Burlington – 29 Center Street Burlington Ma. 01803 OR via email [grandview@burlington.org](mailto:grandview@burlington.org)
  - Certificate of Insurance naming Town of Burlington as additionally Insured
  - Proof of TIPS Certification
- Cash bars are not permitted without the bar service/caterer carrying a valid 12C license.
- No one under the age of 21 may be served alcohol or consume any alcohol on the premises. The Grand View management reserves the right to refuse service to any intoxicated individual and in extreme cases shut down the bar.

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## RESERVATIONS

- The reservation check is one-half the amount of the rental fee.
- The security check of \$300.00 is required as a deposit against potential damages. PLEASE DATE THIS CHECK THE DATE OF THE EVENT.
- The two checks should be made out to the Town of Burlington. A completed rental agreement must accompany the checks. The balance of the reservation fee is due 10 days prior to the event. The security check is returned to you after the event, provided:
- All regulations for the use of the Farm have been observed, and there has been no damage to the Grand View Farm, its furnishings or its grounds.

No rental request will be secure until all of the following are received.

- Completed signed rental agreement
- 2 checks: 1. ½ of the rental fee, 2. Security deposit \$300.00 dated for the day of the event.
- Caterer/Bar service licenses & liability insurance
- Grand View Farm c/o Town of Burlington – 29 Center Street Burlington Ma. 01803 OR via email [grandview@burlington.org](mailto:grandview@burlington.org)

## CANCELLATION POLICY

- A cancellation notice must be in writing/email. The refund schedule is as follows:
- Full refund will be given for notice six months before the event.
- Half refund will be given for notice 60 days before the event.
- No refund will be given for notice within 60 days of the scheduled event.

**\*IF YOU ARE NOT ON SITE THE DAY OF THE EVENT AND YOU ARE THE EVENT CONTACT YOU CAN NOT BE THE RENTER\***

Signature Client \_\_\_\_\_ Date: \_\_\_\_\_

Grand View Signature \_\_\_\_\_ Date: \_\_\_\_\_