



# Bass Hall

✓	<b>Your Bass Hall Rental Checklist</b>
	<p><b>Finalizing your rental</b> Please submit rental contract, payment, set up instructions, and any insurance certificates at least 30 days prior to your event. Rentals that are not finalized 30 days prior to the event may result in cancellation. <b>Please return pages 2, 3 and 4. Your due date is:</b></p>
	<p><b>Caterer's certification of insurance</b> Please email to <a href="mailto:assistant@MonadnockCenter.org">assistant@MonadnockCenter.org</a> (See page 6 for details)</p>
	<p><b>Alcohol liability coverage</b> Please email insurance certificate stating alcohol liability coverage to <a href="mailto:assistant@MonadnockCenter.org">assistant@MonadnockCenter.org</a> (See page 6 for details)</p>
	<p><b>Rental equipment delivery/ pick up</b> I have arranged for any delivery or pick up of rental equipment to take place no more than 24 hours before or after my event. I have coordinated my delivery/pick up times with the Monadnock Center staff.</p>
	<p><b>Recycling and garbage removal</b> I understand that I need to remove garbage and recycling associated with my event.</p>
	<p><b>Advertising/ Press Releases/Invitations</b> I understand that any press releases, advertising, posters, or invitations for my event must identify the location as the Monadnock Center for History and Culture and I <u>may not</u> use the name Peterborough Historical Society.</p>
	<p><b>Event Signage</b> I understand that I may erect signage at the front of the building nor more than 48 hours before my event and that I must remove my signage at the end of my event. (See page 6 for details)</p>
	<p><b>Building Security</b> I understand that I will not leave the Monadnock Center building unattended during my event and that a responsible person will remain with the building until a representative of the Center arrives to close the building at the agreed upon closing time.</p>
<b>Contact:</b>	<p><b>Karen Bannister, Administrative Assistant</b> (603) 924-3235 or <a href="mailto:assistant@MonadnockCenter.org">assistant@MonadnockCenter.org</a></p>

# Bass Hall Rental Contract

All reservations are tentative until this contract is completed and returned with full payment to the Monadnock Center. Applications, payment, set up instructions, and any insurance certificates are due 30 days prior to your rental. Failure to return the application at least thirty (30) days before your event may result in cancellation.

Date of Event: \_\_\_\_\_

Organization/ Individual: \_\_\_\_\_

Nonprofit organizations renting for the first time, please attach a copy of your IRS tax exempt determination letter.

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Time you will need the building opened: \_\_\_\_\_

Time you will need the building closed: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

## Catering Information:

Caterer's Name: _____
Telephone: _____
Address: _____

# Peterborough Historical Society

d.b.a. The Monadnock Center for History and Culture

## Bass Hall Rental Contract

### Statement of Agreement

-----  
Event and Date

----- has read and agrees to  
Name of Organization or Individual

comply with the Society's "Policy for Rental of Bass Hall." Renter agrees to hold harmless and indemnify the Peterborough Historical Society (d.b.a. The Monadnock Center for History and Culture ) and its Directors, employees and agents for any loss or damage and related expenses, including attorney's fees, that results from claims for bodily injury and property damage related to the use of this facility for the above event.

-----  
Signature

Title, if applicable

-----  
Date

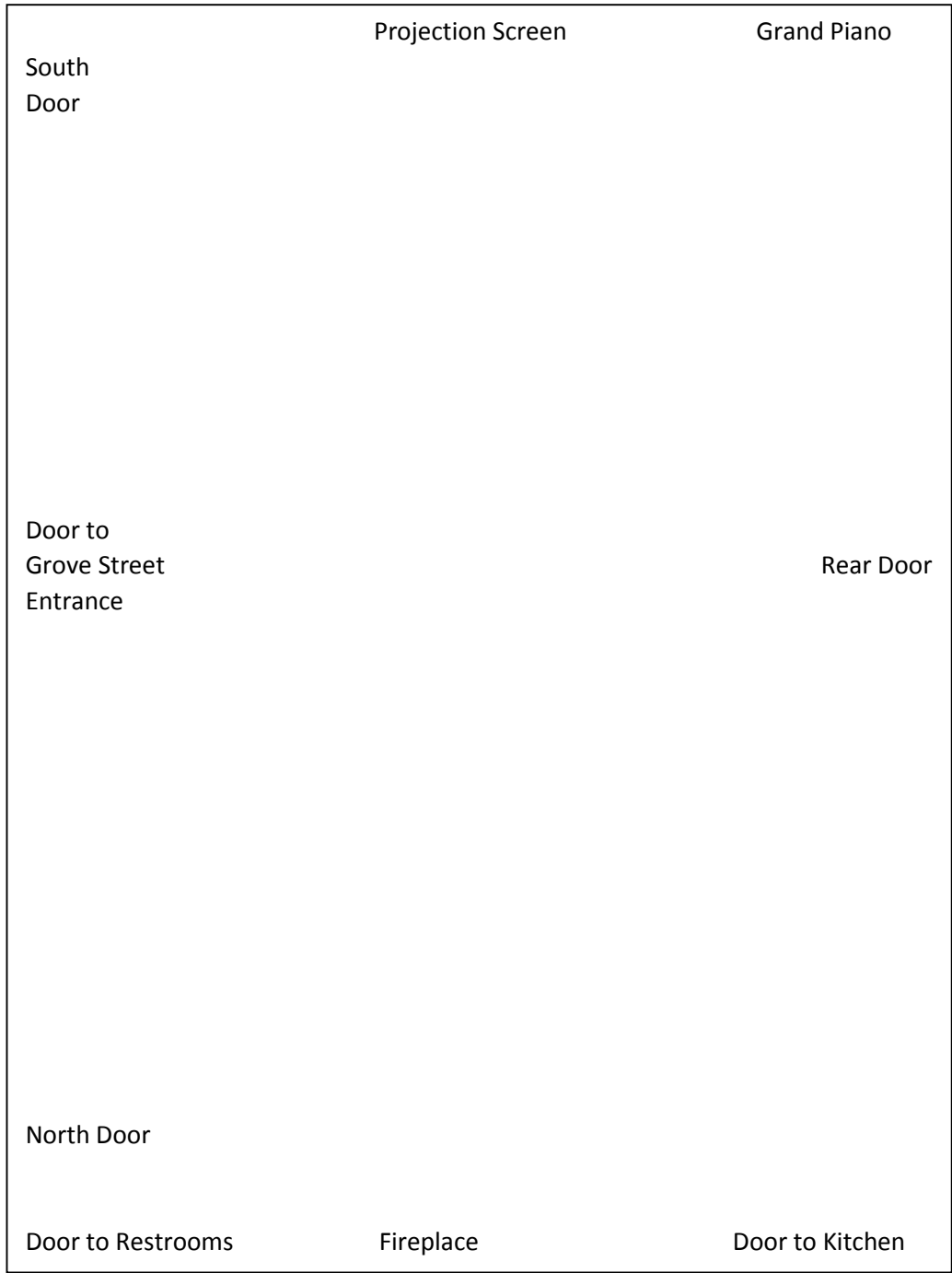
# Bass Hall Set Up Instructions

Event Date: \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

Open Building at \_\_\_\_\_ Close Building at \_\_\_\_\_



## Equipment Needs

# of chairs:

\_\_\_\_\_

# of tables

\_\_\_\_\_

## Additional Needs:

Projection Screen? Y/N

Projector Table? Y/N

Special Instructions:

# Policy for Rental of Bass Hall

## Permitted Uses and Conditions

1. All uses must be consistent with the preservation of the property and the collections, must not detract from the image of the Monadnock Center (Peterborough Historical Society), and must be in accordance with this policy.
2. All reservations are tentative until the completed rental contract and full payment are received and accepted by the Monadnock Center. Failure to return the application and payment at least thirty (30) days prior to the event will result in cancellation.
3. All arrangements for rental must be made through the Center's staff who are available Wednesday through Saturday 10 a.m. to 4 p.m.

## Use Guidelines

1. The renter shall assume all financial responsibility for damage or loss to the Monadnock Center and for any bodily injury and property damage which may occur during or as a result of the use of the property.
2. The renter must provide full details of the function and must advise the Center of any extraordinary measures, security or otherwise. The renter must provide set-up and catering details to the Center in writing a minimum of thirty (30) days prior to the event. Failure to comply will result in cancellation.
3. The renter must adhere to the stated maximum capacity (134 people).
4. The renter must make all their own arrangements with their caterer for food, drinks, linen, extra tables, flowers and personnel.
5. Renters are advised that the Center has very limited parking. Renters, their agents and guests will be subject to parking regulations on the street and in the adjoining private lots.

## Specific Guidelines

1. Renters must make an appointment to view Bass Hall for any reason prior to the event.
2. Nothing is to be attached to the furniture or paneling. Signs and decorations may be hung from the hanging rods only. No exceptions will be made.
3. **The use of duct tape is strictly prohibited!** If it necessary to tape down electrical cords, a low tack tape must be used.
4. No furniture or other objects belonging to the Center (except chairs) may be moved by the renter or the caterer.
5. Smoking is not permitted in the building.
6. Floral arrangements may not be placed on furniture without a protective cover under the container. All floral arrangements must be removed at the end of the event time.
7. All rental equipment for an event must be delivered within 24 hours before the event and removed within 24 hours following the event. If delivery or removal of equipment does not take place within 24

hours of the event, the renter will be required to pay the rental fee for each day the equipment is on the premises. **If equipment cannot be removed at the end of the event time and requires the building to be opened outside of business hours (10 a.m. to 4 p.m. Wednesday - Saturday), an additional fee of \$25 per hour (one hour minimum) will be assessed.**

8. All garbage, recycling items and decorations must be removed at the end of the event time.

9. **Renters may not leave the building unattended during the event.** The building must be occupied from the time the attendant opens the building until the attendant returns to close the building. Please make sure you have your opening and closing times as close as possible. The attendant will open the building at the specified time. **If the renter does not arrive within a half hour of the specified time, an extra fee of \$25 will be billed to the renter.** Once the attendant opens the building for the renter, the renter is required to stay with the building until the specified closing time.

10. No confetti in the building.

11. Use of Steinway Piano

Anyone renting Bass Hall must receive permission to play the Steinway piano. Permission must be sought at least three (3) weeks before the rental date to allow time to schedule a piano tuning. An additional charge of \$80 will be assessed for tuning. If the renter does not require a piano tuning, there is no additional charge.

12. Bass Hall renters may place signage at the front of the building to advertise their event no more than 48 hours before the event. Signage must be removed from the premises at the close of the event. Renters must obtain a temporary sign permit from the Town of Peterborough and pay any fees associated with a permit.

## Caterer's Guidelines

1. Caterers must present a copy of their license and certificate of insurance with liability limits no less than \$500,000 per occurrence thirty (30) days prior to the event. Caterers must present a copy of their liquor liability insurance certificate thirty (30) days prior to the event if the caterer is serving liquor at the event. Any liquor served at any event at the Monadnock Center must have liquor liability insurance coverage by the owner of the alcohol. If the caterer is not providing alcohol, their liquor liability insurance does not cover the alcohol. If the renter plans to purchase and serve liquor at their event, they must provide proof of alcohol liability insurance. Neither a caterer nor a renter may sell alcohol unless a copy of a valid NH liquor license is provided to the Center at least thirty (30) days in advance of the rental.

2. Caterers must arrange all deliveries in advance.

3. Caterers must removed everything they bring on the premises at the end of the event time including all equipment, garbage, recyclable items, food, beverages and ice.

4. All materials and equipment may not be delivered more than 24 hours before the time of the event. All materials and equipment must be removed within 24 hours following the end of the event time.

5. Serving areas and the kitchen must be left in the same condition in which they were found.

## **RENTAL FEES AND CUSTODIAL SERVICES**

### **Rental Fees (effective 8/1/15)**

- For Profit Organizations and Individuals                   \$385  
  \$290 (25% discount for members)
  
  - Non-profit Organizations  
    Budget below \$50,000/ year                                   \$110  
    Budget \$50,000 - \$100,000/ year                         \$165  
    Budget \$100,001+ / year                                    \$385
  
  - Weddings   \$600  
   \$450 (25% discount for members)
- Delivery surcharge: There will be a \$50.00 per day surcharge for early and late equipment deliveries and pick-ups. All deliveries and pick-ups must be coordinated with staff prior to the event.

### **Custodial Services**

- Opening and closing the building and setting up and cleaning up.
- Any time spent beyond two hours will be billed at \$25 per hour.
- The custodian is not responsible for garbage or recycling removal. Renters should plan to remove garbage and recycling items.

**Please be sure of opening and closing times, if the custodian has to wait for you his/ her time can easily exceed 2 hours.**

### **Piano Tuning Charge**

Renters wishing to use the Steinway piano will be assessed an additional charge of \$80 for piano tuning. If the renter does not require a tuning, no additional charge will be assessed.

## **FURNISHINGS AVAILABLE FOR THE HALL**

- 10 five foot tables (5' long by 30" wide) resin tops, table cloths are recommended
- 100 chairs (padded on seat and back)
- Projector stand and screen (NOTE: The Center does not have a projector available for rental use)
- Podium, light and microphone for speakers
- 40 cup coffee maker (takes 1 minute per cup to brew)

### **Maximum Capacity**

Maximum capacity standing- 134 people exclusive of employees.

Seated lecture style- 100 people

Sit down dinner- 60 to 70 people