



The Jamaica Plain Tuesday Club, Inc.  
**Loring-Greenough House**  
12 South Street, Jamaica Plain, MA 02130

## Private Functions Rental Contract

### Private Function Information

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Set-up Time: \_\_\_\_\_ (Typically 1.5 hours for vendors)  
Start Time (see \* below): Total length: \_\_\_\_\_ (Typically 6 hours for outdoor function)  
Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Breakdown time: \_\_\_\_\_ (Typically .5 hours for vendors)  
Does \_\_\_\_\_ or does not \_\_\_\_\_ require a tent. Tent placement is on the property's NE side.  
Anticipated Number of Guests: \_\_\_\_\_  
Capacity for use of the interior only of the LG House is 60.  
Capacity for use of the LG House and exterior grounds for tented events is 150.

### Client Information

**Name (A):** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: C: \_\_\_\_\_ H: \_\_\_\_\_  
Email: \_\_\_\_\_  
**Name (B)** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: C: \_\_\_\_\_ H: \_\_\_\_\_  
Email: \_\_\_\_\_

### Fees

Interior and Grounds: \$2,850 for 8 hours and \$250 for each additional hour.  
Interior only: \$1,250 for 5 hours and \$200 for each additional hour.  
Onsite Manager: \$ 20 per hour x \_\_\_\_\_ hours = \_\_\_\_\_.  
Security Deposit \$ 250 due at the signing of this contract.

### Payment

Client agrees to pay The LG House for the time and space described above by these dates:  
\_\_\_\_\_  
First payment of 50% of the total above and  
\_\_\_\_\_  
Security Deposit of \$250  
\_\_\_\_\_  
**First Payment Total.** Due upon signing the contract.  
\_\_\_\_\_  
Second payment of 50% of the total and  
\_\_\_\_\_  
On Site Manager fee  
\_\_\_\_\_  
**Second Payment Total.** Due by January 15 of the private function year  
or four (4) months prior to the event date, whichever is earlier.  
\_\_\_\_\_  
**Total Fee**

Please make all checks payable to The Jamaica Plain Tuesday Club, Inc. The rental fee payments are non-refundable and non-transferable, except as outlined under cancellation policy. Failure to make these payments after thirty (30) business days of the due date will result in a termination of this contract by the JPTC .

## **Cancellation Policy**

If the client cancels the entire event between the signing of the contract and 91 days prior to the contracted date, the client will receive half of the deposit back. If a client cancels 90 days or less prior to contracted date there is no refund of any portion of the deposit.

## **Rental Guidelines and Regulations**

### **Property Access and Information (\*)**

Contractors and vendors can arrive up to 2 hours before the start time. The only exceptions are the tent and restroom vendors, which may pitch/set-up the day before and strike/pick-up the day after.

Client and a limited number of guests with prior approval of the On-site Manager may arrive at the time of vendor arrival and use the house and grounds for getting ready and photographs.

Alcohol service ends a half an hour before the end of the function. Music must end by 9:30pm on a Friday or Saturday, and by 8:30pm on a Sunday.

The rental space includes the outside grounds including the lawns and driveway with the exception of four (4) parking spaces on the driveway that are reserved for Zipcars. The indoor space includes the house, not the ell. Guests are permitted on the first floor only of the house. Client and a limited number of guests only may use the get-ready suite and photography room on the second floor.

Exterior outlet use is limited. Electrical cords must not cross any high use area and means must be taken to lessen the trip hazard.

No pets are allowed in the interior of the house. A pet may be permitted on the grounds only with prior approval of the On-Site and Manager, and must be leashed.

### **Parking**

On-site parking is limited to ten (10) vehicles. Ample on-street and public parking is available nearby for use as marked. The four (4) Zipcar spaces must remain vacant and may not be blocked. Client must obtain parking passes from LGH Staff. Cars should not block the fire lane. Client is responsible for informing guests of parking options.

### **Preservation**

Client agrees to leave The House in the exact same condition in which it was found. Client is solely responsible for any damage, including damage to personal property, caused by themselves, their guests, vendors or contractors.

Any furniture brought into the house must have protective heels so not to scratch the floor. Any musical equipment or other items should not be leaned against the walls and shall be placed on protected mats supplied by Client or the vendor. No items may be placed on or hung from the trees.

The Client shall make no change to the premises whatsoever. No furniture or objects may be moved. No items should be set upon the piano forte. No signs, streamers, balloons, tape, nails, adhesives of any sort may be used in the house on any surface. No confetti, rice, or seed may be brought into or used on the grounds of the House. All decorations must be removed at the end of the wedding.

### **Fire Safety**

Smoking is not permitted anywhere in the house, including the restrooms, nor within 30 feet of the house exterior. Sand buckets/ashtrays are located in the suggested smoking area as per signage at the entrance. Guests should not extinguish cigarettes anywhere else on the grounds. Client may not use open flames but is permitted to use battery-powered candles. A small number of wax candles may be used by an officiant during an outdoor ceremony with prior permission from the LG House private functions staff. Use of sterno heaters for warming, or propane or butane for cooking is not permitted.

Client may arrange for heaters through the selected tent company and these should be placed more than 30 feet from any point of the exterior of the LG House.

### **Restrooms**

There is one unisex restroom that has one toilet for use by guests on the first floor. There is one unisex restroom that has one toilet for use only by Client on the second floor. If there are more than 60 guests, Client must rent portable restrooms. Placement of these portable restrooms is on the lawn adjacent to the ell on the driveway side. The following guest counts determine the minimum number of rented toilets needed:

- . 60-100 guests requires 2 rented toilets
- . 101-150 guests requires 3 rented toilets

Client is encouraged to rent toilet trailers that have light, sinks and flushing toilets (water tanks contained in the unit). "Port-o-Potty's" have no lighting so client needs to provide lighting (typically a solar light).

### **Music**

Client agrees to keep music at an acceptable noise level to maintain the harmony within the neighborhood. A decibel reader will be used throughout event to ensure noise levels do not exceed 65 decibels.

### **Vendor Guidelines**

Client agrees to arrange for items needed to be delivered and removed on the same date as the function.

### **Caterers**

Client agrees to hire a licensed, insured caterer who will agree to sign The LG House's catering policy and provide a certificate of insurance with a minimum one (1) million dollar liability coverage. Caterers must be first approved by LGH. Self-catering is not permitted.

Drop-off catering is permitted for functions with no more than 65 guests and provided client hires an insured company that provides staff to prepare, serve and remove the food and beverages. This company should have a lead person who manages the work staff. The staff must meet the same standards as a full-service catering company, including the thorough cleaning of area and removal of trash. If alcohol is served the rules under Alcohol in this contract including the use of a TIPS Certified bartender must be followed.

Caterers may use the house kitchen as a prep area, and have access to the table in the kitchen. There is no access to ovens or stoves. Water and electricity is available for preparing coffee only. There is no access to refrigeration or freezers. Caterers must meet at least 5 weeks in advance with The JPTC representative to review site policies and Client's event details.

### **Alcohol**

All alcoholic beverage service must be discontinued one-half (1/2) hour prior to the scheduled end of the wedding. Vendors are not to announce "last call;" however, signage can be visible to inform guests. Contractors and vendors working at the wedding may not consume alcohol at the House during the set-up, duration, and clean-up of the Event.

Client will be solely responsible for all alcohol consumed in connection with the wedding and all liability relating thereto; Client will indemnify and hold harmless The JPTC and its representatives in connection with such consumption.

Caterers are responsible for the delivery and pick-up of alcohol, and ensuring that no one else related to the wedding brings, serves, or removes alcohol. The caterer will provide licensed, insured, TIPS certified bartenders to manage the alcohol. The caterer will ensure that bars are always attended, that there are no open wine bottles on tables, and that there are no last calls, kegs or shots.

Red wine, cranberry juice and red sauces may not be served during standing indoor receptions or brought inside from outdoor receptions. They may be served in modest quantities at seated dinners.

### **Tents**

Either the tent company or the caterer, or Client is responsible for arranging, assembling / disassembling, cleaning and return of any rented items including tables, chairs, and linens. LGH is not responsible for any items stored at the house for any reason. Heaters must be supplied by approved companies and require no cords or open flame.

### **Flowers**

Only flowers provided from professional florists are permitted in the house. No wood vases or displays are allowed.

### **Protection of Property and Explanation of Liability**

The Jamaica Plain Tuesday JPTC, Inc.,(JPTC) and the "The Loring-Greenough House (LG House)," a registered name of the Jamaica Plain Tuesday JPTC, Inc. is a non-profit 501(c)(3) organization registered in the Commonwealth of Massachusetts.

A JPTC representative will be present during the wedding to ensure that this contract is enforced.

Client grants to the Jamaica Plain Tuesday JPTC, Inc. and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of Client or in which Client is included, for editorial, trade, advertising and other purpose in any manner and medium; to alter the same without restriction; and to copyright the same. Client hereby releases the Jamaica Plain Tuesday JPTC, Inc., its photographer and its legal representatives and assigns from all claims and liability relating to said photographs.

Client viewed the premises prior to the function and agrees that they are satisfactory for the intended use in the present condition. Client agrees to comply with The JPTC's policies as they apply to use of the House and grounds.

The JPTC is not responsible for the security of personal property. Guests should take the same precautions as in any large social gathering. Neither the Jamaica Plain Tuesday JPTC, Inc. nor The House are responsible for any lost or stolen items.

Indemnification Liability: Client shall indemnify and save harmless the Jamaica Plain Tuesday JPTC, Inc. (and its officers, directors, members, employees, volunteers, agents) from all loss, damage and cost, including reasonable legal expenses, occasioned by Client's use of the premises to the extent caused by the breach of this contract or the negligence or misconduct of Client, Client's agents, contractors, vendors, invitees or guests.

Client acknowledges that in using the House and Grounds for the event, Client assumes full responsibility for any claims against the Jamaica Plain Tuesday JPTC, Inc., its members, or the Loring-Greenough House that may arise as a result of the event. Additionally, Client accepts responsibility for any damage to the House, property or collections of The JPTC. Client has provided evidence of liability insurance coverage in at least the amount of one (1) million dollars listing The Jamaica Plain Tuesday JPTC, Inc as co-insured.

Force Majeure: No Party shall be liable in damages or have the right to terminate this Agreement if such delay or default is caused by conditions beyond its control including, but not limited to, acts of God (such as hurricanes, earthquakes, flooding), fire, Government restrictions, wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. Should Clients' Event be cancelled, postponed or otherwise adversely impacted as a result of a force majeure event, there shall be no refunds, but the Jamaica Plain Tuesday Club will use all reasonable efforts to work with Clients to produce the Event at a later date within one year from the original booked date, subject to availability.

This contract constitutes and expresses the entire understanding between Client and The JPTC with respect to the subject written hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, whether express or implied, oral or written. This Agreement, as defined herein, may only be amended by a written instrument agreed to and signed by Client and The JPTC.

The JPTC, Inc. reserves the right to make changes or updates to this contract at our discretion.

## Acceptance of Contract

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_\_

The JPTC: \_\_\_\_\_ Date: \_\_\_\_\_