APPLICATION for use of the
COMMUNITY HOUSE

Town of Rockport

Date of Application:_____

Applicant Information: (Applicant must be over 18 years of age to rent any part of the building)

Name: _____ Cell Phone: _____

Group or Business Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Email: _____

Community House Facility Rooms Available for Use:

1. The First Floor Room: 1,045 square feet (200 people standing, 150 people seated, 48 people w/tables & chairs)
2. The Second Floor Room: 1,240 square feet (248 people standing, 177 people seated, 48 people w/tables & chairs)
3. The Kitchen (except Monday through Friday between the hours of 11:00 am and 1:30 pm). Please note that a Food Service License must be attached to this form if a caterer is hired to provide food that is to be served to guests.

Categories of Users/Groups and Rental Fees:

Users and User Groups	*Rental Schedule*
Rockport Municipal Use	No Charge
School Students Groups & Rockport Community Organizations	No Charge
Rockport Residents	$100.00 per morning, afternoon, or evening
Out of Town Nonprofit Organizations	$150.00 per morning, afternoon, or evening
For Profit Organizations & Private Functions	$250.00 per morning, afternoon, or evening
Kitchen is keyed separately. Fee must be paid to gain access.	$ 50.00 per morning, afternoon, or evening

The term of the rental of the Community House is for a six (6) hour period. The Rental Party may book more than one term on the date of the event. The below listed periods include set-up, break-down, and a final walkthrough with Facilities Manager. In the event the Rental Party or their guests exceed the rental period, then the Rental Party shall be liable to the Town for the sum of $50.00 for each and every fifteen (15) minutes said period is exceeded.

Booking Request:

Day & Date: Time Period: _____

Room Requested: 1st Floor ☐ 2nd Floor ☐ Rental Fee Enclosed: _____ Kitchen ☐ Rental Fee Enclosed: _____

Description of Event: _____

Special Requirements: _____

_____

Signature of Applicant: _____

Signing this application verifies that you are assuming responsibility for leaving the space in good condition.

Information below this line is for Facility Manager Checklist Purposes Only.

Space Available/Booking Confirmed:	Yes	No	
Rental Fee Paid:	Yes	No	Amount: _____
Key Deposit Paid:	Yes	No	Amount: _____
Security Deposit Paid:	Yes	No	Amount: _____

Return application & any attachments to: Community House Facility Manager, Department of Public Works, 34 Broadway, Rockport, MA 01966

COMMUNITY HOUSE
Rules and Information

Use of Facilities

1. The term of the rental of the Community House is for a six (6) hour period. The Rental Party may book more than one term on the date of the event. The below listed periods include set-up, break-down, and a final walkthrough with Custodian. The Rental Party and their guests must depart from the Community House and all outside areas at the expiration of the rental period. In the event the Rental Party or their guests exceed the rental period, then the Rental Party shall be liable to the Town for the sum of $50.00 for each and every fifteen (15) minutes said period is exceeded. All such additional rental costs shall be paid by the Rental Party within five (5) days of receipt of an invoice from the Town.

   For ceremonies taking place at the Community House, a one (1) hour rehearsal may be scheduled at no additional charge if the time requested is available. All rehearsals must be scheduled in advance with the Town, and are subject to change by the Town.

   If the rental party has specific requirements or needs longer than the 6 hour time slot, the Community House Facility Manager will try to accommodate those special requests.

2. Rental of the Community House includes exclusive use and access to one of the following rooms: The Room 111 on the first floor with a capacity of 209 people (standing), 150 people (chairs only), and 48 people (tables and chairs) or the Room 209 on the second floor with a capacity of 248 people (standing), 177 people (chairs only), and 48 people (tables and chairs). The kitchen on the first floor may be rented as well. See attached floor plans.

3. Rental Fees for the Community House are as follows:

   - Rockport Municipal Use: No Charge
   - School Student Groups & Rockport Community Organizations: No Charge
   - Rockport Residents: $100.00 per morning, afternoon, or evening
   - Out of Town Nonprofit Organizations: $150.00 per morning, afternoon, or evening
   - For Profit Organizations & Private Functions: $250.00 per morning, afternoon, or evening
   - Janitorial Fee for Any Group that uses the Kitchen: $ 50.00 per morning, afternoon, or evening
   - Projector Rental Fee (Rockport Residents & Rockport Organizations only): $25
   - Small Sound System: (Rockport Residents & Rockport Organizations only): $25

   In addition to the rental fees, there is a key deposit of $10.00 that will be returned to the renter when the key is returned.

   Because there have been instances where the Community House rental areas have been left in disarray, unclean and damaged, it has become necessary for the Town to require a credit card number at the time of the rental in the event that the rooms required cleaning and/or repairs. The credit card slip will be returned to the renter upon inspection of the premises by the Facility Manager.

4. Photography is permitted during the event only as it directly relates to the event.

5. Windows and doors must be shut during use of the Community House.

6. The following is NOT permitted in any event:

   - Open flames of any type or nature, including candles, votive candles, lanterns, sparkler or fireworks in the Community House or on the grounds per order of the Rockport Fire Department. There are no exceptions.

   - Confetti, rice, rose petals, and the like are not permitted to be discharged or thrown on the Community House premises and property by The Rental Party and their vendors, including disc jockeys, musicians, and event guests.

- No smoking in any part of the Community House building.
- No amplified music that can be heard beyond the exterior of the building.
- If live music, then no more than an acoustic duo after 5:30 p.m.
- No light shows.
- No projections or performances outside of the building are allowed.
- No outdoor grilling[1].
- No idling vehicles in parking areas.

7. The Rental Party may decorate the rented room(s), however, all decorating must be scheduled in advance with the Town. Materials which may be harmful to the historic Community House, including but not limited to metal wire, floral wire and tape, nails, staples, glue, pushpins, and thumbtacks may not be affixed or used to secure decorations. Ribbon and 3M™ nonstick adhesive may be used. All decorations must be removed immediately following the event[2].

8. The Rental Party, or someone acting on its behalf, agrees that a review of the Community House has been made and found suitable for the rental event. Normal maintenance and repairs to the premises may be conducted by the Town and such shall not be construed to cause a deduction of rental, provided such repairs and maintenance do not interfere with the scheduled event as planned.

9. The area is to be left in the condition you found it; chairs and tables returned to the storage area, floors swept, lights out, window closed and all outside doors secured. The utility closet in the downstairs corridor by the kitchen has supplies.

10. All trash must be taken with you.

11. Items in the Senior Center are not for us in the public rooms.

12. There is no public phone in the Community House.

13. Thermostats are pre-programmed to provide adequate heat or cooling.

14. The Community House is located in a residential area and, as such, outside noise is not permitted after 10:30 p.m.

Vendors and Service Personnel

15. The Town maintains a list of Preferred Caterers who meet our insurance requirements and are familiar with the unique working conditions of the Community House. The Rental Party must choose a caterer from our list of approved Caterers or request that the caterer they want to use that is not on the list become approved[3]. Each caterer is fully licensed and insured, has submitted a Certificate of Insurance with the Town, and carries a minimum of $1,000,000.00 general liability insurance, $1,000,000.00 liquor liability, Workers Compensation with no limit, kitchen license, and caterer's license.

    The Community House Preferred Caterers are:

    - *Affairs*

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[1] Exceptions for grilling may be allowed on a case by case basis.

[2] Arrangements may be made to remove decorations on the morning following the event between 8:00 a.m. and 9:00 a.m. if the rented room is not booked for that time period.

[3] Exceptions may be made on a case by case basis.

Rowley, MA
978-948-2777
Mitch Mitchell: www.affairscatering.com

- ***Beach Gourmet***

76 Prospect Street, Gloucester, MA
978-282-1414
Amy Rich: catering@beach-gourmet.com

- ***Capers***

21 Emerson Street, Stoneham, MA
781-279-5100 or 800-465-6509
www.caperscatering.com

- ***The Catered Affair***

P.O. Box 432, Hingham, MA
781-982-9333
www.thecateredaffair.com

- ***Creative Catering***

58 Park Street, Beverly, MA
978-921-0448
Gary Clements: creativecatering@verizon.net
www.creative-catering.com

- ***Fireside Catering***

Groton, MA
978-448-5550
Tim Dodge: www.firesidecatering.com

- ***Harvest Catering***

Wakefield, MA
781-245-3407
Donald Forester: www.harvestcateringinc.com

- ***Henry's Catering***

Beverly, MA
978-922-3885
Henry: www.henrysofbeverly.com

- ***Jasper White's Summer Shack***

149 Alewife Brook Parkway, Cambridge, MA
617-669-8552
Hilary Neville: hneville@shackfoods.com
www.summershackrestaurant.com

- ***Timothy S. Hopkins Catering***

8 Scot's Way, Essex, MA
978-768-9990
Chris Hopkins: chris@tshcatering.com
www.tshcatering.com

- ***Truly Jorgs***

Saugus, MA
781-231-5888

Jorg Amsler: www.trulyjorgs.com

- ***Vinwood Caterers***
3 Union Street, Ipswich, MA 01938
978-356-3273
Rick DeLisle: www.vinwood.com

- ***Willow Rest***
(Parties under 75)
11 Holly Street, Gloucester, MA
Melissa Donati: 978-283-2417
www.willowrest.com

16. The caterer is solely responsible for the set up and breakdown of all tables and chairs used for both the ceremony and reception, cleaning the kitchen and removal of all trash, including bottles, generated by the event, from the Community House at the conclusion of the event.

17. The caterer is responsible for providing bartenders and serving all alcoholic beverages. Self-service of alcohol by The Rental Party or event guests is not permitted anywhere on the property. All bars must be staffed at all times throughout the event. Alcoholic beverages may not be sold.

18. The bartenders have the responsibility and right to ask for proper identification for individuals who may appear to be under twenty-one (21) year of age and to refuse service to any persons who, in their opinion, appear to be intoxicated. Service of all alcoholic beverages is limited to three and one-half (3 1/2) hours and shall cease thirty (30) minutes prior to the end of the event, or may be closed earlier should the caterer or the Town deem it appropriate or necessary.

19. The bartenders shall follow the Rockport Alcohol Licensing Policy Rules and Regulations place open containers of alcohol in tamper proof sealed containers at the conclusion of the event.

20. Delivery and retrieval of alcohol and rental items prior to the event must be scheduled with the Town in advance.

21. The Town reserves the right to approve all outside vendors including, without limitation, bartending companies and staffing agencies. The Rental Party shall supply the Town with a list of vendors with cell phone numbers.

The Rental Party

22. The Rental Party is responsible for informing all vendors of the Community House rules. All deliveries and pick up and decorating which occur prior to the event must be scheduled with the Town in advance.

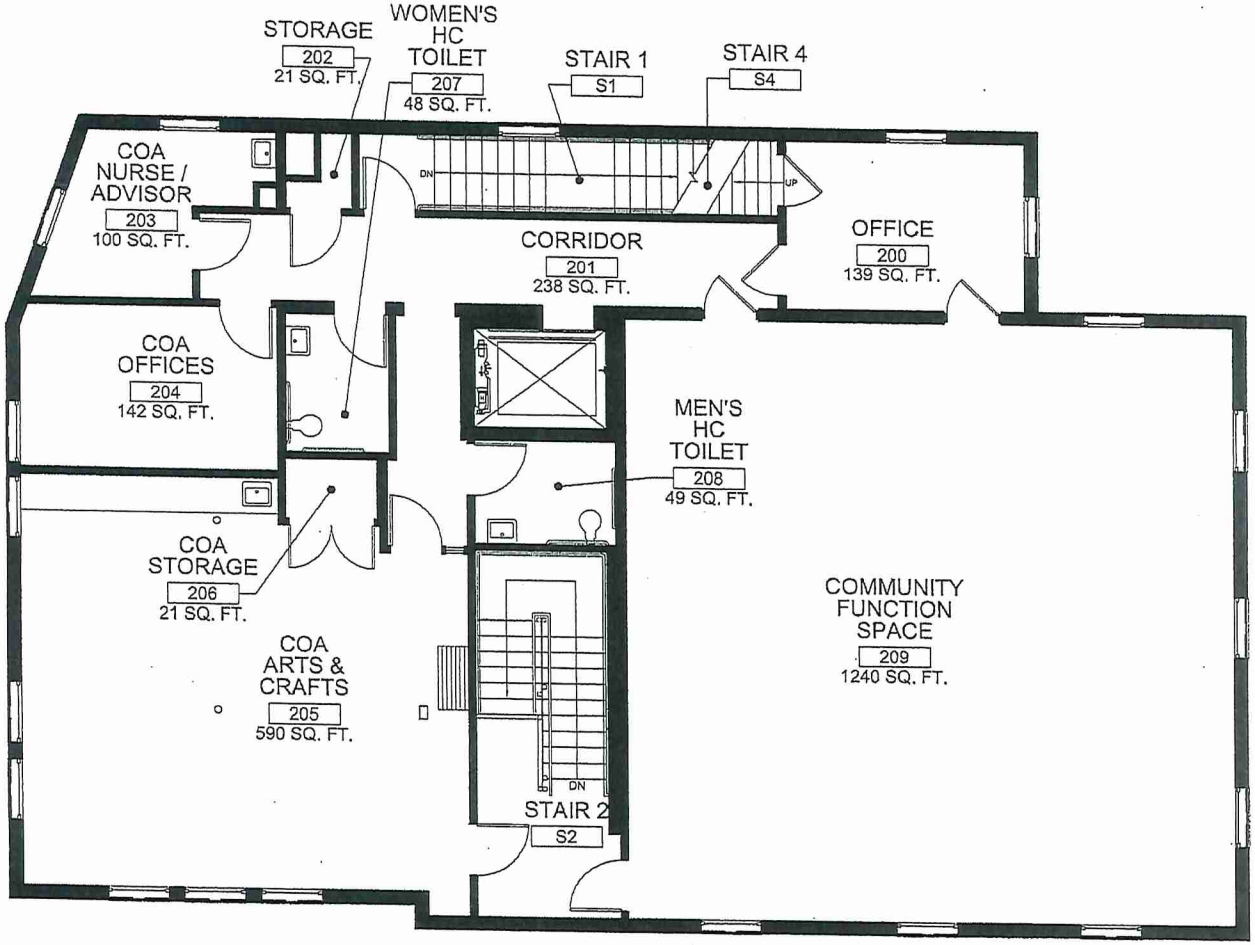
23. The Rental Party is responsible for the conduct of event guests, vendors and all persons associated with the event and their activities at the Community House. The Town shall not be responsible for any personal injury of any kind suffered by the Rental Party, event guests, or vendors unless the same is caused by the gross negligence of the Town, its agents or employees.

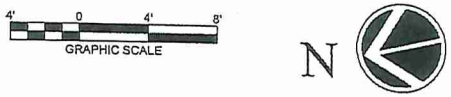
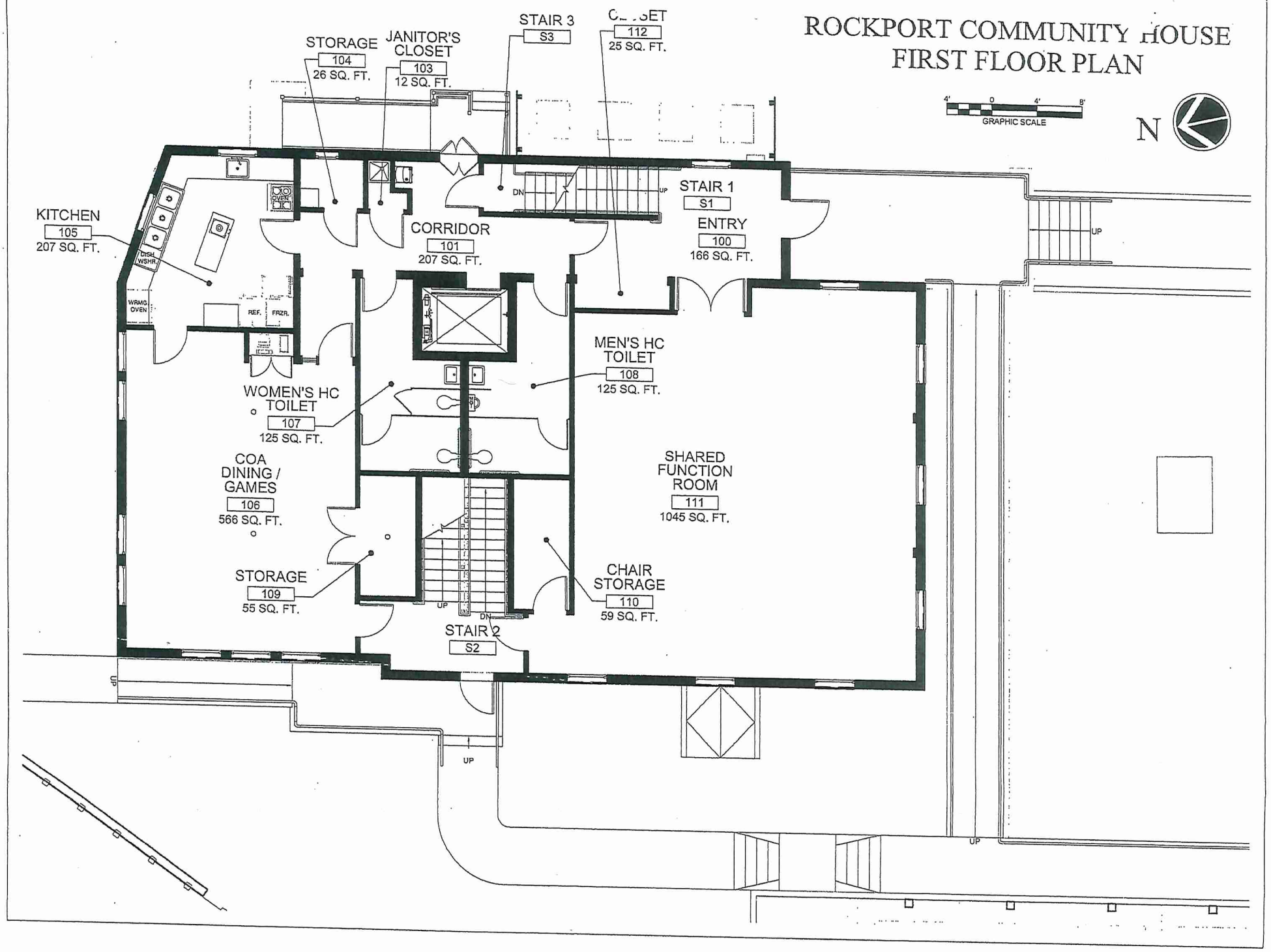
24. The Rental Party shall be liable for any damage to the Community House premises or property (other than normal wear and tear) caused by the Rental Party, event guests, vendors or any persons associated with the event. Reimbursement for any and all such damages will be paid within five (5) days of receipt of an invoice detailing the nature of the damage and the cost of its repair or replacement. The renter's credit card will be charged for the exact amount of the invoice, a copy of which will be mailed to the renter.

Space and Floor Plans

Attached.

ROCKPORT COMMUNITY HOUSE
SECOND FLOOR PLAN





ROCKPORT COMMUNITY HOUSE
FIRST FLOOR PLAN