



**City of Cohasset**  
**Bass Brook Community Center**  
**Rental Agreement**

Resident  Non-Resident  Name: \_\_\_\_\_

A resident is someone who lives WITHIN the Cohasset City limits. Residency will be verified via mailing address, or parcel number; some non-residents have a Cohasset mailing address. Residents cannot rent the building for a non-resident. The person that contracts the use of the center MUST be present during the entire event.

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

It is understood and agreed that the renter shall defend, indemnify and hold harmless the City and its officials, employees, and agents from any liabilities, judgements, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relations to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Bass Brook Community Center by the renter or by the renter's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents. The deposit will be returned if the building is cleaned with the description of the clean-up checklist, there is no damage, renters are out by 8:00 P.M., and if there is a need to cancel, notification of the cancellation is received 90 days prior to the rental date.

**\*\* All cancellations are subject to a \$50.00 cancellation fee \*\***

**\*\* Any lost key fob is subject to deposit compensation fee of \$10.00 \*\***

**\* You must come to City Hall during business hours to pick up your key for building access with your rental \***

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

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

**\* Deposit refunds will be sent to the address above\***

**NOTE: RESERVATIONS CANNOT BE RESERVED WITHOUT DEPOSIT PAYMENT**

The City will accept cash or check payment made to:  
City of Cohasset

## **Mandatory Fees Apply:**

### **Resident**

\$100.00 Deposit  
\$175.00 Rental Fee

### **Non-Resident**

\$250.00 Deposit  
\$350.00 Rental Fee

### **Deposit:**

**Check #:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Cash:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

#### **YOUR DEPOSIT CAN BE WITHHELD FOR ANY OF THE FOLLOWING REASONS:**

- Alcohol on Property
- Smoking on Property
- Failure to completely vacate the building by 8:00 P.M.
- Failure to complete tasks on rental clean-up checklist
- Any damage made to the Bass Brook Community Center building or amenities

### **Rental Fee:**

**Check #:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Cash:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**Non-Profit Fee Waiver (501C3):** \_\_\_\_\_

**Hours Rented: 8:00 A.M. - 8:00 P.M.**

#### **RENTER RESPONSIBILITY / CLEAN -UP CHECKLIST**

1. Refrigerator is emptied
2. All garbage is to be picked up, bagged and placed in dumpster outside by the Little Red Wagon
3. The kitchen is to be cleaned; all dishes are to be washed in dishwasher, dried and put back in their proper places
4. All tables and chairs are cleaned off and wiped down
5. Make sure dishwasher is drained and turned off
6. Turn off all lights, including restroom lights
7. See that all doors are locked
8. Drop off key fob in Utility Dropbox outside the main entry of Cohasset Community Center

## **REGULATIONS & AGREEMENT FOR BASS BROOK COMMUNITY CENTER RENTALS**

### **Rental Hour Limits 8:00 AM - 8:00 PM**

Everything is to be cleaned up and anything the renter brings in is to be removed at the end of rental hours. 8:00 PM means renters AND any musicians are out of the facility or an additional charge of \$50.00 for each hour or portion thereof will be charged.

### **Food Preparation**

The kitchen is NOT public health approved for food preparation, so all food brought in must be already prepared and may be heated and served.

### **Decorations**

There are to be table decorations only, no glitter, confetti, or natural trees, nothing hanging on the walls or from the metal stripping around the room. Candles may be used if they are in self-contained containers, such as votive cups, and no tall, tapered candles may be used unless a fire-retardant table covering is used. Helium tanks brought into the building MUST be secured in an upright position.

### **Furniture**

No furniture is to be moved.

### **Smoke Free Facility**

The Bass Brook Community Center is a non-smoking facility in its entirety.

### **Prohibited Functions**

Rummage sales, auctions, or any type of function that profits any individual, firm or corporations are prohibited.

### **Pets**

No animals are allowed in the Bass Brook Community Center Building, except service animals.

## **Bass Brook Community Center Clean-Up Checklist**

- Refrigerator is emptied
- All tables and chairs cleaned off and wiped down
- All garbage is bagged up and placed in dumpster outside by the Little Red Wagon
- The kitchen is cleaned; dishes are washed, dried and put back in the proper place
- Dishwasher is drained and turned off
- Turn off all lights, including bathroom lights
- Make sure all doors are locked
- Drop key fob off in Utility Dropbox at the main entry of Cohasset Community Center

Deposits will be processed after the key is returned. A lost key fee will be assessed to keys not turned in within a week of your event.

After Hours Public Works Pager 218-244-1499

Emergencies 911