Copper Mill Hall – Private, Non-Wedding Event Rentals (w/o Catering by Northern Spy)

Availability: Copper Mill Hall is available for rental through the Revere & Son Heritage Trust Tuesday through Sunday, 8:00 a.m. to 10:00 p.m. Inquiries as to availability can be made with the Revere & Son Heritage Trust Corp. by e-mailing: admin@paulreveremuseum.org.

Maximum Capacity: 65 (depending on configuration)

Rates:

1. **Facility Rental Charge**:
   - $600 for up to five (5) hours.
   - Use beyond 5 hours at $100 for each additional hour or portion thereof.
   - Rental time is inclusive of time needed for set up and cleanup (described below), which is the responsibility of the applicant.
   - Rental charge includes the use of furniture owned by the R&S Trust (see furniture inventory).
2. **Event Coordinator Fee**: $150 for five hour period
3. **Rental Deposit**: A non-refundable deposit of $200 is due when space is booked. Remainder of facility rental charge is due 2-weeks prior to event on the date specified in the rental contract.
4. **Security Deposit**: A refundable security deposit of $250 is required of all applicants at the time of booking.

Food Storage/Prep: All food items must be prepared off-site and delivered ready-to-eat and only non-alcoholic beverages may be served.

Parking: Limited on-site parking available. The Event Coordinator will provide details.

Onsite A/V Equipment: Wi-Fi, projector, projection screen, microphones

Venue Set-up / Clean up: Responsibility for **all setup and cleanup** lies solely with the applicant.

1. Rental time is inclusive of set up and restoring the space to its pre-event condition, which will vary based on the event. Minimum timeframe of 30 minutes for set up and 30 minutes for clean up is required.
2. Set up involves opening and arranging folding tables and chairs which will be pulled out of on-site storage prior to the event start time. The event coordinator will provide instructions on how to "assemble" the folding furniture and will monitor the set up to ensure that it is done in a manner that does not harm the space or exhibits. Set up activities include "dressing" the tables, installing any permitted decorations and setting out food and beverages.
3. Clean up involves the removal of all trash, including any leftover food and drinks, disassembling the chairs and tables and returning them to the storage area, broom cleaning the floor and mopping up spills as necessary (basic cleaning equipment is provided).
4. Set-up and decorations must be approved prior to the event. Furniture layout must meet local fire and police emergency access requirements and decorations may not be attached to beams, exhibits, floors or painted walls.
5. The user may not move existing displays without prior approval of the Event Coordinator.
6. Table cloths/linens, food accessories (glasses, flatware, plates, etc.) are not included.
7. All trash generated must be disposed of off-site by the applicant. Trash receptacles are not provided.
8. Any decor brought to the room such as flowers, linens, china, and other paraphernalia must be removed from the rental space during the rental time.
9. Any leftover food, drink, or supplies must be removed from the rental space during the rental time.
10. First-floor signage must have prior Event Coordinator approval.

Please Note

- Copper Mill Hall is a **smoke-free** environment. Smoking, including e-cigarettes and other forms of tobacco are not allowed in any part of the premises at any time. It is the responsibility of the client to inform all attendees.
- **Alcoholic beverages** are only permitted when booking Copper Mill Hall through Northern Spy Restaurant.
- Loud music is not permitted. Noise levels must be deemed appropriate and reasonable by the Event Coordinator.
- The R&S Trust or their designated representative reserves the right to remove from the premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to the facility, grounds, or other event guests.

REVERE & SON HERITAGE TRUST CORPORATION
APPLICATION AND FACILITIES USE AGREEMENT
For Private Rentals of Copper Mill Hall

This Facilities Use Agreement ("Agreement") dated _____, is between The Revere & Son Heritage Trust Corporation (the "Corporation") and the undersigned ("User"), for the use of facilities controlled by the Corporation. The attached application ("Application") is incorporated into this Agreement.

In order to use the facilities described on the Application for an event, User agrees to perform and observe all the terms and conditions of this Agreement.

1. User shall pay the non-refundable reservation deposit and refundable security deposit specified on the Application upon the signing of this Agreement. All additional payments set forth on the Application shall be made by check (payable to the "Revere & Son Heritage Trust Corporation") and must be received by the Corporation at the mailing address noted on the Application at least 14 days prior to the event. **All payments are non-refundable** except for the security deposit, which shall be returned if the Corporation finds that the User complied with this Agreement in full.

2. If any payment remains outstanding within 14 days of the event, the Corporation reserves the right, at its sole discretion, to cancel the event. Should the Corporation choose to allow late payments, a $50 late fee shall apply. If the User wishes to cancel or postpone the event, User must notify the Corporation in writing (via email to admin@paulreveremuseum.org) at least 14 days prior to the event. If notice of cancellation or postponement is not received by this date, User shall be responsible for all rental fees set forth on the Application.

3. User agrees to conduct the event in an orderly manner in full compliance with all applicable ordinances, laws and regulations, including those of the Town of Canton.

4. The Corporation shall not be liable for any loss, theft, personal injury or property damage that may occur while on the premises, and shall not be responsible for any articles or belongings left on the premises after the event.

5. The Corporation shall not be liable or responsible to User, nor be deemed to have defaulted or breached this Agreement, for any failure or delay caused by or resulting from acts or circumstances beyond the reasonable control of the Corporation. The Corporation shall not be responsible for any loss, occurrence, disruption, or delay caused by (without limitation), weather conditions, disasters, any act of any third party, interruption or malfunction of utilities service, governmental actions or orders, civil unrest, emergency, or epidemic.

6. Smoking (including the use of e-cigarettes or vaping devices) is strictly forbidden on the premises.

7. As Northern Spy Restaurant holds the liquor license for the entire venue, the provision, sale, or distribution of alcohol by the User is strictly prohibited in Copper Mill Hall.

8. User is responsible for all event set-up and all cleaning and trash removal following the event. The event space must be left in the condition in which it was received. If additional cleaning services are necessary (as determined at the Corporation's discretion), the User shall be responsible for all cleaning costs plus a $250 administrative charge payable to the Corporation. The Corporation may also apply all or part of the security deposit as full or partial compensation for any such additional cleaning or Corporation trash removal.

9. User accepts full financial responsibility for any and all damage to the building, furniture, fixtures and equipment connected in any way to User's use of the facilities. Damage charges shall be determined by the Corporation, at the Corporation's discretion. Damage charges shall be invoiced by the Corporation plus a $250 administrative charge payable to the Corporation and must be paid in full no later than 30 days after the date of invoice. The Corporation may also apply all or part of the security deposit as full or partial compensation for any such damage.

10. At any point during an event, a director, officer, employee or agent of the Corporation may, at the sole discretion of such Corporation representative, i) terminate the event before the scheduled ending time and/or (ii) require the removal of

individual(s) from the premises, in each case without rescheduling the event or refunding any amounts paid by User. Reasons for event termination or guest removal include (but are not limited to), violence, vandalism, drug or unpermitted alcohol use, excessive noise, refusal to comply with any part or term of this Agreement; or violation of any applicable ordinance, law or regulation.

11. User, for itself and its agents, representatives, heirs, and assigns, hereby expressly agrees to defend, indemnify and hold harmless, and further hereby, to the maximum extent permitted by law, does release and forever discharge the Corporation and the Town of Canton, and their directors, officers, officials, employees, agents, representatives, affiliates, successors and assigns, from and against any and all liabilities, losses, claims, suits, judgment, damages, costs, expenses, legal fees, and controversies of every and any kind, known and unknown, suspected and unsuspected, at law and in equity, which may now or in the future be asserted against all or any of them and which arise out of or pertain in any way, directly or indirectly, to the use of facilities under this Agreement.

12. The Rules and Regulations attached to this Agreement and the required application are hereby incorporated into this Agreement and are intended to have the same legal force and effect as if the same were contained in the body of this Agreement. User acknowledges that the Corporation may amend or supplement such Rules and Regulations from time to time and agrees to adhere to such amended Rules and Regulations after the Corporation provides User with a copy.

USER HAS READ THROUGH AND FULLY UNDERSTANDS THE ABOVE TERMS AND AGREES TO ABIDE BY THEM.

USER:

_____

Signature Date

_____

Name (Print) Date

_____

Telephone Number and Email Address

_____

Street Address City, State and Zip Code

REVERE & SON HERITAGE TRUST CORPORATION

_____

By: Date

REVERE & SON HERITAGE TRUST CORPORATION
801 Washington Street
Canton, MA 02021

APPLICATION for Private Rental of Copper Mill Hall	
Applicant	
Contact Name *(if different)*	
Address	
Phone	
Email	
Event Details	
Type of Event	
Date Requested	
Number of Attendees	
Setup Start Time	
Guest Arrival / Departure Times	
Furniture Needed (See Inventory)	
Special Arrangements / Notes	
Pricing Details	
Rental Fee *(not inclusive of deposits)*	$600
Event Coordinator Fee	$150 for five hour period
Reservation Deposit *(non-refundable)*	$200 (at time of reservation)
Security Deposit *(refundable)*	$250
Additional Fees	

Initial: _____

REVERE & SON HERITAGE TRUST CORPORATION
RULES AND REGULATIONS

1. Unless special arrangements have been made and approved in writing, any and all deliveries to, and pick-ups from, the premises must be on the date of the event.

2. Set-up and decorations must be approved by the Event Coordinator prior to the event. No decorations, signs, banners or other articles may be affixed or attached to beams, exhibits, floors or painted walls. Users may not move existing exhibits or displays without prior written approval.

3. Use of folding tables and folding chairs (noted in inventory) is included. Users may bring their own chairs and/or tables with prior written approval. No linens, utensils, glasses, or trash receptacles will be provided.

4. Unless special arrangements have been made and approved in writing, all food must be prepared off-site and delivered ready-to-eat. Any leftover food must be removed following the event.

5. The number of individuals on the premises for the event shall not exceed 65.

6. Should any user remain at the facility after the five hour use period, a fee of $100 shall apply for each additional hour or portion thereof.

7. Guests may not operate audio, lighting, projection, or electrical systems without prior written approval. All music must be at a reasonable volume.

8. Uncooked rice, bird seed, confetti, flower petals, glitter, gum, bubbles, or fog machines are not permitted on the premises.

9. Candles (or any other open flame excepting sterno) are strictly prohibited. The placement of furniture or decorations must not interfere with access to emergency exits and must comply with all applicable fire safety rules.

Initial: _____