

# **David I. Clifton Lakeside Ballroom Rental Agreement**

***Located on the shores of beautiful Lake Massapoag, the historic Sharon Community Center creates a unique setting for your special event.***



*The Sharon Community Center building, the former Sunset Lodge, is a two-story Federal style masonry structure encompassing 34,000 square feet. The building originally had 49 rooms and was used by city dwellers for summer vacationing.*

***This guide has been created in order to maintain a safe, well-organized facility and to preserve this local treasure for our community to use and enjoy well into the future.***

**Priority for use of the David I. Clifton Ballroom is in this order:**

- Town of Sharon municipal departments
- Town of Sharon municipal boards and committees
- Sharon residents/ groups
- Non-residents/ groups



# David I. Clifton Lakeside Ballroom at Sharon Community Center

219 Massapoag Avenue, Sharon, Massachusetts 02067

Phone: 781-784-1530 Fax: 781-784-1532

Web: [www.townofsharon.net](http://www.townofsharon.net)

*The David I. Clifton Lakeside Ballroom at Sharon Community Center is available for functions that do not conflict with the normal activities of the Recreation Department and Council on Aging. Our foremost obligation is to the programs and security of our building. The Recreation Director or his designee reserves the final right of approval for use of the building.*

**All events with 50 or more participants are subject to the approval of the Sharon Building Inspector.**

**All events serving alcohol must obtain a permit from the Board of Selectmen.**

**A police detail is required at all events unless waived by the Sharon Selectmen.**

*Ballroom rentals are permitted during times that do not conflict with the Recreation Department / Council on Aging events .*

*Users may not rent space to run programs and/or activities similar to those offered by the Recreation Department & COA through its own staff, vendors, or contractors.*

*General building hours are Monday-Friday 8:30am-5:00pm.*

**Reservations may be made up to 24 months in advance.**

- Signature on the rental application form will constitute agreement to abide by the rules for use.
- Failure to comply with the rules will be considered sufficient grounds for refusal of further use of the Community Center.
- The Town reserves the right to refuse the use of the Community Center.
- The renter will be responsible for, and reimburse the Recreation Department and/or the Town of Sharon for any damage to the building, its contents, grounds, or equipment.
- The Town reserves the right to cancel a function at anytime, even when it is in progress, should the renter, any guest, employee or agent of the renter violate any of the terms of this agreement.
- Following the event, a final count of attendees needs to be provided to the Community Center.
- A renter will be charged in one hour increments for any and all additional time used to set-up before the event and clean-up after the event at the rate of \$175 per hour.
- **The Ballroom is rented on a six hour basis. That six hour period consists of a 1 hour set-up, a 4 hour function and 1 hour breakdown/clean-up.**
- **Additional hours can be purchased at a rate of \$175. These hours can be used for more hours for set-ups, more hours for the function itself and additional hours for clean-up.**
- **The Lobby area can be used during your function for an additional \$200.**

## Rates (subject to change)

Room	Appx. Size	Max. Guests	Resident Rate	Non-Resident	Sharon Nonprofit	Cancel
Ballroom	42 x 75	130 bnqt / 350 auditorium	\$1,200 / event	\$2,400 /event	\$1,200 / event	\$ 100

**All additional hours above and beyond the agreed upon 6-hour time period will be billed at \$175 per hour.**

### Notes:

All rooms shall be rented on a two hour minimum, with the exception of the ballroom which is rented on a "per event" (up to six hours). Any additional time used, including that used for event set-up and clean-up, will be billed in full hour increments at a rate of \$175 per hour. There will be no charge to Sharon nonprofit organizations meeting during general building hours. Any Sharon non-profit groups must supply copy of IRS 501(c)(3) status to qualify for a reduced rate.

Revised 9/16/08

Approved by Selectmen: 10/7/08

# David I. Clifton Lakeside Ballroom Rental Rules

PLEASE READ ALL RULES AND FILL OUT APPLICATION IN FULL!

## **Please Initial Next to Each Item:**

- \_\_\_\_\_ Community Center staff will be on duty for each event. No keys will be loaned out.
- \_\_\_\_\_ All functions must end by 11:30 PM.
- \_\_\_\_\_ I understand that I will be charged for any additional time needed over and above the 6-hour rental period in hourly increments at the rate of \$175 per hour.
- \_\_\_\_\_ All exit doors must remain clear and unobstructed.
- \_\_\_\_\_ The user is entitled to the use of tables and chairs that are available in the rented space.
- \_\_\_\_\_ Rented equipment must be approved by the Recreation Department and removed from the premises at the conclusion of the event.
- \_\_\_\_\_ Food, equipment, supplies and other things are to be brought to the function on the day and time of rental, there will be no pre or post event storage (unless you wish to rent the space for that length of time).
- \_\_\_\_\_ All equipment to be used at your function must be approved by the Recreation Department 72 hours prior to the event.
- \_\_\_\_\_ No nails, staples or tacks may be used to hang or mount anything. Only non-permanent, non-marking materials may be used to hang or mount anything in the Sharon Community Center. All such mounting materials must be approved by the Recreation Department. All decorations must be flame retardant and removed at the end of the function.
- \_\_\_\_\_ No open flames in or around the Sharon Community Center (i.e. grills) shall be allowed. Birthday candles are only allowed on cakes.
- \_\_\_\_\_ Candles for lighting ceremonies can be used but must be extinguished immediately following the ceremony.
- \_\_\_\_\_ No animals are permitted in the building except those assisting handicapped individuals.
- \_\_\_\_\_ The Sharon Community Center and the surrounding area is a smoke free facility.
- \_\_\_\_\_ Equipment is not to be removed from the building at any time, for any purpose.
- \_\_\_\_\_ Any furniture, and/or fixtures may be moved or rearranged by the staff assigned by the Town to work your event.
- \_\_\_\_\_ Trash must be thrown out in the appropriate trash receptacles.
- \_\_\_\_\_ The renter will be charged an additional clean-up fee if more than the scheduled event time is needed for staff to return the facility to its original state.
- \_\_\_\_\_ Children must be supervised at all times.
- \_\_\_\_\_ No Alcohol will be allowed on the premises without a one day license issued by the Town of Sharon and presented to the Recreation Department at least five days in advance.
- \_\_\_\_\_ This is a multi-use facility. As such, a rental may be sharing the building with another group.
- \_\_\_\_\_ All renters shall complete a municipal indemnification agreement 72 hours prior to the day of the event.
- \_\_\_\_\_ All caterers must be licensed by the Sharon Board of Health.
- \_\_\_\_\_ All materials used must be flame retardant. This includes table cloths and decorations.

# David I. Clifton Lakeside Ballroom Private Function Application

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Alternative Date/Day: \_\_\_\_\_

Hours (including your setup & cleanup that totals no more than 6) From: \_\_\_\_\_ to: \_\_\_\_\_

Additional hours requested: From: \_\_\_\_\_ to: \_\_\_\_\_

Use of Lobby Area Yes \_\_\_\_\_ No \_\_\_\_\_

Total Function Fees as of \_\_\_\_\_ Total Fees One Week Prior \_\_\_\_\_

Type of Function (be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Guests Expected: \_\_\_\_\_ # Parking Spots Needed (only 90 available): \_\_\_\_\_

Equipment Requested (projector/screen, etc.): \_\_\_\_\_

Professional Caterer: \_\_\_\_\_ (must be registered with Sharon Board of Health)

Person in Charge (At least 21 years of age. Responsible for any and all damage, must be in attendance during entire event):

Name: \_\_\_\_\_

Home Tel.: \_\_\_\_\_ Cellular Tel.: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Filling out this application does not automatically constitute approval. Please allow 7 working days for a written response. All requests will be reviewed and accepted/denied based on: department policy, nature/scope of rental, as well as facility and staff availability. Space may not be rented on New Year's Eve, New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.**

## Payment and Reservation Information

- Please complete this application form to reserve a room for your function. No verbal reservations accepted.
- Must be paid in full by check or money order at time of reservation (once application is approved). A security deposit of \$1000 is required with the application and balance of fee is to be paid upon approval of event.
- Any additional time to be added to rental will be billed at an hourly rate of \$175 per hour.
- The Town reserves the right to bill the renter an additional charge for any damage or loss incurred on the premises during the rental period.
- Refunds: Rental fees are refundable (less the processing cancellation fee listed above) up to 30 business days prior to the scheduled event. Those who do not notify the Sharon Recreation Department of a cancellation at least 30 business days before will be charged the full amount. If the Town needs to invoke a last minute cancellation due to circumstances beyond its control, you will be fully refunded.
- The Town does not provide backup dates for cancelled events. Rescheduled events must be applied for in the same manner as original date.

## Acceptance:

I, \_\_\_\_\_, on today's date \_\_\_\_\_, have read and fully understand the above stated policies, rules, procedures, and regulations set forth by the town of for rental of the David I. Clifton Lakeside Ballroom and the Sharon Community Center facilities, rooms, and equipment, and agree to adhere to these policies under any and all circumstances. **Rates and policies are subject to change.**

Revised 9/16/08

Approved by Selectmen: 10/7/08