

## **BLUE HILLS TRAILSIDE MUSEUM AUDITORIUM RENTAL AGREEMENT**

**Blue Hills Trailside Museum**

**1904 Canton Avenue**

**Milton, MA 02186**

**617-333-0690**

[www.massaudubon.org/bluehills](http://www.massaudubon.org/bluehills)

**Thank you for choosing Blue Hills Trailside Museum's Auditorium for your upcoming rental. We look forward to hosting your group at the facility and hope that you have an enjoyable function. The following outlines the rules and responsibilities of the rental of the auditorium:**

### **Rental Includes:**

- Use of the museum's auditorium. This room has a maximum seating capacity of 100 people, and a maximum table seating capacity of 60 people.
- Admission to the museum exhibit hall and grounds for your guests.
- Use of the museum's folding chairs and tables. The museum has adequate tables and chairs to support the maximum capacities of the auditorium. Tables come in both 6 and 8 foot lengths.
- Access to the room's AV systems, which include a digital projector, amplifier system with microphones, and PC connectors.
- Free wi-fi.

Please note that the room is not air conditioned. Electric fans will be available if necessary. A staff member will be available to provide basic assistance at the start and finish of the rental.

### **Rental Terms and Conditions:**

- The auditorium is available for rentals every day with the exception of some holidays. Rental periods that begin or end outside of the normal staff workday (9:00 am – 5:00 pm) will incur a premium fee in addition to the normal rental rate. All rentals must end by 10:00 pm.
- Set up and clean up for your event must take place within the rental period. The museum provides trash and recycling bins and access to a vacuum cleaner. Staff will empty the bins after your rental.
- Clients must clean the room and return the room's furniture to its original configuration. Clients are responsible for any damage to the room or its furnishings.
- In accordance with state regulations, alcohol, drugs, weapons, firearms, and pets are prohibited. Smoking is prohibited both within the building and on museum grounds.
- Open flames such as candles are not allowed, nor are balloons and wall decorations. Tabletop decorations are permitted and recommended.
- Rental does not include access to a microwave oven, conventional oven, refrigerator, or any other kitchen facilities. The museum does not provide table cloths, plates, utensils, or decorations.
- Clients may contract with caterers or delivery services of their choice for food service during the rental period. Food must be delivered ready-to-serve; food cannot be re-heated on site.
- Rental includes the auditorium space only and cannot extend into other parts of the building. The museum may be open to the general public during the rental. The scope and noise of rental activities

must be kept at a courteous level so as to not interfere with the experience of other museum visitors. The museum reserves the right to require volume be lowered.

- The museum is not responsible for the damage or loss of personal items and does not provide transportation for guests or supervision for children. Clients must provide adult supervision for all children participating in their event at all times.

- As an environmental organization, we ask that renters and caterers minimize disposables and use reusable, recyclable, and/or compostable serving items whenever possible. Please recycle all cans, bottles, containers, and paper/cardboard in recycle bins provided.

Groups failing to abide by these terms and conditions will be asked to leave the premises immediately and will be refused future rental requests.

**Fees, Cancellation and Deposit:**

1 – 4 hour rental: \$300

Each additional hour: \$100/hour

Premium fee (rentals beyond normal operating hours): \$150/hour

We will issue a refund if you notify us of your cancellation at least two weeks before the rental date. Blue Hills Trailside Museum reserves the right to cancel rentals. If we cancel a rental, you will receive a full refund. We rarely cancel due to inclement weather. However, if you suspect extreme weather, you may call the museum at 617-333-0690 extension 0, after 7:30 a.m. and if we have been forced to close the building you will receive a full refund.

A check for \$100 must be submitted in advance of the rental as a damage deposit and will be returned if the room is left in good condition. If there is damage to the room or amenities, if the room is not left in good condition, or if the rental is cancelled less than 2 weeks in advance, the check will not be returned. Extra fees for destruction of property may be issued.

*I have read, understand, and agree to abide by the terms and conditions of this Blue Hills Trailside Museum Auditorium Rental Agreement and further agree to indemnify and hold harmless Massachusetts Audubon Society and its employees, volunteers, directors, and officers from all claims, injuries, and damages resulting from the rental, unless caused by Massachusetts Audubon Society's negligence.*

Date and Time of Rental: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Printed Name of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

If an Organization, Name of Organization: \_\_\_\_\_

and Title of Signer: \_\_\_\_\_

Mass Audubon Approved Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**DIRECTIONS TO TRAILSIDE:**

Route 128 (I-93) to Exit 2B. Exit onto Route 138 North, towards Milton. Proceed approximately a half mile to the large parking lot on your right at the foot of Great Blue Hill (also parking for Blue Hills Ski Area). Trailside is located at the far end of the parking lot. There is an additional parking lot just north of the museum on Route 138.

There is ample parking in both lots, but occasionally these can fill in the winter ski season. Should parking be limited, directions will be provided to an alternate lot.