

Town of Randolph

128 Pleasant St. Randolph, MA 02368

Phone: (781) 961-0930



## **Randolph Intergenerational Community Center**

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## **Birthday and Shower Rental Application Packet**



# Rental Information

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## Availability

The RICC is available for birthday party and shower rentals during the following time frames only:

- Saturdays 10:00am-2:00pm or 4:00pm-8:00pm (Extra hours are available for rent)
- Sundays 12:30pm-4:30pm (No extra available hours to rent)

Submitting a rental application is not a guarantee of rental space.

Users have exclusive use of the allotted space during their event.

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## Additional Facility Usage

Participants of a rental space may use or require additional facilities including bathrooms, café, locker rooms and hallways. These additional facilities are available for use but any damage that occurs in these areas are included in loss of deposit.

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## Space Rental Costs - 2018\* Any renter expecting more than 100 participants may be subject to a \$350 Police Detail fee

	<i>Space Capacities</i>	<i>Time Frames</i>	<b>Shower Rentals</b>	<b>Birthday Parties</b>
<b>SECURITY DEPOSIT</b>			<b>\$75</b>	<b>\$100</b>
<b>FULL LARGE MULTIPURPOSE</b>	Up To 100	2 Hour Party Room*	\$200	\$225
<b>* Your 2 hour party room includes:</b>				
<b>- Tables</b>				
<b>- Chairs</b>				
<b>- Party Assistant</b>				
<b>There will be an allotted hour before and after party rentals for set up and break down</b>		10-2 <b>Party Time: (11-1pm)</b>		
		4-8pm <b>Party Time: (5-7pm)</b>		
		12:30pm-4:30pm <b>Party Time: (1:30-3:30pm)</b>		



# Party Packages

	<i>Time Frame</i>	<b>Shower Rentals</b>	<b>Deposits</b>	<b>Birthday Parties</b>	<b>Deposits</b>
<b><u>PARTY PACKAGE #1:</u></b> (Your package includes)- -2 hour Party Room Rental -Tables -Chairs -Party Assistant	<b>4 Hour MAX</b> (2 Hour room rental/ Additional hour before and after for set up and breakdown.)	<b>\$200</b>	<b>\$75</b>	<b>\$225</b>	<b>\$100</b>
<b><u>PARTY PACKAGE #2:</u></b> (Your package includes)- -2 hour Party Room Rental -Tables -Chairs -Party Assistant -Supplies for Birthday Party	<b>4 Hour MAX</b> (2 Hour room rental/ Additional hour before and after for set up and breakdown.)	<b>\$225</b>	<b>\$100</b>	\$225 \$50 supplies	<b>\$100</b>
<b><u>PARTY PACKAGE #3:</u></b> (Your package includes)- -2 hour Party Room Rental -Tables -Chairs -Party Assistant -Use of Video Game Room/ Dance Studio/Art studio for an additional hour	<b>5 Hour MAX</b> (2 Hour room rental/ Additional hour before and after for set up and breakdown.) 1 Hour additional	<b>\$250</b>	<b>\$100</b>	<b>\$300</b> (\$225 Multi- Purpose Room \$75 extra room)	<b>\$100</b>
<b><u>PARTY PACKAGE #4:</u></b> (Your package includes)- -2 hour Party Room Rental -Tables -Chairs -Party Assistant -Use of Video Game Room/ Dance Studio/Art studio for an additional hour -Supplies for Birthday Party	<b>5 Hour MAX</b> (2 Hour room rental/ Additional hour before and after for set up and breakdown.) 1 Hour additional	<b>\$300</b> (\$225 Multi- Purpose Room \$75 extra room)	<b>\$100</b>	<b>\$350</b> (\$225 Multi- Purpose Room \$75 extra room \$50 supplies)	<b>\$125</b>
<b><u>ADDITIONAL EXTRAS</u></b>					
<b>EXTRA HOUR OF MULTI-PURPOSE ROOM</b>	1 Hour MAX	\$75		\$75	
<b>USE OF ART ROOM SUPPLIES</b>	1 Hour MAX	\$10 pp		\$10 pp	
<b>POLICE DETAILS</b>	4 Hours Max	\$325		\$325	



<b>DECORATIONS AND SET UP:</b>					
<b>-Tablecloths and table decorations</b>		\$2 per table		\$2 per table	
<b>- Streamers</b>		Ask Coordinator		Ask Coordinator	
<b>-Mylar Balloons Only</b>		Ask Coordinator		Ask Coordinator	
<b>- Room Decorations (Extra)</b>		Ask Coordinator		Ask Coordinator	

## Payments

We accept debit, credit and/or checks for payment. All checks should be made payable to the Town of Randolph in the amount corresponding to the appropriate tier.

## Security Deposits

After we notify you of your rental decision by email, in addition to the rental fee, a security deposit corresponding to the appropriate tier is due in order for the RICC to reserve the space for your event. The full payment is due within 14 days of receiving your rental decision. Please refer to the Space Rental Cost chart for deposit amounts.

Deposits paid by credit or debit can be returned immediately upon completion of your event. If deposits are paid by check, processing may take up to 21 business days.

## Cancellation

- If the reservation is cancelled within 10 days or more prior to the event a \$50 clerical fee shall be deducted from the deposit
- If the reservation is cancelled within 9 days or less prior to the event the entire deposit may be forfeited.
- In the event of closing the Intergenerational Community Center due to inclement weather, a full refund will be granted
- Emergency cancellations are subject to the review of the Director of Community Programs
- The RICC or a portion of the building may be closed at any time due to maintenance in which case a full refund will be granted.
- The Town of Randolph reserves the right to cancel any event, at any time up to and during the event, for any reason.

## Police Detail

Any renter **expecting more than 100** participants may be subject to a \$350 Police detail fee.



# Rules and Guidelines

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## Rental Agreement

- If your rental application is approved, we will send you an approval letter by email. In order to officially reserve your rental space, **the signed approval letter along with full payment (rental fee + security deposit)** must be submitted to the RICC Director within 14 calendar days.
- No other arrangements may be accepted for rentals, including email or phone call requests, “handshake” requests, or assumed availability.

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## Laws and Regulations

- Renters and their guests must abide by all ordinances of the Town of Randolph and the Rules and Guidelines of the Randolph Intergenerational Community Center. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user’s deposit.
- The renter will be responsible for, and reimburse the Town of Randolph for any damage to the building, its contents, grounds, or equipment.
- The renter will be held responsible for any extra cleaning costs, beyond reasonable accommodations.
- No animals are permitted in the building except service animals.
- There is absolutely no alcohol permitted at any party/shower or at the RICC facility.
- The Randolph Intergenerational Community Center is a non-smoking facility.

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## Approved Floor Plans

- The renter is entitled to the use of the furniture that is available and provided in the rented space.
- Upon approval, the renter may request a room setup form. When received, RICC staff will set up tables and chairs as requested prior to the event.
- Renters may not remove furniture from their rented space or any other space in the RICC without the prior approval of the RICC Director.
- Renters may not use the equipment in the gymnasium, (including balls, cones and any other sports equipment) without the prior approval of the RICC Director



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## Decoration and Set Up

- Renters must consider set up and clean up time for their event. Additional time will not be provided for set up and clean up and must be included in rental.
- All decorations must meet fire code requirements.
- Birthday cake candles are the only open flames permitted in the facility and must be extinguished within 2 minutes of lighting.
- No nails, staples, duct tape or tacks may be used to hang or mount objects to the walls or ceiling. Only non-permanent, non marking materials (ie painter's tape) may be used to hang or mount anything in the RICC.
- The RICC will not provide any equipment for decorations including painter's tape.
- Food, equipment, supplies and other items are to be brought to the function on the day and time of the rental. **There will be no pre- or post-event storage** (unless you wish to rent the space for that length of time).
- RICC staff will be on duty for each event. No keys will be loaned out.

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## Event Shut Down and Clean Up

- All Functions must end by 8:00pm Saturdays or 4:30pm Sundays.
- Music and entertainment must be suspended 30 minutes prior to the scheduled termination of the event. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out of the building at that time. If guests remain in the building past the schedule time of termination, the renter's security deposit may be forfeited.
- Any event continuing past the allotted time will forfeit the deposit.

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## Catering and Alcoholic Beverages

- Caterers must be licensed by the Randolph Board of Health and a 1 day catering license must be obtained 14 days prior to the event.
- Caterers/Renters are responsible for the preparation and clean up of their event. The kitchen must be left in the same condition as it was upon arrival, including the cleaning of any equipment used.
- All of the caterer's equipment must be removed after the event.
- **Alcohol is not permitted at the RICC** unless otherwise approved by the Director of Community Programming following the proper procedure. A town permit permitting the use of alcohol must also be present.
- If alcoholic beverages/ any form of alcohol is present during your rental, **you will lose your deposit, your rental may be shut down and the police may be called.**



# Randolph Intergenerational Community Center

## Party & Shower Rental Application

### APPLICANT INFORMATION

<b>NAME/RESPONSIBLE PARTY:</b>		
ADDRESS:		
EMAIL ADDRESS:		
HOME PHONE:		CELL PHONE:
DRIVER'S LICENSE OR MA I.D. NUMBER:		
<b>ALT. CONTACT PERSON:</b>		
		EMAIL ADDRESS:
HOME PHONE:		CELL PHONE:

### ACTIVITY DETAILS

DATE 1 REQUESTED:		DATE 2 REQUESTED:	
START TIME OF EVENT		END TIME OF EVENT	
SPACE REQUESTED: <b>Full Multi-Purpose Room 1</b> _____			
EVENT DESCRIPTION AND PURPOSE			
ESTIMATED TOTAL ATTENDEES (MUST SUPPLY 14 DAYS PRIOR):			
ACTIVITY TYPE- Please Check the appropriate box below.			
<b>BIRTHDAY PARTY</b>		<b>WEDDING/ BABY SHOWER</b>	

DATE SUBMITTED \_\_\_\_ / \_\_\_\_ / \_\_\_\_