



# Firehouse Rental Agreement

**Please fill in this form, sign and return to the Firehouse at 127 Mt. Vernon Street, Boston, MA 02108. In order to secure your rental, Hill House must receive your payment and security deposit two days before your event.**

**NOTE: For all rentals, please send 2 separate checks.**

Children's Birthday Party	\$300: 3-hour rental, includes set-up and clean-up time \$100: Cleaning/security deposit ( <i>separate check, torn up after rental</i> )
Adult Party/Function	\$400: 3-hour rental, includes set-up and clean-up time \$100: Cleaning/security deposit ( <i>separate check, torn up after rental</i> )
Non-Profit Organization	Free to \$100/hour, depending on event, organization and time of year \$100: Cleaning/security deposit ( <i>separate check, torn up after rental</i> )
For-Profit Organization	\$550: 3-hour rental, includes set-up and clean-up time \$100: Cleaning/security deposit ( <i>separate check, torn up after rental</i> )

**ALARM:** You are responsible for the service charge of \$200 if the alarm is accidentally tripped during your rental. If alarm goes off, an armed security guard will automatically be dispatched to the Firehouse. Please ensure you have met with a Hill House staff member before your event.

**ALCOHOL:** If alcohol is being served at your event, you must contact APD Bar Service at (617) 244-1000 for liquor liability insurance and (in some cases) a professionally trained (TIPS) bartender.

**ENTERTAINMENT:** All music and performances must be approved by the Hill House Executive Director. Please keep windows and doors shut during the rental (we encourage you to keep the doors locked). All events must end by 10:00pm. Please be courteous to our neighbors and do not loiter in front of the building.

**To receive cleaning deposit back, please:**

- Return tables, chairs, etc. to their original storage area(s)
- Take down decorations
- Clear floors of trash
- Remove garbage from Firehouse (physically take it out of the Firehouse)

<b>Name of contact:</b>	<b>Room requested:</b>
<b>Name of company (if for organization):</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>
<b>Type of event:</b>	<b>Tentative number of guests:</b>
<b>Event date:</b>	<b>Event time:</b>

**I have read and agree to the terms above.**

**Signature of renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please contact Hill House at 617.227.5838 ext. 10 to schedule a key pick up two days before your event.**

**Thank you!**