



## Lenox Library Association

### ***Facility Use Policy for Large Events and Weddings***

Thank you for considering the Lenox Library Association for your event. The Lenox Library is a National Historic Register building which brings with it beauty and ambience but also restrictions, fragility and responsibilities. For these reasons and to ensure the success of your event and the safety of your guests, we ask your understanding and cooperation in complying with the following requirements:

**IMPORTANT:** Please read this contract carefully before signing. By signing this rental agreement, you agree to follow the Lenox Library Association's facility rental policies completely and you further agree to abide by the terms and policies contained herein.

**Facility and Availability:** The Lenox Library is a public library; its availability for rental is governed by the discretion of the Director.

**Fee Structure:** Rental fees for the Lenox Library are set by the Lenox Library Board. A security deposit will be required upon signing of the contract. Checks should be made payable to the Lenox Library. A staff member must be present in the building throughout the entire event, including your own, or your caterer's, setup and breakdown hours. If the event is during hours when the library is closed there is a \$25/hour staff fee. If the event is held when the library is closed for a holiday, the staff fee is \$37.50/hour.

**Weddings and Events:** The Lenox Library is available for weddings and receptions on Friday after 5pm and Saturdays and Sundays.

**Reservation Deposit:** A date is not considered reserved until a reservation deposit of \$750 is received and both the renter and the Lenox Library Association sign a rental agreement. Cancellation fewer than 120 days prior to the event will result in forfeiture of the deposit fee. The balance due on the contract fee is payable 30 days in advance of the function and once paid is non-refundable.

- *Building Rental:* \$5,000 for 8 hours which includes set-up and clean-up. (Additional hourly fee: \$200/hour). Price includes removal of furniture and set-up of chairs if ceremonial seating. Dinner set-up should be done by caterers.
- *Roche Reading Park:* \$3,500 for 8 hours. Includes inside bathroom facilities. Capacity: Tent (not provided) & dance floor (not provided): 150 people
- *Combination of library building and reading park:* \$7,000

**Capacity:**

Ceremonial Seating: Sedgwick Reading Room: 100 people, Balcony: 35 people, Welles Gallery: 55 people

Table Seating: Sedgwick Reading Room: 120 people (max of 10 60" tables)

Welles Gallery: 50 people (max of 5 60" tables)

Standing: Sedgwick Reading Room & balcony: 200 people, Wells Gallery: 100 people

#### **SECURITY & INSURANCE:**

- *Indemnity:* The renter shall indemnify and hold harmless the Lenox Library Association against any and all liabilities, penalties, damages, expenses and judgments by reason of injury or claim of injury or property, of any nature and however caused, arising out of use, occupation and control of the rented premises by the Renter at any time during the term of the rental period.
- *Insurance:* The caterer and the renter must be insured for general liability and products liability. A certificate of insurance, demonstrating such insurance coverage for a minimum of one million dollars per occurrence must be provided, naming both the Lenox Library Association and the Town of Lenox as additional insured.
- If alcohol is to be served, a certificate of insurance demonstrating insurance coverage for liquor liability must be provided by the caterer or renter, naming both the Lenox Library Association and the Town of Lenox as additional insured. The caterer also would be responsible for liquor licensing with the Town of Lenox.
- Proof of insurance as indicated above must be provided with the final payment of the rental fee at the latest.

#### **CATERER & RENTAL:**

- The Lenox Library Association staff is available primarily for access and security of the building and grounds. The renter is responsible for event staffing.
- Lenox Library Association reserves the right to approve or deny the use of any food caterer. All caterers must have a valid caterer's license.
- As noted above, if any beer, wine or alcoholic beverages are served, either the caterer must possess the required liquor liability insurance or the renter must purchase a special events insurance policy which includes the required coverage.
- The caterer should view the facilities at the Lenox Library Association at least 30 days prior to the scheduled event. Please contact the administrative or development offices at 413-637-2630 to schedule an appointment. Walk-in appointments are not feasible.
- Delivery and pick-up times for rental equipment must be scheduled with Lenox Library Association management.

#### **COURTESIES & SITE RESTRICTIONS:**

- Adult supervision is required at all times. Do not allow children to wander in other areas of the building.
- Use of illegal substances is strictly prohibited.
- Smoking in the building is not permitted.
- Decorations are allowed but must be cleared with Lenox Library Association management.
- All trash including food waste resulting from the function must be removed from the property at the end of the event – none may be left in the Lenox Library. There is a dumpster in the rear of the property that may be used if it is not full.
- Notify staff of any and all problems. Tripped circuit breakers may cause problems with other mechanicals in the building. Accidents, broken items, running water, etc. should be reported immediately.
- **Candles and open flames are not allowed.**

**REASONS FOR RENTAL AGREEMENT TERMINATION:** The Lenox Library Association reserves the right to terminate the use of the Library by any group or program any time deemed necessary by the Director. Such termination may be based on violation of these policies or any other policies of the Lenox Library and the Town of Lenox.

**RENTAL AGREEMENT & POLICY:** Renter agrees to observe and abide by the rental agreement as outlined above. Renter's signature below acknowledges receipt, review and agreement with the terms and conditions of the rental agreement.

\_\_\_\_\_  
Signature for Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Lenox Library Association

\_\_\_\_\_  
Date

*Lenox Library Association*  
18 Main Street  
Lenox, MA 01240  
413-637-2630  
[sfaber@lenoxlib.org](mailto:sfaber@lenoxlib.org)

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

Caterer (if known) \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Rental fee for building (\$5,000).....	\$ _____
Rental fee for reading park (\$3,500).....	\$ _____
Rental fee for combo (\$7,000).....	\$ _____
Additional hours purchased (\$200/hr).....	\$ _____
<b>TOTAL RENTAL FEE</b> .....	\$ _____
<b>\$750 deposit</b> .....	\$ _____
<b>BALANCE OF RENTAL FEE</b> (Due at least 30 days before the event).....	\$ _____
Method of payment:    cash    check (# _____)    Master Card    Visa	
Card # _____ <input type="checkbox"/> <input type="checkbox"/> Exp. <input type="checkbox"/> e _____ <input type="checkbox"/>	
Signature _____	

\_\_\_\_\_  
RECEIVED FOR THE LENOX LIBRARY ASSOCIATION

\_\_\_\_\_  
DATE