

Saugus Town Hall Auditorium  
298 Central Street  
Saugus, MA 01906  
781-231-4111

I \_\_\_\_\_  
(Name) (Phone Number)

\_\_\_\_\_  
(Street Address) (City/Town) (State)

Contract to use the Saugus town Hall Auditorium between the hours of \_\_\_\_\_ and \_\_\_\_\_  
on the following date \_\_\_\_\_.

(Date)

Normal length of rental shall be five (5) hours including hall preparation time. (See reg. 5)

Purpose for which the Auditorium is to be used: \_\_\_\_\_.

Approximate number of guests to attend: \_\_\_\_\_.

**REGULATIONS:**

1. Rental of the Auditorium will be at the discretion of the Town Manager.
2. No decorations allowed on walls or ceilings. **No balloons.**
3. Minimum deposit of fifty dollars (\$50.00) refundable only upon 60 day cancellation notice.
4. Balance of rental fee shall be invoiced and paid after the event.
5. Use of tables and chairs are considered part of the Auditorium.
6. Fee for additional time over five (5) hours shall be \$ \_\_\_\_\_ per hour.
7. All guests are required to leave the premises within 30 minutes after termination of the function. (See regulation 6)
8. Renter is not allowed to provide alcoholic beverages for consumption on the premises.
9. If using a caterer, the renter shall inform the caterer to contact the Health Agent for the Town of Saugus at Town Hall for necessary permits, etc..
10. Renter shall adhere to purpose of rental. Deviation of such, shall be cause for immediate termination of contract.
11. Police detail may be required.
12. Renter shall execute an indemnification agreement.
13. The Renter needs to obtain a Certificate of Insurance for the event. (see attached)
14. As of January 1, 2003, Non-Profit groups will not be charged a Rental Fee. (Proper paper work required)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Rental Officer)

\_\_\_\_\_  
(Renter)

For Office Use Only

Make checks payable to the Town of Saugus

Rental Fee	\$ _____	
Custodian's Fee (4 hr. min.)	\$ _____	_____ per hour
TOTAL	\$ _____	
Deposit Received	\$ _____	
Balance DUE	\$ _____	

## **Certificate of Insurance**

As a renter of Town property, you will need to obtain the following coverage for your event:

General Liability of at least \$1,000,000.00 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000.00 aggregate and name the Town as "Additional Insured". Please confirm the coverage afforded the Town is on a primary basis.

## **Indemnification Agreement**

In consideration of the Town of Saugus renting the Town Hall Auditorium,  
\_\_\_\_\_(Renter) agrees to  
indemnify and hold harmless the Town of Saugus and its servants, agents  
and employees from and against any legal liability resulting from the use  
of the Town Hall Auditorium for any “bodily injury” or property damage  
that occurs in conjunction with the rental of the Town Hall Auditorium.

\_\_\_\_\_  
(Renter)

\_\_\_\_\_  
(Date)

If you are interested in renting the Town Hall Auditorium, please review the next three pages of the rental agreement and contact the Town Manager's office at 781-231-4111. We will set up a time when you can come in, discuss the occasion, look at the calendar and review the agreement.