



Located on Nahant Road
Nahant, MA 01908

Nahant Life Saving Station 2009 Lawn and Grounds: RENTAL REQUEST

Managed by the Nahant Preservation Trust

(web) <http://www.nahantpreservationtrust.org>
(email) events@nahantpreservationtrust.org
(phone) 781-598-4162 (fax) 781-823-8412

APPLICANT/EVENT INFORMATION:

Date(s) Rental Is Requested: _____ Alternative Date: _____

Name of Applicant: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (home): _____ Phone (work/cell): _____

E-mail (primary): _____ E-mail (backup): _____

EVENT TIMING: The Nahant Life Saving Station Lawn and Grounds are available for rental from June 15, 2009 through November 1, 2009 between the hours of 10:00AM until 8:30PM.

Set Up Begin Time: _____ Event Begin Time: _____ Event End Time: _____

EVENT NAME: _____ **BRIEF DESCRIPTION:** _____

NUMBER OF PEOPLE EXPECTED: _____ **NUMBER OF CARS EXPECTED:** _____

FEES: The fee for use of the Life Saving Station Lawn and Grounds is \$75 per hour with a 4 hour minimum. The private party rate for Nahant residents is \$50 per hour with a 4 hour minimum. All business rentals are booked at \$75 per hour with a 4 hour minimum. Total rental fee must include set-up and clean-up time.

PARKING: There is a 40 car maximum parking limit at the Nahant Life Saving Station. Please describe the plan for transporting users and guests if more than 40 cars are expected:

FOOD: Catering is only available from one of our preferred vendors. Cooking is not allowed on the NLSS Grounds or beach area. **ALCOHOL:** Are you planning to serve alcohol at your event? **YES:** ___ **NO:** ___

CLEAN UP: The applicant is responsible for the cost of cleaning and trash removal following the event. We offer an optional cleaning service for \$250 per event. Do you wish our cleaning service to clean the grounds after your event? **YES:** ___ **NO:** ___

PROVISIONS: Please read the attached 2009 Provisions carefully before submitting this request. If you have any questions please don't hesitate to contact us. Please submit this completed request to:

Nahant Preservation Trust Attention: NLSS Event Management Services

41 Valley Road Nahant, MA 01908
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2009 NLSS Provisions For Lawn and Grounds Rentals

We look forward to your group having a successful and enjoyable event at the historic Nahant Life Saving Station outdoor facility. The facility has not yet been completely renovated, however. Because of this, and for the protection of all concerned, the following provisions govern your use of the facility:

- 1) The Nahant Life Saving Station grounds are available for rental from **June 15, 2009** through **November 1, 2009** between the hours of **10:00AM** until **8:30PM**. All events must end no later than 8:30PM and the property completely clear by 9:00PM without exception.
- 2) The fee for use of the Life Saving Station Lawn and Grounds rental is **\$75 Per Hour with a 4 Hour Minimum**. The private party rental rate for Nahant residents is \$50 per hour with a 4 hour minimum. All business rentals are booked at the \$75 per hour rate. All rentals require that a **\$250 Security Deposit** be forwarded upon acceptance of your contract and will be returned within 48 hours of the close of your event. Please make checks payable to the **Nahant Preservation Trust**.
- 3) Should you need to **Cancel Your Event** within 14 days of the reserved date you will be subject to a \$125 cancellation fee. Should you cancel within 7 days of your event you will be subject to a \$250 cancellation fee.
- 4) The facility is available for **Private and Business Parties** only. No admission may be charged for attending your event. You must notify the police immediately, as well as the Trust representative, if any uninvited persons become known.
- 5) A **Nahant Police Detail Officer** is required at all Life Saving Station events. **Nahant Preservation Trust Management Will Arrange Scheduling** of the police detail with the Nahant Police Department. You are required to pay for the cost of the detail officer at the beginning of your event. NPJ detail cost is based by the hour at \$40 per hour with a (4) hour minimum. Once we finalize the specifics of your event we will advise you of the total cost for the Police Detail Officer. The Nahant Police Detail must be scheduled to coincide with the total time of your event including set-up and clean-up. Please be ready to pay by separate check made out to the "Town of Nahant".
- 6) **Parking** must be confined to the paved parking lot of the NLSS, within the fence line, and on the grounds of the facility. No more than (40) vehicles are allowed to park at your event. You will be given **(40) Parking Passes** to be placed in the front windshield/dashboard to identify each of your guest cars. There is no street parking or parking on the NLSS lawn, and no parking in the municipal beach lot across the street, except by those with current Nahant parking stickers. All parking is at vehicle owner's own risk. Alternative parking may be available at the St. Thomas Church. You must contact the Church directly to check their schedule and make arrangements.
- 7) At our current stage in the renovation process, there is **No Kitchen, Water or Other Building Facilities** available at the site. Limited **Electrical** service (one outlet) is available by request. **Public toilet facilities** are available at the far right hand corner of the property in the Life Saving Station Garage. At your request, we can assist you in arranging for portable toilets for your event should you feel it is necessary.
- 8) There is **No Cooking or Grilling** allowed on the Life Saving Station grounds. Commercial **Catering is Available** only through one of our approved catering vendors. We have made special arrangements with these caterers vendors to provide you with a variety of delicious menu options and excellent service at a cost effective price.
- 9) Tables, chairs, china, tableware, canopies, recreational games and other accessories are available to help make your event a success. Rental and arrangements of these additional items is available through our preferred vendor only. **Outside Rentals are Not Allowed**. Please inquire further about these details.
- 10) You must indicate on your request if **Alcohol** is to be served at your event. All beverages and food must stay within the confines of the Life Saving Station grounds. Sale of alcoholic beverages at your event is prohibited.
- 11) **Amplified Music** is allowed under the following conditions: disc jockeys, bands and live entertainment must be housed in a three sided rental tent on the NLSS grounds. Other amplified music/speaker setups are permitted. In all cases, the volume must keep at a reasonable level at all times. The goal should be to provide music to those attending your event on the property and not on those who may wish to use the public beach during your rental. This is a very sensitive issue with nearby residents, and we must insist that you adhere to these guidelines.



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- 12) You are responsible for the **Conduct of All Your Guests**. Please bear in mind that the facility is a highly visible location, both to those passing in cars and on foot. This is particularly important if there is any consumption of **Alcoholic Beverages** during your event. You are responsible to insure that the event is conducted in accordance with the provisions of all applicable laws, with particular attention to laws regarding illicit drugs. The Nahant Preservation Trust prohibits any activity that is in violation of the law.
- 13) You and your guests are welcome to use the beach for swimming and other appropriate beach activities. **The Beach is Town Property**, and nothing — particularly refuse — may be left on it. All Town regulations must be observed when on the beach and Town property. **Alcohol, Dogs, Glass Containers and Fires** are not allowed on the beach. You need to remind your guests that they cannot leave the NLSS Lawn or Grounds area of the facility while carrying any **Alcoholic Beverages**, or they will be subject to arrest — this caution applies to both the beach side and the street side of the facility.
- 14) No one is permitted on or in any of the Nahant Life Saving Station buildings at any time except for the Public Restrooms located on the far right hand side of the Life Saving Station Garage. If you find any windows, or doors ajar, or anything that appears broken or the subject of vandalism, please report them to your NPT contact or the Nahant Police Detail Officer immediately as a safety issue. Please remember, the facility is made available to you for **Outdoor Events** only.
- 15) The facility that you have rented does not extend seaward of the garage building, and neither you and your guests nor the Nahant Preservation Trust may exclude the public from using the **Public Toilets** located in the NLSS Garage or those areas outside of the footprint of the facility which are clearly defined by fencing. The Nahant Preservation Trust cannot be responsible for uncooperative behavior of the public on the beach, along the fences, or along the sidewalk. You are welcome to **Post Temporary "Private Party" Signs** at points on the perimeter of the facility. If members of the public nevertheless do come onto the site during your event, we encourage you to deal responsibly with this as you would with any other "party-crashers," and as suggested above. Please see the Nahant Police Detail Officer should any problem arise of this nature.
- 16) You are responsible for making sure the grounds are completely **Cleaned Up** at the close of your event. You must pick up and dispose of all trash generated by your event. A small dumpster is available onsite for your use, if it is filled you must remove the remaining trash. Everything you or your guests brought to the site must be removed. The site must be left in a condition no less presentable than when you arrived. An optional cleaning service can be arranged prior to your event for \$250.
- 17) We must be able to communicate with you by cell phone during the course of your event. Please designate a contact person to carry a **Cell Phone** at all times during the event. Make sure you have confirmed your service provides reliable reception at the NLSS facility. Please provide us with the contact name and number in advance of the event as indicated on your application form.
- 18) Any event held at the Nahant Life Saving Station is subject to these provisions, and any use of the facility serves as agreement to these provisions. Please be sure to fill out and sign the **NLSS Rental Request Form** completely. A final **Rental Confirmation/Contract Agreement** will be forwarded for you to sign once your **NLSS Rental Request Form** has been reviewed and approved.
- 19) Construction updates regarding the **NLSS Main Building and Garage** are provided with these guidelines and posted on our website. Please be sure to review the latest information as part of your rental planning.

We will very much appreciate your feedback after your event, and in particular any suggestions for how we might make any improvements based on your rental experience. Thank you for supporting the efforts of the NPT!

For more information please contact us.

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Nahant Life Saving Station – 2009 Frequently Asked Questions

People have said there is construction about to start at the Station, is that true?

- The Nahant Preservation Trust has been busy raising money to finish the renovation of the Station's main building. Currently there is no definite schedule for construction but our hope is to begin work as soon as the funds are available.

What will be taking place when construction begins?

- Renovation work will be confined to the interior of the main building. Work will include a complete interior renovation including raising the main floor in the boat room. There is also a small amount of asbestos removal that will take place.

Is the asbestos removal something I should be concerned about?

- Absolutely not, work will be carried out by professionals in the field and follow the strict State and Federal guidelines.

Will there be any impact on my Grounds Rental as a result of the construction?

- As with any construction project of this size there will be some evidence of the work on the grounds which could include a dumpster, materials and supplies, contractor trucks and equipment. The Preservation Trust will make every effort to minimize the impact of any work on our Grounds Rental clients. A majority, if not all, of the work will take place during the week so weekend rentals should experience little or no impact.

What is the current condition of the grounds and landscaping and are their plans for improvements?

- There are plans for a new paved parking lot, reseeded lawn and other decorative landscaping. Current plans call for this work to be completed after the construction is complete on the main building. A new post and beam fence have been installed along the front of the property. A general Spring cleanup will take place before the rental season begins in June.

Is there any other work to be done on the property?

- Yes, at some point the interior of the Station's garage will be built out. There is no schedule for this at the moment but the work should have little or no impact on Grounds rentals.

Will there be any other activities going on at the Station during our rental?

- No, there have been community events and commercial use such as the local surf school taking place on the Grounds. These events are not allowed on your rental day. We make every effort to manage the schedule to prevent any timing conflicts. We maintain our master calendar online so that everyone can check and review the availability before they reserve a day for their event. You can find the calendar on our website at www.nahantpreservationtrust.org/

Is your website calendar up to date?

- The online calendar is our only calendar, once rentals or events are confirmed they are put on the calendar immediately.

My wedding is in August of 2010 and I need to make a decision on my venue now, what is your advice?

- Our hope is to have the interior of the main building complete as soon as funding is secured. Once the building is complete it will be available for rental along with the grounds. Currently we are not able to accept reservations for rentals for only the Life Saving Station Lawn and Grounds as outlined above.