



Office Use Only:

House Payment: \_\_\_\_\_

Security Deposit Received

Date Received: \_\_\_\_\_

## Haven House Rental Form

DAY & DATE OF EVENT \_\_\_\_\_

NAME OF RENTER OR ORGANIZATION (please print) \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

# OF PEOPLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

EMAIL \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

INDICATE THE EXACT HOURS YOU WANT TO RENT THE FACILITY FOR,  
INCLUDING YOUR SET UP AND CLEAN UP TIME:

\*\*\* THERE WILL BE NO EARLY ENTRY FOR RENTERS OR VENDORS\*\*\*

FROM \_\_\_\_\_ TO \_\_\_\_\_

NAME OF CATERER: \_\_\_\_\_

NAME OF BAR SERVICE: \_\_\_\_\_

### HOUSE RENTAL FEE:

**Monday through Thursday (except Monday Holidays):**

Before 5:00 p.m. = \$60 / hour

After 5:00 p.m. = \$75 / hour

**Monday Holidays and Friday/Saturday/Sunday until 11:00 p.m.:**

6 hours (includes your **set-up** and **clean-up** time) = \$500 - \$125 per each additional hour

**(NOTE: the House is unavailable for rent on Sundays until 1:00 p.m.)**

**LATE CHARGE:** All functions in the House *must end* at 11:00 p.m., with cleanup ending no later than 11:30, or a \$125.00 per each half hour after 11:30 p.m. will be charged to the Renter.

**MEMBERS:** take 10% off all rental fees.

**SECURITY DEPOSIT REQUIRED:** \$200 House Rental

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** For house rentals, please advise whether you will need access to the available handicap elevator by circling Yes or No and a key will be provided. **YES** **NO**

**DEDHAM COMMUNITY ASSOCIATION, INC.**  
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