



NAHANT LIFE-SAVING STATION 2011 EVENT RENTAL CONTRACT

Managed by the Nahant Preservation Trust

(w) <http://www.nahantpreservationtrust.org> | (e) events@nahantpreservationtrust.org
98 Nahant Road | P.O. Box 30, Nahant, MA 01908 | (p) 781-598-4162 | (f) 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): _____

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

_____ Main Building and Grounds _____ Grounds Only*

(*Grounds-Only rentals *not available* on Friday/Sat/Sun during the High Season)

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

DESCRIPTION of EVENT:

If you are expecting to make use of a caterer, which one do you expect to use?

If you are expecting to serve alcohol at your event, how will you handle dispensing it?

Fee Calculation (to be filled in by NPT Facilities Manager):

Day of Week: _____; Season: _____; Nahant Rates: Y N; Hours for calculation: _____

Applicable Minimum \$ _____ + _____ (for _____ additional hours) + \$250 S.D. = \$ _____

Notes: _____

Provisions of your contract with NPT: The provisions that *begin* on the back of this page are part of the contract between you and NPT for rental of this site for your event, and they have **financial and legal consequences**. Kindly read each page and **place your initials** on the bottom of each of the **three following pages**, and sign this page to confirm that you have read the terms that follow, and that you agree to them. Your rental is not confirmed until NPT has received your payment and your signature below, and NPT has signed and returned a copy of this contract to you.

I have read the attached rental contract provisions, and agree to be bound by the terms.

Signature: _____

Date: _____

Printed Name: _____

For NPT: _____

We will be very grateful for your **feedback** after your event, and in particular any suggestions for how we can make the facility better for this sort of event. **We appreciate your cooperation.**

NAHANT LIFE-SAVING STATION 2011 EVENT RENTAL CONTRACT

The following provisions are an essential part of the agreement between you and Nahant Preservation Trust for the use of the Nahant Life-Saving Station, and they govern your use of the facility: Any event held at the NLSS is subject to these provisions.

PROVISIONS RELATING TO ALL RENTALS

1. The Nahant Life-Saving Station is a turn-of-the-century historic property, treasured by the people of Nahant. Its renovation is not yet complete as of 2011, and guests at an event at the Station may encounter some evidence of “work-in-progress.” In particular, during 2011 interpretive materials about the history of the Station are likely to be incomplete or not yet on display. NPT offers event rentals in order to sustain the Station in the long term as a historic resource; accordingly, use of the Station building and grounds during an event rental must be respectful of the historic character of the Station
2. A **Nahant Police Detail Officer** is required at all Life Saving Station events (with very limited exceptions in the off-season), beginning at least 30 minutes before the start time of your event, and extending until 30 minutes after the end time. The Nahant Police Department advises that the fee for a detail is \$40 per hour, which you must be prepared to pay by check payable to the Nahant Police Department at the start of the event. The Site Manager will contact the NPD and make the arrangements, based on the hours for which you have rented the Station.
3. **Parking:**
 - a. Cars belonging to your guests must be confined to the parking lot area of the NLSS in front of the garage, within the fence line, and on the grounds of the facility, and in conformity with any markings and any instructions from the Police Detail Officer or the NPT Site Manager.
 - b. A lane through the parking area must be maintained for access by emergency vehicles and by long-term building tenants.
 - c. Only catering vehicles and those of long-term building tenants may proceed beyond the face of the main building that is closest to the gate at the street to the property.
 - d. 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.
 - e. There is no street parking or parking on the NLSS lawn.
 - f. Parking for those with current Nahant stickers is available in the municipal lot across the street.
 - g. All parking is at vehicle owner’s own risk.
4. We encourage catering of your event, but only caterers on the NPT approved list are eligible. If you make use of a caterer, your caterer will be responsible for disposal of all trash.
5. Because of the proximity to the beach, people with bare feet must be anticipated. As a result, liquids must be served in cups, etc., of plastic or other non-shattering material. Glass bottles must be confined to dedicated serving locations.
6. At your own risk and on your own responsibility (including procuring any necessary Town permit), you are welcome to bring and set up your own user-deployed party-type **tents**, except that nothing may be tied or in any way fastened to any building or fence, and no portion of any such tent may be any closer than **twenty feet** from any building. Commercial rental-type party tents may be employed, if erected by a vendor on the NPT-approved list. Tent locations are limited to the side of the Main Building opposite the Garage Building.

NAHANT LIFE-SAVING STATION 2011 EVENT RENTAL CONTRACT

7. The facility is available for **Private and Business events** only, and except for non-profit or political fundraising, no fee may be charged for attending your event. You must notify the police detail and the NPT Site Manager immediately of the presence of any uninvited persons.
8. In the event you expect to serve any alcoholic beverages to your guests — other than through the staff of a caterer you have engaged — you must notify NPT, and you should be prepared to show the Nahant Police Detail Officer how you will prevent service to minors, and otherwise conform to the alcoholic beverage laws. There can be **no sale of alcoholic beverages at the Life-Saving Station**.
9. Speaker setups are permitted only inside the Boatroom or within a tent with walls on each side of the tent that faces Little Nahant. The volume must keep at a reasonable, non-offensive level at all times, and diminished upon the request of the Nahant Police Detail Officer or the NPT Site Manager, or in the event of any complaint by nearby residents. Acoustic (i.e., non-amplified) music — such as a non-electric guitar — is quite welcome, without restriction.
10. Your event rental provides you with exclusive use of the exterior grounds of the Life-Saving Station, with the exception that the public has access to the restrooms at the Big Nahant end of the Garage Building. You are welcome to post temporary “private party” signs at entry points on the perimeter of the Grounds. If members of the public 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 report the situation immediately to the Nahant Police detail officer and the NPT Site Manager.
11. The Grounds of the Station do not extend seaward of the Garage Building, or otherwise outside of the perimeter of the fence. Outside of the perimeter of the Grounds is public property, and it is quite likely that members of the public will be present on the beach during your event rental, as they have a right to be.
12. You and your guests are welcome to use the beach for swimming and other beach-appropriate activities, along with other members of the public. But **the beach is Town property**, and when on the beach you and your guests are subject to the rules of the Town. In particular, **no alcohol and no fires are permitted on the beach, or outside of the perimeter** of the Life-Saving Station — this caution applies to both the beach side and the street side of the facility.
13. **You are responsible for the conduct of all your guests**, particularly bearing in mind that the facility is a highly visible location, both to local residents passing by in cars and on foot. NPT prohibits any activity in violation of the law, and if you encounter difficulties in this regard with respect to unlawful drugs, as one example, you should see the Site Manager or the Police Detail Officer for assistance.
14. No ground **fires** of any kind are permitted. Cooking outside of the building may be done in commercially-manufactured charcoal- or compressed-gas-burning grill units **only** that you provide, subject to the following provisions:
 - a. All cooking or heat producing devices must be set up no closer than **twenty feet** from any of the buildings.
 - b. any component containing charcoal or subject to heating must be no less than **two feet** off the ground;
 - c. you must have at least two fully-charged **fire extinguishers** stationed near the cooking apparatus, neither of which has an expired charge.
 - d. **Charcoal may not be dumped** or disposed of at the site. It must be fully quenched with water before the close of the event, and disposed of properly with the rest of your trash.

NAHANT LIFE-SAVING STATION 2011 EVENT RENTAL CONTRACT

15. Payment in full for your rental — plus a **\$250 Security Deposit** — must be received by NPT, in the form of a check payable to the **Nahant Preservation Trust** in order to hold the date.
16. Any cancellation within 45 days of a reserved event will be subject to a fee of \$200. Cancellations earlier than 45 days beforehand will be subject to a fee of \$100.
17. If you find any windows or doors ajar, or anything that appears broken or the subject of vandalism, report the condition to the NPT Site Manager or the Nahant Police Detail Officer immediately.
18. You agree to indemnify and hold the Trust harmless with respect to any harm, injury, expense, or legal exposure that the Trust incurs as a result of your event or the conduct of your guests.
19. All events must end no later than 10:00PM with the property completely clear by 11:00PM.
20. This document contains the entire agreement between NPT and the event customer. These printed provisions may not be altered except in a written document signed by the president of NPT. No one else has authority to make commitments binding on NPT.

PROVISIONS RELATING TO RENTALS OF MAIN BUILDING AND GROUNDS

21. Any **Boat Room (Main Building) event** held at the Nahant Life Saving Station includes use of the **NLSS Lawn and Grounds**.
22. Occupancy of the Boat Room is limited to 60 persons (seated at tables) and 100 persons (without tables in the room).
23. There is a Catering **Kitchen** available as part of a Boat Room (Main Building) rental. Handicap-accessible **Toilet facilities** are available on the first floor of the Main Building.
24. The Main Building is also occupied by others, whose spaces must be respected. In particular, no one involved in an event rental may go above the first floor, nor proceed outside of the limits on the first floor that the NPT Site Manager will specify.

PROVISIONS RELATING TO RENTALS OF GROUNDS ONLY

25. Restroom facilities for your group will be limited to the public facilities that serve the beach, located at the Big Nahant end of the Garage Building. No one may exclude the general public from the use of these restrooms. They are managed by the Town of Nahant, which is responsible for their condition. NPT has no authority over them.
26. The Main Building will be completely unavailable to you and your party if you have not paid for rental of the Main Building. As a result, any entry into the main building by members of your group is prohibited, and will result in a charge against your security deposit in the amount of the difference between your agreed rental fee and the applicable fee for a building & grounds rental.

•••••



NAHANT LIFE-SAVING STATION 2011 EVENT RENTAL CONTRACT

Managed by the Nahant Preservation Trust

(w) <http://www.nahantpreservationtrust.org> | (e) events@nahantpreservationtrust.org
 98 Nahant Road | P.O. Box 30, Nahant, MA 01908 | (p) 781-598-4162 | (f) 781-823-8412

2011 NAHANT LIFE-SAVING STATION RENTAL RATES

	HIGH SEASON May-September		OFF SEASON October-April		Each Additional Hour
	Standard/ Business Rental	Nahant Residents/ Non-Profits	Standard/ Business Rental	Nahant Residents/ Non-Profits	
BOAT ROOM AND GROUNDS	Base Fee (Up to 5 Hours)				
Saturday - Sunday	\$1,000	\$800	\$800	\$480	\$200
Friday	\$800	\$640	\$700	\$420	
Monday - Thursday	\$600	\$400	\$500	\$400	\$100
GROUNDS ONLY	Base Fee (Up to 5 hours)				
Saturday - Sunday	n/a	n/a	\$500	\$300	\$50
Monday - Thursday	\$500	\$300			
Friday	n/a	n/a			

2011 Rental Rate Notes

1. A Nahant Police Detail is required for all events.
2. The total time of your event must include at least 30 minutes setup in advance and at least 30 minutes cleanup following.
3. All rentals are subject to contract terms. Please refer to the Rental Request Form for details.
4. These are Essentials to reserving an Event Rental Date at the NLSS - until these are completed the event is not considered reserved and will not appear on our calendar.
 - a) Completion of Event Rental Form Submitted and Approved
 - b) Receipt of Payment in Full of Your Rental Fee
5. Non-profit Food Drives, Environmental activities and similar "parking lot only" non-profit community events will be handled on a case-by-case basis. Please make your inquiry via email to:
events@nahantpreservationtrust.org
6. A \$250 security deposit must accompany full rental fee payment at the time of application.