

# HOLLISTON HISTORICAL SOCIETY, INC.

## Property Use Policies

We welcome your interest in the rental of the Asa Whiting House and/or Barn and hope that you will take as much pride as we do in our property. We have many irreplaceable paintings and antiques of unusual value. You must take special care to avoid damage to floors, woodwork, wallpaper and similar parts of our buildings. Please understand that we will only accept users willing to protect these amenities and who will be financially responsible should unexpected damage occur. We appreciate your cooperation and understanding.

### Rental Fees (entire amount for barn rentals is due with application)

	<u>M - T</u>	<u>Fri</u>	<u>Sat/Sun</u>	<u>Damage Deposit</u> *
House (inc. garden, side & front lawn)	\$350	\$425	\$700	\$200
Barn (inc. side lawn & garden)	\$275	\$375	\$600	\$100
Barn Wedding (inc. side lawn & garden)		\$800	\$800	\$100
Entire property			\$1500	\$300

Rentals are for the entire day, until 11 PM/, and include tables & chairs. Both buildings have rest rooms and large kitchens with microwave ovens, refrigerator/freezers and commercial ranges.

\* Damage deposit is due at least 30 days before the event and will be returned, minus any damage and/or cleanup fees, within 30 days after the function.

### Procedures we ask you to observe

1. The maximum capacity of the barn is 100 guests. There are only 2 small bathrooms in the barn. If you will be adding a tent, the number may be increased to 150. In that case, you may additionally rent the bathrooms of the house at an additional fee.
2. A licensed, insured bartender is required at all functions where beer, wine or liquor is served. The rental manager must have a copy of the Liquor Liability policy before the event.
3. For open bar, a liquor license is not required. If alcoholic beverages are to be sold on the property, a one day liquor license must be obtained from the Town of Holliston. Kegs are permitted in the barn but not in the house.
4. Alcohol is not permitted at graduation parties.
5. **BAR SERVICE MUST END BY 10 PM.**
6. Renters are responsible for setting up and cleaning up promptly. Buildings must be vacated by 11 PM.
7. **MUSIC MUST END BY 10 PM.** We are in a residential area and want to be considerate of our neighbors.
8. If you wish to have a tent on the property, check with the rental manager for possible conflicts with other events. Renters are responsible for obtaining a tent permit from the Holliston Building Department at Town Hall. The fee is \$50.
9. Please be extra careful with food and beverages in the house where there are carpets and furniture which could be easily stained and result in the loss of your damage deposit.
10. **RENTERS ARE RESPONSIBLE FOR THE REMOVAL OF ALL TRASH**, except recyclables. We do not have a dumpster. It is suggested you bring a suitable vehicle for removal of trash as sometimes the bags will leak. We provide trash bags. There is a \$50 fee (plus \$2 per bag town trash sticker fee) charged for bags of trash left on the premises. Recyclables may be left in receptacles provided.
11. Do not park on grass, block driveways or trespass on areas not specified in your rental agreement. Except for loading or unloading, the circle in front of the house must remain clear as it is a designated fire lane. There is unlimited street parking permitted.
12. Please control your guests. Remember that you are in a residential area and that we have neighbors. Watch music volume particularly if it is outside and/or after dark.
13. Hay is not permitted in the structures for flammability reasons.

14. Your rental time is from 9 AM until 11 PM of the day reserved. **This includes clean-up time.** Do not plan to revisit the property the next day unless arrangements have been made with the property managers. Make sure the coordinator(s) of your event are aware of our policies and your responsibilities as the renter(s).
15. Your caterer may unload/load up on the concrete pad by the garage between the buildings, but there is no parking there. **They may not park or drive on the grass between the buildings,** even for loading or unloading. The septic tank and gas lines are located there and could be damaged by excess weight.
16. If you have rented items such as chairs, tables, or service equipment, please make sure the rental company(s) schedule delivery(s) so as not to conflict with other events. They will also need to schedule pick-up so the building(s) can be accessed by them. As stated on your contract, "\$50 per day storage charge may be levied on items not removed."
17. There is no smoking in either building.
18. No open flames (candles, lamps, etc.) are allowed in the house or barn. Votive candles and hurricane lamps are permitted as they are enclosed. Please be sure they are placed in a stable area where they will not be knocked over.
19. We ask that your guests be respectful to our gardens. They are lovely when in bloom. Smell and enjoy their beauty, but please do not pick them. We like all of our renters and guests to be able to enjoy them. Frolicking in the fountain is unappreciated and dangerous. You must monitor your children.
20. **Setup and cleanup are your responsibility.** If you are not personally able to do so, be sure you have a reliable crew that is. The refund of your damage deposit could be affected.

Clean-up includes:

- removal of all decorations, foods and trash
- wiping of tables and countertops
- stacking of any rental items for pickup
- return of HHS tables and chairs as follows:
  - Barn --- tables and chairs stacked against the wall
  - House - tables under front stairs
    - buffet tables in/behind kitchen
    - chairs in/behind kitchen

*In short, everything should be left as you found it*

We appreciate you selecting our property and are sure you will have a wonderful day. Do not hesitate to call or e-mail any questions or concerns.

Sincerely,

Bill Hodge  
Stewart Wohlrab  
Rental Agents / Caretakers

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