



# SHARON COMMUNITY CENTER WEEKEND RENTAL AGREEMENT

TOWN OF SHARON  
219 MASSAPOAG AVENUE  
SHARON, MA 02067

*Located on the shore of the 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 34,00 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.**

**Sharon Community Center  
219 Massapoag Avenue, Sharon, MA 02067  
Phone: 781-784-1530  
Website: [www.townofsharon.net](http://www.townofsharon.net)**



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*The Sharon Community Center is available for functions that do not conflict with normal activities of the Recreation Department or Council on Aging. Our foremost obligation is to the programs, safety, and security of our buildings. The Superintendent of the Department of Public Works or their designee reserves the final right of approval for use of the building.*

## **WEEKEND RENTALS HOURS:**

**Friday from 1:00pm-11:00pm**

**Saturday and Sunday: 8:00am-11:00pm**

Users have the exclusive use of the allotted space during their event, including the porch and the entrance lobby.

Community Center Staff will be on duty for each event. No keys will be loaned out.

Functions must end by 11:00pm.

Children's parties must be supervised at all times.

## **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 Sharon Community Center.
- The Town reserves the right to refuse the use of the Sharon Community Center.
- The renter will be responsible for and reimburse the Town of Sharon for any damage to the building, its contents, grounds or equipment.
- The renter agrees to sign and return the attached Indemnification Form.
- The Town reserves the right to cancel a function at anytime, even when in progress, should the renter, any guest, employee or agent of the renter violate any of the terms of this agreement.
- Two weeks prior to the function, a final count of attendees needs to be provided to the Sharon Community Center.
- Space may not be rented on the following dates: New Year's Eve, New Year's Day, Presidents' Day, Patriots' Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Indigenous Peoples Day, Veteran's Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.



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## FEE & DEPOSIT SCHEDULE

### DAVID I. CLIFTON LAKESIDE BALLROOM

	Rental	*Clean-Up Fee	Refundable Deposit	Early Access	Late Storage
Resident	\$400/hour	\$300/\$400	\$500	\$250	\$250
Non-Resident	\$500/hour	\$300/\$400	\$500	\$350	\$350

- **Four hour minimum** per event required
- Hourly rate to begin upon staff arrival for event. This includes the time staff opens facilities for caterers, DJ's, party planners, etc.
- \*Additional \$100/hour cleaning fee will be added if staff stay past midnight.



### DEPOSITS

A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. The rental deposit is non-refundable. Final payment is due 30 days prior to event with a \$500 refundable security deposit.

Note: Rates are subject to change. Receipt of application with required deposit will secure date.



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## RULES AND GUIDELINES

### I. PAYMENTS AND REFUNDS

All checks should be made payable to the Town of Sharon.

A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. The rental deposit is non-refundable. Final payment is due 30 days prior to the event with a refundable \$500 deposit.

### II. LAWS AND REGULATIONS

Users and their guests must abide by all ordinances of the Town of Sharon and the Rules and Guidelines of the Sharon Community Center. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage/security deposit. User will be held responsible for any damage and extra cleaning costs.

No animals permitted in the building except service animals.

### III. SMOKING

The Sharon Community Center is a non-smoking facility. per the Town of Sharon by-laws, no smoking is allowed in any part of the building including the outside porch, patios, ground area, or parking lot.

### IV. CAPACITY

To ensure the comfort and safety of guests, please adhere to the following occupancy limits.

David Clifton Ballroom

**Table Seating:** 100 person maximum

**Lecture Seating:** 130 person maximum

### V. APPROVED FLOOR PLANS

The user is entitled to use of the tables and chairs that are available in the rented space.

Floor plans must be submitted for approval one week before function.

Tables available: 6ft round, 6ft x 2.5 ft rectangle, 4ft x 4ft square - 10 chairs per round table.

Lobby can be used as is: equipment is not to be removed from the building at any time, for any purpose. Any furniture, and/or fixtures cannot be moved or rearranged.



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## **RULES AND GUIDELINES CONTINUED**

### **VI. CATERERS**

Caterers must be licensed by the Sharon Board of Health. A one-day catering license must be obtained.

The Sharon Community Center provides a caterer preparation room. The preparation room is an up-to-date, full-service preparation room.

Caterers/users are responsible for the preparation and clean-up of their events. The floor as well as the rest of the building must be left in the same condition as it was upon arrival. Trash containers are located in the rear of the building.

All of the caterer's equipment and/or rentals must be removed after the event. Failure to do so will result in (loss of deposit, x fee)

A one-day liquor license must be obtained through the Select Board's Office one month before function. Alcohol cannot be consumed or served outdoors.

A one-day liquor license must be submitted one month prior to your event.

Wine, beer, and spirits must be purchased through a Massachusetts-licensed supplier.

If the function will serve Alcoholic Beverages a police detail must be obtained from the Sharon Police Department. An additional fee will need to be provided to the Sharon Police Department.

### **VII. DECORATING AND SET UP**

All equipment to be used at your function must be approved by the event staff.

The rental fee is started the moment the custodial staff is hired to open the facility for the event.

All decorations must meet fire code requirements.

Candles for lighting ceremonies can be used by must be extinguished immediately following the ceremony. Birthday candles are only allowed on cakes.

No nails, staples or tacks may be used to hang or mount anything. Only non-permanent, non-marking materials (i.e., painters tape) may be used to hang or mount anything in the Sharon Community Center. All such mounting materials must be approved by the Town of Sharon. All decorations must be flame retardant and removed at the end of the function.

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).



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## **RULES AND GUIDELINES CONTINUED**

### **VIII. EVENT SHUT DOWN AND CLEAN UP**

Music, entertainment, and bar service must be suspended 30 minutes prior to the scheduled termination of the event. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out of the building at that time. If guests remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.

### **IX. OTHER**

A signature on the rental application form will constitute an agreement to abide by the rules for use.

Failure to comply will be considered sufficient grounds for refusal of further use of the Sharon Community Center.

The Town reserves the right to refuse the use of the Sharon Community Center.

The renter will be responsible for, and reimburse 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 any time, even when in progress, should the renter, any guest, employee or agent of the renter violate terms of agreement.



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## THE SHARON COMMUNITY CENTER RENTAL APPLICATION

Facility Rented: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Event Type: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time (Include set up)-From: \_\_\_\_\_ To: \_\_\_\_\_  
Caterer: \_\_\_\_\_ (must be registered with Sharon Board of Health)

My application for use of the Sharon Community Center is submitted subject to the following:  
All requests will be reviewed and accepted/denied based on: department policy, nature/scope of rental, as well as facility and staff availability. I have visited The Sharon Community Center and familiarized myself with its features and limitations.

Space may not be rented on New Year's Eve, New Year's Day, Presidents' Day, Patriots' Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Indigenous Peoples Day, Veteran's Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.

### Payment and Reservation Information

- A completed and signed application is required with a 50% rental deposit to secure a date at the Sharon Community Center. Final payment is due 30 days prior to event. A security deposit of \$500.00. 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 non-refundable except for the security deposit.
- The Town does not provide backup dates for canceled events. Rescheduled events must be applied for in the same manner as the 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 the rental of 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.

### REQUIRED ITEMS:

Application:	Insurance:	Rental Deposit:
Final Payment:	Security Deposit:	



# SHARON COMMUNITY CENTER WEEKDAY RENTAL APPLICATION

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Applicant must be at least 25 years of age, responsible for any/all damage, and in attendance during the entire event.

Application Date: \_\_\_\_\_

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

Please provide proper documentation if this organization is a registered IRS 501 c(3).

Event Type/Purpose/Intended Use: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Date of Rental : \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Rental:  Meeting  Reception  Function  Lecture

# Guests: \_\_\_\_\_ Will food be served?  Yes  No

Name of Caterer: \_\_\_\_\_

*Must be registered with Health Dept*

Special Requests/Equipment Needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Filling out this application does not automatically constitute approval. Please allow 7 working days for 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.

Please review Rules and Guidelines for renting Sharon Community Center for detailed information.

**Please see attached fee schedule for room rental.**

**Rental payment must be submitted in full in order to complete reservation.**

### OFFICE USE ONLY

Application

Dates: \_\_\_\_\_

### ADDITIONAL ITEMS

Insurance

Fees Paid: \_\_\_\_\_

Food Permit: Y N

Fees Owed

Room: \_\_\_\_\_

Liquor License: Y N



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No verbal reservations accepted.

## HOURS OF OPERATION:

MONDAY: 8:00am-5:00pm

TUESDAY-THURSDAY: 8:00am-9:30pm

FRIDAY: 8:00am-12:30pm

Applicant must be at least 25 years of age, responsible for any/all damage, and in attendance during the entire event.

**\* Priority Usage will first be granted to the Sharon Recreation Department and Sharon Adult Center.**

## SHARON COMMUNITY CENTER WEEKDAY RENTAL

Room	Capacity	Weekday Fees	Tiers
<b>Small Room</b>	Up to 16 people	Tier 1/2: \$0 Tier 3: \$25/hr Tier 4: \$40/hr	<b>TIER 1</b> TOWN DEPARTMENTS DEPARTMENT PROGRAMS
<b>Medium Room</b>	Up to 40 people	Tier 1/2: \$0 Tier 3: \$40/hr Tier 4: \$65/hr	<b>TIER 2</b> TOWN BOARDS & COMMITTEES
<b>MULTIPURPOSE</b>			
<b>w/ Tables</b>	Up to 70 people	Tier 1/2: \$0 Tier 3: \$100/hr Tier 4: \$175/hr	<b>TIER 3</b> SHARON PUBLIC SCHOOLS SHARON NON-PROFIT
<b>Lecture Hall</b>	Up to 85 people		
<b>BALLROOM</b>			
<b>w/ Tables</b>	Up to 100	Tier 1/2: \$0 Tier 3: \$150/hr Tier 4: \$250/hr	<b>TIER 4</b> SHARON FOR PROFIT and OUT OF TOWN groups
<b>Lecture Hall</b>	Up to 130		
<b>KITCHEN</b>	N/A	\$250 clean up fee	

### 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 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.

Signature

Date

**TOWN OF SHARON COMMUNITY CENTER**  
SHARON, MA 02067

**INDEMNIFICATION AGREEMENT AND COVENANT**

For and in consideration of a license to use the fields and facilities located at the Sharon Community Center, 219 Massapoag Avenue, Sharon, MA (the premises), and other good and valuable consideration, the payment, receipt and sufficiency of which is hereby acknowledged.

**THE SHARON COMMUNITY CENTER RENTAL APPLICATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

hereby referenced as (the licensee) hereby agrees to indemnify and save harmless the Town of Sharon, and all their past, present and future officers, officials, agents, servants, employees, attorneys and their respective predecessors, successors, assigns, heirs, next of kin, executors and administrators hereinafter collectively referenced as the (licensor) against any and all injury, loss or damage and any and all claims for injury, loss or damage, of whatever nature caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the licensee or anyone claiming under the licensee (including, but without limitation officers, agents, servants, invitees, guests, students, volunteers, of the licensee and employees and contactors of the licensee), at or about the premises.

This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liability incurred in connection with any such injury, loss or damage or any such claim, or a proceeding brought thereon or the defense thereof. If the licensee or anyone claiming under the licensee or the whole or any part of the property of the licensee or anyone claiming under the licensee shall be injured, lost or damaged by theft, fire or steam or in another way or manner, no part of said injury, loss or damage is to be borne by the licensor or its agents unless caused by the negligence of the licensor.

Licensee and/or its caterer(s) and/or contractors, shall deliver to licensor prior to commencing use of the licensed premises certificate(s) of insurance in such amounts and coverages as previously agreed upon with the Town.

Coverage must be written with carriers authorized to do business with the Commonwealth of Massachusetts, and rated as A- or better by the Bests' Rating Service or equivalent.

The certificate(s) should name the Town of Sharon as additional insured for General Liability. The certificate(s) should also indicate that in the event of cancellation of any of the policies, at least thirty (30) days prior written notice of cancellation must be given to the Town of Sharon.

Licensee is advised that failure to maintain such commercial general liability insurance may result in licensee being subject to potential liability for claims arising under or through the use of this license.

Licensee shall, at its own cost and expense, with counsel approved by the licensor defend any and all suits and actions (just or unjust) which may be brought against the licensor or in which the licensor may be impleaded with others upon any such above mentioned matter, claim or claims, unless such other suit or action is the direct result of licensor's negligence. The licensee agrees that it shall not file any claim, complaint, charge or lawsuit against the Town for any matter, claim or incident, known or unknown, which occurs or arises out of licensee's use of this license.

**LICENSEE**

Date: \_\_\_\_\_ By: \_\_\_\_\_ (licensee)  
\_\_\_\_\_ (Title)

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(duly authorized signature)