

OLD TOWN HALL APPLICATION FORM

16 South Road, Bedford, Massachusetts 01730

Mailing Address: Town Center, 12 Mudge Way, Bedford, MA 01730

Office: Telephone #781-275-4880; Fax #781-275-2730; email: frusso@bedfordma.gov

APPLICATION FOR USE OF GREAT ROOM

Please note Cancellation Policy under Policies and Procedures Date _____

ORGANIZATION OR INDIVIDUAL(S) requesting use: _____

Address: _____

Business or Cell Tel # _____ Home Tel # _____

E-mail Address: _____

DAY AND DATE REQUESTED: _____

Hours of Event: from _____ to _____ Est. Attendance _____

ENTRY HOUR _____ **DEPARTURE HOUR** _____

PLEASE NOTE THAT CHARGES BEGIN FROM YOUR TIME OF ENTRY TO DEPARTURE, EXCLUDING CUSTODIAL CLEAN UP AND SET UP. SHOULD CLEAN UP REQUIRE AN EXCESS OF TWO HOURS, THERE WILL BE A CHARGE OF \$25.00 PER HOUR.

Purpose of Event: _____

INVOICE TO: _____

Equipment provided: 13 60" round tables (that seat 8); 10 6' rectangular tables; folding chairs, projection screen, t.v./dvd/vcr, refrigerator, freezer, stove/oven, microwave oven. Pls. note: linens and china are not provided. WiFi is available (password protected) for \$15.

PLEASE REFER TO TEMPORARY FOOD ESTABLISHMENT OPERATIONS(attached) AS A GUIDE FOR COMPLIANCE WITH MA FOOD SAFETY REQUIREMENTS.

CHECK HERE IF SERVING ALCOHOL Yes__ No__ . Request separate application for permitting process.

The Great Room (45x34) seats approximately 100 @ round tables. The space is barrier free. An elevator is available at the main entrance on the south side of the building.

Please call Fay Russo several days prior to your event to reconfirm set up. 781-275-4880.

Approved by _____ Date _____

Fee \$ _____ Deposit \$ _____ Date received _____

payable to the "Town of Bedford" to be submitted with signed application form.

INVOICE WILL BE MAILED TO YOU FOLLOWING EVENT.

It is acknowledged that the Town of Bedford, Town Center of Bedford, Inc. and/or their representatives accept no liability with respect to any claims which might arise out of the activities of your organization or individuals involved with your organization and further stipulate that the Town of Bedford , Town Center of Bedford, Inc. and their representatives be held harmless.

I (we) acknowledge Rental Conditions and Policies and Procedures on the attached pages with reference to rental at Old Town Hall on _____.

Organization Name _____

Signature _____

as of Sept. 1, 2014

OLD TOWN HALL FEE SCHEDULE

Please note that charges begin from your time of entry to departure excluding custodial set up and clean up.

Rates (with minimum of three hours) include custodial costs and use of catering kitchen.

\$ 80 per hour *

For dance and exercise classes on a continuing basis
\$16 per hour plus custodial costs

Rates for weddings/receptions are: \$600 *

Includes custodial charges and opening of building for early drop off of food, flowers, etc.

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Deposit Information: \$75 deposit is required to secure space.

**THERE WILL BE AN ADDITIONAL CHARGE FOR EXTRA CUSTODIAL WORK CREATED BY UNAUTHORIZED USE OF DECORATIONS OR EXCESSIVE CLEANING THAT IS BEYOND A TWO-HOUR PERIOD AT A CHARGE OF \$25.00 PER HOUR.**

Pls. note: Should there be a request for an early admittance to space either the day of the function or day before (if the space is not already rented at that time), there will be an additional charge to cover custodial expense of opening and closing at \$25 per hour – plus any additional custodial costs for early set up, if necessary. Weddings/receptions are exempt.

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* There will be a 10% discount for non-profit organizations and for Bedford residents. Definition of resident: By or for a Bedford resident.

NOTE: A video that includes The Great Room is available on the Town of Bedford's website, www.bedfordma.gov.

Temporary Food Establishment Operations

Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

FOOD & UTENSIL STORAGE AND HANDLING

- Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
Post consumer advisories for raw or undercooked animal foods.
- Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.
Protect all storage, preparation, cooking and serving areas from contamination.
Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

PERSONNEL

- Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.
- Hygiene** Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

CLEANING AND SANITIZING

- Warewashing** A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.
- Sanitizing** Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.
- Wiping Cloths** Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

WATER

- Water Supply** An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
- Wastewater Disposal** Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

PREMISES

- Floors** Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.
- Walls & Ceilings** Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.
- Lighting** Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.
- Counters/Shelving** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.
- Trash** Provide an adequate number of cleanable containers inside and outside the booth.
- Restrooms** Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.
- Clothing** Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp
www.foodsafety.gov

Retail Food Information
Gateway to Government Food Safety Information

POLICIES AND PROCEDURES FOR OLD TOWN HALL RENTAL

As a condition of renting the Great Room at Old Town Hall, I(we) do hereby agree to the following:

I. USE OF BUILDING

- a. NO SMOKING IS ALLOWED.
- b. NO OPEN FLAMES, NO PYROTECHNIC DISPLAYS OR SPARKING DEVICES AND NO SMOKE MACHINE EQUIPMENT ARE ALLOWED.
Lighted candles on a birthday cake are allowed.
- c. Use of areas other than those designated in Application for Use form is prohibited.
- d. Children in the building must be directly supervised at all times.
- e. Rice, confetti, Mylar cutout shapes and other like items may not be used as decorations in or outside the building. There will be a \$25 charge, if used. Banners, signs, and other like items may not be affixed to the Great Room/Old Town Hall walls. The use of tape and tacks to affix decorations is prohibited; otherwise, there will be a \$50 additional charge for repair/painting. Suggested decorations: table centerpieces, plants/flowers, balloons.

II. USE OF THE ROOM

- a. All equipment (including tables and chairs) must be left in the same condition in which they are found. Any breakage must be reported to the Old Town Hall (Town Center) office. Reimbursement is required for any damage caused by other than normal wear.
- b. Soap detergent will be available in the kitchen.
- c. Because the stage in the Great Room is not handicapped accessible, use is not allowed.

III. ALCOHOL SERVICE

- a. See separate application form for the serving of alcoholic beverages. For the serving of alcohol a \$35 permit fee, a refundable deposit of \$100, and certificate of liability insurance are required.

IV. OUTSIDE SERVICES

- a. When booking a d.j. for party functions, please make him aware of neighborhood residents so that the music will be kept to reasonable levels.
- b. A Police Officer may be required, to be arranged and paid for by large groups renting the Great Room. See Facility Coordinator for more detail.
- c. For teen parties between the ages of 16 through 20 a police detail and one chaperone per ten teens are required. Chaperones must sign an agreement they will remain on the premises for the length of the party. Should there be damage or the above requirements are not met, the deposit will be forfeited. Contact the Police Department at 781-275-1212 to arrange for a special detail and to obtain rate information.

V. CANCELLATION POLICY:

- \$15** Notification received at least one week in advance of the event or meeting.
Weather related conditions the day of event, with approval.
- \$75 Notification less than one week, but more than 24 hrs. preceding event.
- Full Fee Notification 24 or less hours prior to the event or "no show."

** There will be a \$15 processing fee for returned deposit checks.

Renting space managed by Town Center of Bedford, Inc.

What we provide and do	What you do
Before the Event	
<p>A. Reserve and rent space for your event on a first come, first served basis, at the rates stated in the attached information</p> <p>B. Provide the room you want, set up the way you want it, on the day of your event, including kitchen facilities (if needed)</p>	<ol style="list-style-type: none"> 1. Schedule with the facilities coordinator 2. Read and understand all of the attached terms, conditions and policies, ESPECIALLY POLICIES REGARDING THE SERVING OF FOOD, ALCOHOLIC BEVERAGES, AND CHAPERONAGE 3. Submit a completed application 4. Place a deposit
During the Event	
<p>C. Provide custodial services during your event and for up to 2.5 additional hours (total) before and after for set up, take down, and routine cleaning (see D. below)</p>	<ol style="list-style-type: none"> 5. Show up and have a good time 6. Treat the facilities with the same care and respect you would in your own home 7. Bring accidental spills, etc., to the attention of the on-site custodian for immediate clean up 8. Follow all policies with regard to serving food and beverages
After the Event	
<p>D. Return the facilities to the same high standard as they were for your event. This includes removal of trash from receptacles and sweeping and/or washing floors (once) in the rented facilities and the associated lavatories and accessways. CUSTODIAL SERVICES FOR SET UP, TAKE DOWN, AND CLEANING IN EXCESS OF 2.5 HOURS WILL RESULT IN AN ADDITIONAL CHARGE TO YOU OF \$50 PER HOUR, OVER AND ABOVE THE RENTAL FEE</p> <p>E. Bill you for the rental and any extra charges, less your deposit</p>	<ol style="list-style-type: none"> 9. DO YOUR PART TO RETURN THE FACILITIES TO THE CONDITIONS PRIOR TO YOUR EVENT 10. Clear all disposable items including paperware from tables into receptacles at the conclusion of your event 11. Make sure that all personal items of the hosts and the guests are removed 12. Wash, dry, and put away any utensils or other items (such as coffee pots) that you use during your event. SOAP AND TOWELS ARE PROVIDED 13. Avoid extra charges by adhering to these points and points 6 and 7 above 14. Remit payment promptly