

Information for the Rental of the Beech Street Center



Please return the completed form along with the \$150 deposit/ basic custodial fee to:
BEECH STREET CENTER FUNCTION COORDINATOR, 266 BEECH STREET, BELMONT, MA 02478
For any questions, please contact Sarah Boyle at (617) 993-2760. Email: sboyle@belmont-ma.gov

1. RESERVATIONS

- at least 30 days prior to requested event for approval.
- \$150 of custodial fees is due with your application.
- No rental on Holidays

2. HOURS

- Monday thru Friday from 5:00 pm to 11:00 pm*
(Note that weeknights are busy at the Center. Space is typically very limited for weeknight rentals)
- Saturday and Sunday from noon to 11:00 pm*
- Additional hours may be available upon request
- **The rental time must include set-up and clean-up time**

3. ONE-DAY ALCOHOL LICENSE

A one-day liquor license application requires that you hire a bartender to serve all alcohol and must be completed and proof of the alcohol liquor liability insurance must be provided to the Board of Selectmen's office 30 days prior to the event. Many caterers and bartenders carry the insurance. Please be sure to list the "Town of Belmont, 455 Concord Ave" as the insurance certificate holder, and not "The Beech Street Center". *The renter must obtain a license even if there will be no sale of alcoholic beverages (i.e., an open bar).* The Select Board must approve the completed application at one of their scheduled meetings. Alcohol can only be served or consumed indoors and a one-day liquor license expires at 10 pm. Alcohol license fees are:
a) \$50.00 for beer and wine b) \$75.00 for all alcohol

Go to <https://www.belmont-ma.gov/town-administration/pages/liquor-licensing> for more information and to fill out an application.

If an alcohol license is obtained, a police detail is required and needs to be arranged by the renter with the Belmont Police Department.

4. FOOD REQUIREMENTS

The Health Department must be notified of food/catering arrangements for the event. You can fill out an application at this link <https://www.belmont-ma.gov/health-department/pages/food-permit-applications> Once the application is completed the renter is responsible for calling the **Department of Health at 617.993.2720** or by going in person to the office, located at the Homer Building in the Town Hall Complex. The Beech Street Center reserves the right to cancel the event if renter does not contact Board of Health at least 3 weeks prior to the event.

5. EQUIPMENT

- Podium and microphone (\$30.00) Please note that sound amplification is not available for use of just the small section of the MP room.
- 70" TV (\$20.00)

- Tables and chairs are available. No furniture or equipment other than what is already available at the Beech Street Center is to be used without prior approval.
- Tablecloths, silverware, china, and glassware are NOT provided by the Town.

6. CUSTODIAL FEES

We ask that renters schedule an appointment 2 weeks prior to an event to discuss set up. There is a minimum 4-hour custodial fee for any rental. Should the rental exceed its allotted rental time, custodial fees will be assessed at a rate of \$50/hour following the event, regardless of day of rental. ***For events of over 120 people when food is served 2 custodians are assigned. Therefore, renter should be prepared to pay double the custodial rate.***

7. PAYMENTS

\$150 deposit	Due when paperwork for reservation is completed
\$50 balloon deposit	Due at time of booking if renter wants to have balloons at event
Balance due	14 days prior to the event date

Payments may be in the form of a **bank or personal check, payable to the Town of Belmont.**

8. CANCELLATION FEE

A cancellation fee of \$100.00 is applied to all events held at the Beech Street Center. Advance notice is to be given by calling 617-993-2760. In addition, **written notice of cancellation must be received** with refunds issued as follows:

Full refund, less \$100 fee	Written notice received at least 21 days prior to event
50% refund, less \$100 fee	Written notice received no less than 14 days prior to event
No refund	Cancellations made less than 14 days prior to event

Please note that it is the responsibility of the applicant to make sure all invitees/users are notified of the cancellation.

9. OTHER

- Room rental rates are detailed below.
- Parking for 63 cars in the Beech Street Center lot, with additional off-site spaces available.
- No smoking or vaping is allowed in the Beech Street Center.
- Only licensed caterers will be permitted to use the kitchen. Town-based non-profits which frequently use the Center may apply for limited kitchen use.
- Children are to be supervised at all times.
- If balloons or flammable objects are used that have not been discussed with the function coordinator there will be a \$200 fine imposed for this infraction
- Rental party and guests must behave in such a manner as to not unduly disturb abutters and neighbors of the BSC before, during and after the event. It is understood that the renter is responsible for the behavior of guests and that evidence of a breach in that responsibility may jeopardize the renter’s ability to rent space at the BSC in the future.
- The Beech Street Center has a large number of 4’ tables. These tables comfortably fit around 5-6 chairs.

Beech Street Center Room Rental Rates

	Class 1	Class 2	Class 3
	Town-based non-profit or charitable organizations	Private Belmont Residents	Non-Belmont private and non-profit organizations
1 st Floor: Multi – Small	\$120	\$180	\$305
1 st Floor: Multi – Large	\$245	\$485	\$725
1 st Floor: Multi – Entire	\$365	\$665	\$1,030
1 st Floor: Kitchen	\$ 100	\$120	\$245
2 nd Floor: Classroom A	\$ 60	\$120	\$245
2 nd Floor: Classroom B	\$ 60	\$120	\$245

Custodial fee (4 hr minimum)*

Mon – Sat	\$150 (\$37.50/hr)	\$150 (\$37.50/hr)	\$150 (\$37.50/hr)
Sunday	\$200 (\$50/hr)	\$200 (\$50/hr)	\$200 (\$50/hr)

* After 4 hours, additional charge will be added by 1 hour increments.

	Room capacities per person
1 st Floor: Multi – Small	58 capacity
1 st Floor: Multi – Large	200 capacity
1 st Floor: Multi – Entire	258 capacity
2 nd Floor: Classroom A	45 capacity
2 nd Floor: Classroom B	30 capacity

Totals/Worksheet

CLASS: _____

ROOM(S): _____

CUSTODIAL: _____

ADD-ONS: _____

ADD-ONS: _____

ALCOHOL?: _____ POLICE DETAIL: _____ BARTENDER: _____

FOOD?: _____ HEALTH PERMIT: _____ CATERER: _____

TOTAL COST: _____

Application form for Rental of the Beech Street Center

By signing below, I hereby agree to abide by all of the Policies and Conditions of Use for the Beech Street Center, and all of the laws and bylaws of the Commonwealth of Massachusetts and the Town of Belmont.

Applicant's signature: _____ Date: _____

Approval of reservations is granted with the understanding that the Town of Belmont, its employees or agents shall not be responsible for injuries sustained on the premises or adjacent grounds. Approval of reservation is granted with the understanding that the Applicant shall reimburse the Town of Belmont for any property damage.

CONTACT INFORMATION

Organization/Individual: _____

_____ Person in charge of event: _____

Mailing Address _____

Telephone: _____ E-mail Address: _____

Classification of Renter:

EVENT INFORMATION

Date of event: _____ Room Requested: _____

Start Time (include set up) _____ AM PM End Time _____ AM PM

If using large part of MP Room will platform be used? Yes_ No__ If yes, for what purpose? Please describe. _____

Type and purpose of event: _____

Will admission be charged? Yes ____ No ____

Estimated number of attendees: _____

Furniture/Equipment needs:* Tables: Round (seat 6) _____ Rectangular (seat 6) _____

Chairs: With arms _____ Without arms _____

Podium and microphone (at \$30 additional charge) Yes ____ No ____

70" TV (at \$20 additional charge) Yes ____ No ____

* Please note that tablecloths, silverware, china, and glassware are NOT provided by the Town.

Will refreshments be served? Yes ____ No ____ (If refreshments are served a food permit is required.)

Will food be catered? Yes ____ No ____

Will kitchen be used? Yes ____ No ____ (Only licensed caterers will be permitted to use the kitchen.)

Will alcohol be served? Yes ____ No ____

Will lit candles be used? Yes ____ No ____

Will balloons be used? Yes__ No__ (If "yes" a balloon damage deposit will be charged of \$50). This deposit will be returned if balloons do not escape into the high ceiling and coil around fans.

Please provide caterer's contact information: _____

