



## Frequently Asked Questions Hill House Rentals

**To avoid forfeiting your deposit, please comply with all of the following guidelines.**

### **Pricing**

Children's Party (under 13)	Members: \$250 for the first 3 hours; \$50 per hour thereafter Non-members: \$350 for the first 3 hours; \$50 per hour thereafter \$100: Cleaning/Security deposit ( <i>separate check</i> )
Teen/Adult Party (13 and up)	Members: \$350 for the first 3 hours; \$50 per hour thereafter Non-members: \$450 for the first 3 hours; \$50 per hour thereafter \$100: Cleaning/Security deposit ( <i>separate check</i> )
Non-Profit Rate	Members: \$50/hour Non-members: \$75/hour \$100: Cleaning/Security deposit ( <i>separate check</i> )
For-Profit Organization	\$450 for the first 3 hours; \$50 per hour thereafter \$550 for the first 3 hours; \$50 per hour thereafter \$100: Cleaning/Security deposit ( <i>separate check</i> )

The three hour time slots include set up AND clean up time. Please plan your event accordingly.

### **What information do I need to provide to confirm my rental?**

- Upon request, we will put a tentative hold on the rental space and email you a rental information packet.
- To confirm your rental and guarantee your hold on the space, you must submit the following to Rachel Czubryt no less than two weeks prior to the date of your event. If you fail to submit this material at least two weeks in advance, we reserve the right to release your reservation:
  - A signed copy of the Rental Agreement (attached)
  - A check for payment in full of the rental fee indicated on your agreement
  - A separate check for your \$100 deposit
  - Liquor Liability Insurance Certificate (if you plan to serve alcohol)

### **Will a Hill House staff member be available to help with my event?**

- A member of the Hill House staff will be on hand to provide basic support. They will ensure that you get into the building, find what you need, and will help in an emergency. However, they are not there to staff your event.
- If a staff person is not on hand to open the building, call Rachel Czubryt: (413) 884-4445.

**How late can my event run?**

- Because this is a residential neighborhood, all rentals must conclude by **10:00 pm** (not including clean up).

**Where are tables and chairs stored?**

- At the Firehouse, tables are stored in an alcove in the second floor bathroom. Chairs can usually be found on racks in the basement hallway. Ask the staff person for assistance.
- At 74 Joy Street, tables are stored in the cafeteria. Chairs can be found on racks in the gym near the bathrooms. Chairs **MUST** be returned to this location. Please do not allow chairs or chair racks to block fire exits in the gym.
- Please return all tables and chairs to their original location at the end of your event. Tables used at Joy Street must return to their original height.
- **Note:** The Firehouse elevator can be used to bring items up from the basement or down from the second floor.

**Do you have smaller tables for children?**

- The tables at Joy Street are adjustable to different heights. Firehouse tables cannot be adjusted. We have a limited number of child-sized chairs, especially at the Firehouse.
- At the Firehouse, you may bring the child-sized chairs and/or stools downstairs but please return them to the art room when you are finished with them.

**May I use the kitchen?**

- You can use the refrigerator, freezer and oven during your event. It may be possible for you to have access to the kitchen prior to your event. Please contact Rachel Czubryt to discuss your needs and confirm any early access to either building.
- **PLEASE TAKE ALL LEFTOVER FOOD, DRINK, CUTLERY, PLATES AND DECORATIONS WITH YOU WHEN YOU LEAVE.**

**Are there any food restrictions?**

- **74 JOY STREET IS A “NO NUT” FACILITY.** If your event is taking place at 74 Joy Street, do not bring any nuts, nut oils, or products containing nuts into the building. The nursery school in the building has students with severe nut allergies who use the cafeteria and gym on a daily basis.
- There are no food restrictions at The Firehouse (127 Mt. Vernon Street).

**May I serve alcohol?**

- If you intend to serve alcohol at your Event, you must contact APD Bar Service ([617] 244-1000 / [www.bartendingservice.com](http://www.bartendingservice.com)) to hire a professionally trained bartender and to request a liquor-liability insurance certificate. The only exception to this requirement is children's parties, where parents may consume a very minimal amount of beer or wine.

**Does Hill House provide party supplies?**

- Hill House does not provide any supplies other than tables and chairs.
- In a pinch, you may use utensils, plates, pans, and other supplies in our kitchen, but please make sure they are clean and put away when finished.

### **What should I do with my trash?**

- You must take ALL your trash and unused supplies with you when you leave. We don't have enough space to store or dispose of trash and leftover items from rentals. Thank you for your cooperation. **Tip:** Bring heavy-duty trash bags.

### **Do I need to lock up before I leave?**

- All doors and windows must be locked. **Tip:** Lock the big double door (Firehouse) after your guests arrive to prevent people from walking into your party and to assure the building is locked when you leave. **Please double check that all doors and windows are closed and locked before you leave.**
- You DO NOT need to set the alarm. The Hill House staff member will do this for you.

### **May I adjust the temperature in the building?**

- Please ask the staff member on hand to help you adjust the temperature.
- The thermostat for the first floor is located outside the electrical closet off the kitchen.
- The thermostat for the second floor is located in the hallway supply closet near the top of the stairs.
- The switch to operate the ceiling fans in the Firehouse is on the wall next to the storage closet on the first floor (near the stairs leading to the basement).

### **May I decorate?**

- If you plan to use anything more than standard decorations (table cloths, streamers, balloons, etc.), please clear your plan with Rachel Czubryt, Program & Camp Coordinator.
- Do not use decorations that could damage or deface the building in any way. Decorations should **never** be nailed or tacked to walls, floors or ceilings.
- Remove ALL decorations and adhesives at the end of your event.
- Decorations that create a fire hazard, such as sparklers or smoke machines, are prohibited. Votive candles or other candles enclosed in glass are permitted. Freestanding candles are prohibited, except for birthday cake candles, of course!

### **May I have music or entertainment?**

- Live bands are prohibited. All other types of music and performances must be cleared with Rachel Czubryt and must be consistent with Hill House's mission as a family-friendly community center.
- If approved, please do not play music loud enough to disturb the neighbors. If neighbors or the staff member asks you to reduce the noise during your event, please do so.

### **What happens if I trip the burglar alarm?**

- The Hill House staff member on hand can disarm the alarm before it triggers any response from our security company. Otherwise, guards from Elite Protective Services will respond. Please provide them with identification, if asked, explain why you are in the building, and direct them to the Hill House staff member on hand for confirmation that you are authorized to be there. The guards may call Executive Director Lauren Hoops-Schmieg to confirm your authorization.



# Rental Agreement

This will confirm that The Hill House, Incorporated (“Hill House”) is holding the following tentative reservation (the “Event”) for {insert name} \_\_\_\_\_ (“Renter”):

Event Description	
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Event Date	*Start Time	End Time	Location	Room(s)	# of Attendees	Rental Fee

\*Start time includes event set up. End time includes clean up.\*

Events must end no later than **10:00 pm**. The number of attendees may not exceed fire code limits. The limit for the cafeteria and/or gym at 74 Joy Street is 50 people. The limit in the main room at 127 Mount Vernon is 50 people.

## Terms and Conditions

An Event reservation will not be confirmed until and unless Hill House receives the following items from Renter at least two weeks prior to Event Date:

- A signed copy of this Agreement
- Payment in full of the Rental Fee
- Payment of a refundable \$100.00 Security Deposit

If this agreement is signed, but has changes, it shall not constitute an acceptance, but rather a counter offer by you, which may be accepted or rejected by Hill House at its sole discretion.

**Deposit/Payment:** Payment no less than two weeks prior to the Event Date of the Security Deposit and Rental Fee set forth above, are required to confirm an Event reservation with Hill House.

**Cancellations:** Renter may cancel their event at any time, for any reason, up until the day of the Event. Renters who cancel on the day of an event may forfeit a portion of their Deposit to cover any actual staffing costs incurred by Hill House for day-of cancellations.

**Entertainment:** Hill House must approve all planned Event entertainment in advance and reserves the right to reject Entertainment that it deems unsafe, could cause a disturbance in the neighborhood or is otherwise inconsistent with Hill House’s mission as a family-friendly community center. To avoid disturbing nearby residents, Renter agrees to keep building windows and doors closed during the Event and to refrain from playing loud music.

**Event Set-Up, Management, Clean-Up:** Renter agrees and acknowledges that Hill House is a self-service rental facility and that Renter will receive only basic support during their Event from any Hill House staff on hand, including: providing access to the building at the Event start time set forth above,

locating Hill House items for your event (e.g., tables, chairs, etc.), answering questions, and otherwise helping the Renter deal with issues or emergencies that arise during the Event. The Renter is responsible for general management of the Event, including set-up, preparing and serving food and beverages, break-down of tables, chairs and other Event equipment, clean up, and trash removal. At the conclusion of the Event, Renter agrees to return the building to the condition in which they found it and accept the clean-up responsibilities included on the Event Clean-Up Checklist (Attachment 1). Failure to perform these clean-up responsibilities will result in Renter forfeiting the Security Deposit.

**Food and Beverage Restrictions:** 74 JOY STREET IS A “NO NUT” FACILITY. IF THE EVENT IS TAKING PLACE AT 74 JOY STREET, RENTER MAY NOT BRING ANY NUTS, NUT OILS OR PRODUCTS CONTAINING NUTS OR NUT OILS INTO THE BUILDING. Renter agrees to supply all food and beverage for the Event and assumes all liability for the quality and safety of such food and beverage (including any violation of the no-nut policy at 74 Joy Street). Renter may use the Hill House kitchen to prepare, heat up or store food during the Event times set forth above. If you intend to serve alcohol at your Event, you must contact APD Bar Service (617/244-1000 / [www.bartendingservice.com](http://www.bartendingservice.com)) to determine if your event requires liquor liability insurance and/or a professionally trained bartender.

**Decorations:** All decorations and accessories must be flameproof to meet the fire prevention regulations as stated in the Massachusetts Fire Prevention Code. Except for the gas burners on the stove in the Hill House kitchen and standard birthday candles, no use of an open flame is allowed. No fog or smoke machines are allowed. The Renter is responsible for covering the cost to repair damage caused by Event decorations.

**Event Materials:** Delivery/drop-off of all Event materials is the responsibility of the Renter. Event materials may not be stored at Hill House prior to the Event start time. Removal of all property and Event materials (including trash) is the responsibility of the Renter and must be complete by the Event end time set forth above.

**Indemnification:** Renter shall conduct the function in an orderly manner in full compliance with applicable laws and regulations. Renter hereby indemnifies and holds harmless The Hill House Incorporated, its directors, employees, agents and each of the foregoing, against any claims, liabilities or costs (including reasonable attorney’s fees and whether by reason of personal injury or death or property damage or otherwise) arising out of, or connected with the Event or this Agreement.

Accepted by:

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Renter’s e-mail address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Renter’s phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Rachel Czubryt  
Program Manager

\_\_\_\_\_  
Date

## EVENT CLEAN-UP CHECKLIST

	All decorations taken down and removed from building
	Tables and chairs returned neatly to their original storage areas
	Floors swept
	Kitchen cleaned. Food, beverages, plates and utensils removed from refrigerator and freezer
	STOVE TURNED OFF
	Trash bagged and removed (take trash with you; do not leave it outside of Hill House)
	All windows closed and locked
	All lights and ceiling fans turned off
	All doors locked (front door, double door, and side door on River Street)