



DCH RENTAL REGULATIONS AND INSTRUCTIONS

By my signature below, I attest that I have read and understand all the following rental regulations and that I identify myself as the Renter referred to in this document:

1. Renter agrees to pay the security deposit identified in the contract and agrees to pay the rental fee identified in the contract. The full rental fee is due two weeks prior to the event. The security deposit is non-refundable should a cancellation be required (unless cancellation is the fault of the DCH). If you cancel your event after the date your final payment is due, all monies paid to DCH will be forfeited. The security deposit will be refunded within two weeks after the event, provided DCH is not required to pay for any damages or additional cleaning after the event.
2. Smoking is prohibited inside any of the buildings. Smoking is allowed in the paved parking area.
3. Bringing or serving alcohol at any function in any of the buildings is allowed only if the renter secures the services of an insured bar service or hires a catering service who is insured to serve alcohol on our premises.
4. The Renter must remain at the event for its entire duration. All minors present should be under the supervision of adults at all times.
5. All town and state safety codes must be adhered to during the event. No lighting of candles or striking of matches is allowed in the House, except for warming dishes.
6. Renter agrees to place all trash generated from the event in garbage bags and deposit bags into the onsite dumpster and clean up any spills which may occur, utilizing equipment located in the kitchen and/or broom closet in the foyer.
7. When decorating in the House, the renter agrees not to tape, tack, or putty anything to the walls, nor string anything through existing light fixtures.
8. Any toys or games provided by DCH when renting the Gym must be returned in good order to the toy closet at the end of the event.
9. The cost to repair any damage to any or all DCH property as a result of the rental event by either guests or the Renter, will be charged to the Renter.

Renter agrees to indemnify and hold harmless the Dedham Community Association, Inc., its officers, directors, agents and employees against all claims, suits and demands of any nature or in consequence of the acts or omissions of the Dedham Community Association, Inc., its agents, servants, employees, independent contractors, heirs, successors and assigns in the performance or conduct of any and all provisions of this Agreement.

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFEITURE OF FEES AND DEPOSITS, AND ANY FUTURE RIGHT TO RENT OR USE THE FACILITIES.

SIGNATURE OF RENTER

DATE

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