



PLUM ISLAND TAXPAYERS AND ASSOCIATES
8 PLUM ISLAND BOULEVARD, NEWBURY, MA 01951

Plum Island Hall Rental Agreement

1. The Hall rental fee is \$550.00 for use of the facilities from 9:00 AM until 12:00 midnight. This fee includes use of the Hall and all facilities including parking lots, chairs, tables and the kitchen. Wedding events require a minimum two-day rental period. In addition to the rental fee, Plum Island Taxpayers and Associates (PITA) requires a \$300.00 security deposit which will be returned to you following a satisfactory inspection of the facilities and grounds after your event.
2. Plum Island residents and members of the Plum Island Taxpayers and Associates receive a discounted rate for use of the Hall. Plum Island residents and non-resident PITA members may rent the Hall for \$450.00 per day. PITA members who are also Plum Island residents or Plum Island property owners (voting members) may rent the Hall for \$400.00 per day.
3. The rental fee for commercial use of the Hall is \$550.00 per event with a \$300.00 security deposit. Commercial use is defined as any revenue or profit generating activity by an individual, business, or organization, other than a not-for-profit organization, where the reasonable expectation is that such activity will result in taxable income for that individual, business or organization.
4. The rental fee and security deposit are due in full within ten (10) business days following your receipt of the PITA Hall rental agreement. If payment is not received within the required time, the booking date will automatically be considered open and may be scheduled for another event.
5. In the event of cancellation, the rental fee is non-refundable, unless another event is scheduled and held on that date, in which case thirty dollars will be retained by PITA and the balance returned to the canceling person or persons.
6. The security deposit will be refunded immediately after the first monthly PITA Board meeting following your event, provided that there is no damage to the building, furnishings or grounds and no additional cleaning of the Hall or premises is required after your event.
7. Checks are to be made payable to Plum Island Taxpayers and Associates, Inc. Please write separate checks for the rental fee and security deposit. Mail your total payments with the original, signed and dated detachable section of this rental agreement to: **PITA Hall Manager, 8 Plum Island BLVD, Newbury, MA, 01951.**
8. The capacity of the Hall is limited to between 85 and 125 people. Your scheduled event must be held inside of the building and not outside on the grounds or parking lots. Please remind your guests to keep the level of noise to a minimum so as not to disturb the neighboring residents.

9. If you intend to decorate the Hall for your event, please **DO NOT USE TAPE, TACKS, STAPLES or NAILS to hang your decorations**. Please use the convenient hanging hooks provided. When setting up or moving tables and chairs, please do not drag the tables or chairs across the floor.
10. Organizations and individuals renting Plum Island Hall may apply to use the westerly side of the lighted sign outside the Hall to announce an event on the day of the rental. Requests must be made in writing to the Hall Manager or to the Board of Directors at the Board's regular meetings on the first Wednesday of the month. Requests must be submitted at least seven days prior to the event and may be mailed to 8 Plum Island Blvd., Newbury MA 01951, or e-mailed to fpierce1@comcast.net. The Fee for use of the sign is \$35.00 per message. Signage fees are waived for Plum Island Community organizations and for official announcements.
11. Alcoholic Beverage Policy. By affixing my signature to this agreement, I understand that Plum Island Taxpayers and Associates, Inc. has adopted the following policy on the distribution, sale or service of alcoholic beverages and I agree that I, as host, and all of my guests at Plum Island Hall will comply with the following policy: 1) No alcoholic beverages may be sold at Plum Island Hall. 2) No alcoholic beverages may be served or provided at fund-raising or other events at Plum Island Hall for which guests are asked to make donations or are required to purchase a ticket for admission to the event. 3) No alcoholic beverages are to be served to or consumed by persons under the legal drinking age. 4) Renters are not to allow any host or guest to drive a motor vehicle away from Plum Island Hall when such person's blood alcohol level may exceed the legal limit for driving in Massachusetts.
12. Host Liability Protection. The General Liability coverage maintained in force by Plum Island Taxpayers and Associates excludes liquor liability coverage for renters acting as social hosts during rental events. By affixing my signature to this agreement, I acknowledge that Plum Island Taxpayers and Associates, Inc. recommends that renters of Plum Island Hall who plan to serve alcoholic beverages to their guests either (1) engage the services of a licensed and insured professional bartender, or (2) purchase a Special Event Liability insurance policy, or a Host Liability Insurance policy. I understand that such policies may be purchased at my own expense to provide coverage for injuries or property damage that may arise as a result of the service or provision of alcohol at Plum Island Hall.
13. Smoking and Fire Policy. By affixing my signature to this agreement, I understand that Plum Island Taxpayers and Associates, Inc. has adopted the following policy on the use of open flames within Plum Island Hall and on the surrounding grounds and Hall parking lots, and I agree that I, as host, and all my guests at Plum Island Hall will comply with the following policy: 1) Plum Island Hall is designated as a Non-Smoking building. No smoking is allowed within Plum Island Hall. Smoking is permitted outside of the building at the rear entrance and at the west entrance. 2) No open flames are allowed within Plum Island Hall. 3) No incendiary devices or fireworks are allowed.
14. Renter's Assumption of Liability and Indemnification. It is agreed upon and understood that the person, persons or organization whose name is affixed to this rental agreement shall be held responsible for any and all damages resulting to the property or premises caused by anyone in attendance at the scheduled event. By affixing my signature to this agreement, I assume full responsibility for all actions (and failures to act) of myself and my guests who visit Plum Island Hall during my rental period and I agree to indemnify, defend and hold harmless Plum Island Taxpayers and Associates, Inc., its directors, officers and agents, against any and all loss, liability, damage, claims and expenses arising out of any breach of this agreement, or any breach of any representation or warranty, or of any action (or failure to act) by myself and my guests who visit Plum Island Hall during the rental period specified in this agreement.

15. A satisfactory inspection of the Hall after your event will result in the prompt return of your security deposit. All cleaning and decoration removal must be performed immediately following your event. All trash, including the contents of the restroom waste baskets, must be placed in the trash barrels located in the kitchen. The kitchen trash bags must then be removed, tied and placed in the trash dumpster located in the southeast corner of the parking lot. Please replace all trash barrel and waste basket bags with the plastic bags provided. The floors are to be swept and, if necessary, mopped with fresh water. The kitchen and stove, if used, must be absolutely clean upon your departure. Please remember to remove all food from the refrigerator. All chairs, tables, brooms, mops and cleaning supplies must be returned to the appropriate storage locations. All lights and ceiling fans must be turned off, the thermostat re-set to sixty-five degrees. All doors and windows must be closed and locked with the window blinds adjusted to open. Remember to return the key by leaving it at the agreed upon location.

..... (please detach and return)

Plum Island Hall Rental Agreement

Name of Renter (Please Print): _____

Address of Renter: _____ City/Town _____

State: _____ Zip: _____ Phone: _____

Rental Date(s): _____ Type of Event: _____

Name of Organization Sponsoring Event, if any: _____

Rental Fee (Amount) \$ _____ / Your Check Number _____ (Please write the rental date in the memo space)

Security Deposit (Amount) **\$300.00** / Your Check Number _____ (Please write the rental date in the memo space)

Are you a PITA Member? _____ Number of Guests _____

Catered Event? Please provide the business name and telephone number of your caterer:

Business Name _____ Phone _____

By affixing my signature below, I certify that I have read, fully understand and agree to the terms, policies and conditions of this rental agreement for the use of Plum Island Hall during the rental period specified above.

Signature of Renter: _____ Date: _____

By Frank Pierce, Hall Manager:  _____ Date: _____

Please remember to enclose two checks with your signed agreement: one for your rental fee, and one for your security deposit. The check for the rental fee will be cashed. The check for the deposit will be held and returned to you after your event if the Hall is clean and without damage to the facilities.