



Thayer Homestead

2B Oak Street, Medway, Massachusetts 02053

Policies for Use of Thayer Homestead

Thayer Homestead is available for use by non-profits, businesses, or individuals for meetings, functions, or events. Use is subject to rental fees and availability, consistent with the needs of the Town of Medway, Massachusetts and requests of the public, and at the discretion of the Resident Manager (RM), Board of Selectmen, and Thayer Homestead Governance Committee.

Thayer Homestead can be rented in its entirety or in part. The facility includes Thayer Hall (main function hall, caterer's kitchen, and patio), Homestead Suite (the Lydia and Addison Rooms in the original farmhouse), and the lawn behind the facility. The Contract must state which areas are being rented for each event and whether or not the renter will use the lawn for any specific purpose, such as erecting a tent or hosting a ceremony.

NOTE: Choate Park is a separate entity/location and is NOT included in the rental of the Thayer property.

I. Reservations

Reservations may be made in person, by mail, email, or telephone. The reservation request will be held for seven (7) days. A *Contract for Use of Thayer Homestead* form must be completed and submitted by an authorized representative of the group or organization within seven (7) days of making a reservation to confirm and secure the reservation. The individual signing the contract, as well as the organization, if applicable, granted use of the Thayer Homestead, will be responsible for the conduct of all persons using the Thayer Homestead pursuant to the reservation and the protection of Town property.

NOTE: To qualify for the 20% discount for residents or businesses of Medway, the renter must show proof of residency and be the signer of the Contract for Use of Thayer Homestead.

II. Setup and Cleanup

Prior to the event, the RM can set up the facility if arrangements were made in advance. The floor plans and lists of available equipment are available from the RM or can be downloaded from the web site, www.ThayerHomestead.com. Renters must submit a floor plan and any necessary audio/visual equipment needs ten (10) days prior to an event to guarantee setup as requested. (Additional needs beyond the scope of what Thayer Homestead provides, must be submitted in advance, approved, and handled through an approved equipment rental facility at the renter's expense.) If no plan is submitted, the RM may arrange tables and chairs at his discretion and, if changes are desired by the renter after the event starts, the changes will be done during the rental time period and/or at an additional cost. Setup and breakdown time must be taken into consideration when planning an event and must be included in the rental time period. The renter is responsible for returning the space to the "as found" condition after the event. All trash must be removed and placed in the dumpster. Decorations must be removed and properly disposed of. Thayer Homestead is not responsible for items left behind and will deduct from the Security Deposit any extra cleaning needed to remove trash left behind.

For events using caterers, setup and cleanup time must be built into the time period of the event. The caterer is responsible for leaving the kitchen in "as found" condition, clean and free of trash. After the event, all areas are expected to be left in the same condition in which they were found. The kitchen must be picked up and no food or drink can be left in the refrigerator or freezer. Stove and dishwasher must be turned off. Tables and chairs must be left as found. The black event chairs and wooden banquet tables may not be used outdoors. Conversely, the outdoor patio furniture cannot be used indoors. The patio must be clear of trash and debris and the tables and chairs left as found.



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III. Insurance

Event Liability Insurance protecting against claims for bodily injury and property damage in the minimum amount of \$1,000,000 per occurrence is **required** as part of the rental agreement. The individual/organization must obtain and maintain such insurance for the day of the event. This type of insurance is generally available as part of a renter's or homeowner's insurance policy. If the liability policy is a Commercial General Liability policy, the Town of Medway must be listed or endorsed as an additional insured on the policy using ISO Form No. CG 20 26 11 85 or equivalent. A certificate of insurance must be provided as proof of said insurance at the time of submission of the contract form or with submission of the final payment. The certificate shall include the organization or individual and the event date, and shall confirm that the Town is named as an additional insured if required. Renter consumes all costs associated with Liability insurance coverage.

Events that are sponsored or co-sponsored by the Town may be eligible for coverage under the Town's insurance policy, at the sole discretion of the Board of Selectmen. Any insurance policy obtained by the organization or individual under this paragraph shall contain clauses waiving any right of subrogation against the Town and making such insurance primary and non-contributory, either through the policy itself or by endorsement. The Town may require additional proof of insurance, including copies of applicable policies and endorsements, at its discretion.

The Town is not responsible for the loss or damage to the person or property of any user or of any individual attending the event. The fact that a group or organization is permitted to use the facility does not in any way constitute an endorsement by the Town of that group's policies or beliefs.

Smoking is prohibited in all Town buildings, which includes the Thayer Homestead and grounds.

IV. Liquor License

The rental agreement does not include a liquor license. If the serving of alcoholic beverages is desired at the event, whether it is to be sold or made available to attendees at no charge, a one-day liquor license is required. ***There is no charge for a one-day liquor license.*** An application for a one-day liquor license can be obtained from the Selectmen's Office, 2nd Floor, Town Hall or completed on-line via a link from the website, www.ThayerHomestead.com. Requests for liquor licenses must be submitted to the Selectmen's Office **no later than thirty days prior to the scheduled event**. Requests submitted less than thirty days prior to a scheduled event will not be considered. All alcoholic beverage servers at such events are required to be certified through the TIPS or a similar certification program.

If the organization or individual desires to bring their own alcoholic beverages to the event, in addition to the insurance requirements listed in Section II above, the liability policy must be endorsed to include host liquor liability coverage using ISO Form No. HO 00 03 04 91, CG 00 01 10 01, SB 00 06 11 99 or equivalent. Evidence of such coverage shall be listed on the certificate of insurance.

If the organization or individual desires to serve alcoholic beverages which will be provided by a vendor or another party, in addition to the insurance requirements listed in Section II and in the second paragraph of Section III, above, the vendor/server must obtain and maintain a liability policy protecting against claims for bodily injury and property damage in the minimum amount of \$1,000,000 per occurrence, including liquor liability coverage using ISO Form No. CG 00 33 04 13 or equivalent, and the policy must name or include the Town of Medway as an additional insured, including on the liquor liability coverage. The insurance policy shall contain clauses waiving any right of subrogation against the Town and making such insurance primary and non-contributory, either through the policy itself or by endorsement. A certificate of insurance for the vendor/server must be provided as proof of said insurance at the time of execution of the use application.



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The Town may require additional proof of insurance, including copies of applicable policies and endorsements, at its discretion.

NOTE: Serving of alcohol must close thirty (30) minutes prior to the end of the event. Beer kegs are not permitted.

V. Fees

Regulations concerning the fees for Thayer Homestead shall be established by the Thayer Homestead Governance Committee and shall be reviewed from time to time as deemed necessary.

The rental fee for each event at Thayer Homestead includes the **Facility Rental Fee, Security Deposit, and Cleaning Fee, plus any optional fees.** Optional fees can include Homestead Suite Fee, Equipment Rental Fee, and Lawn Use Fee, as per renter requests and agreements. Any additional fees for extra equipment contracted through an outside vendor must be arranged between the renter and the outside vendor and with the approval of the Thayer Homestead Governing Committee.

Security Deposit and one half the total rental fee (sum of all fees) is due at contract signing. The remainder is due and payable one month before the event.

In general, a rental contract for the Thayer Homestead gives the renter access to the Thayer Hall, patio, and kitchen. Use of the Homestead Suite and lawn are also available at an additional cost and must be specified before the event date.

Facility Rental Fees

Area Rented	Time Rented		Mon-Thur Rates*	Fri & Sun Rates	Sat Rates
Thayer Hall	9AM-4PM	Non-Resident	\$250	\$300	\$400
		Resident	\$200	\$240	\$320
Thayer Hall	5:30PM-11PM	Non-Resident	\$300	\$400	\$500
		Resident	\$240	\$320	\$400
Thayer Hall	9AM-11PM	Non-Resident	\$450	\$550	\$850
		Resident	\$360	\$440	\$680

Medway Residents receive a 20% discount, as shown in the table above, off the Facility Rental Fee when they sign the rental contract and provide proof of residency. No additional discounts are given for the other fees.

Non-Profit Organizations:

Non-Profit organizations may rent Thayer Hall as follows:

Monday - Thursday 9am-4pm or 5:30-11pm with associated costs as follows:

Rental Fee = \$0-No Charge

Cleaning Fee = \$50

Security Deposit = \$100

Monday-Thursday 9am-11pm, the associated costs follow:

Rental Fee = \$0-No Charge

Cleaning Fee = \$100

Security Deposit = \$200



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NOTE: Charges for renting areas in addition to Thayer Hall (Suite and/or Lawn) and equipment will be charged standard facility rental fees for all applicants.

NOTE: Friday, Saturday or Sunday rentals will be charged standard facility rental fees for all applicants.

Security Deposit: Thayer Hall: \$100 Entire Property or Full Day: \$200

The Security Deposit ensures the property will be left in the same condition it was found. After the event, if the venue is left in good condition, the Security Deposit will be refunded to the renter by Town of Medway check. If any damage was sustained to the building or equipment, the repair fee will be deducted from the Security Deposit. In the event the damage is more than the Security Deposit amount, the town will bill the renter for the additional repair expenses.

Cleaning Fee: Thayer Hall: \$50 Entire Property or Full Day: \$100

The Cleaning Fee is a non-refundable charge for all events to cover basic cleaning. For extra-large or extra small events, the fee can be negotiated. If extra cleaning is required, beyond that deemed basic, the cost will be deducted from the Security Deposit and/or billed directly to the renter.

Optional Fees

Homestead Suite Fee - \$100

For an additional fee the Homestead Suite in the original farmhouse can be added to Thayer Hall to expand the space for larger events and for weddings. The Suite has two comfortably furnished rooms and another bathroom, all handicapped accessible by elevator. It is perfect for a bridal preparation suite or quiet get-away area. If not included in the rental agreement, this area will not be available for use.

Equipment Rental Fees

The following equipment is available for rent for a Thayer Homestead event.

Description	Location	Rate
One(1) Projector Screen and One (1) LCD Projector	Thayer Hall	\$40
Use of wall-mounted HD TV	Thayer Hall	\$40
PA/DJ Sound System with wireless microphones	Thayer Hall	\$40

Lawn Use Fee

If the event will use the lawn around Thayer Homestead for any activity, such as erecting a function tent, holding a wedding ceremony, or conducting outside games, renters must pay a non-refundable fee. The fee is \$100 to use the lawn for games, activities, small popup tent, bounce houses, or ceremonies. The fee is \$400 to erect a large function tent for a wedding or large party, or to use the lawn for multiple activities. A Tent Permit is required from the Town of Medway Building Department and must be obtained in order to erect a tent on the Thayer Homestead property.

NOTE: Large tents must be removed from the property prior to any events scheduled for the following day.

One-Day Liquor License

If the event is serving any type of alcoholic beverages, the renter must obtain a one-day liquor license from the Selectmen’s Office at Medway Town Hall at least thirty (30) days in advance of the event. Requests submitted less than thirty days in advance may not be considered. There is no charge for this license. The license allows renters to bring in their own alcohol and serve it themselves at a private party. However, if the event is charging a fee for drinks or the alcohol is provided by a third party, Town bylaws require that a licensed



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bartender serve at the event. Hiring the bartender is at the expense of the renter and can usually be arranged with the caterer, if available. Additional insurance liability coverage is required when serving alcohol as stated in Section IV.

Rental Payment

All fees are payable in advance of the event. A reservation date can be held for one week only. To confirm a reservation, the renter must sign the *Contract for Use of Thayer Homestead* rental contract within one week of making the reservation **and** submit payment to include security deposit and one half the total rental fee (sum of all fees). The final remaining payment is due and payable 30 days before the event and must include the remainder of the facility rental fee, as well as the Security Deposit and Cleaning Fee, and any additional fees required, such as lawn, police or fire details. Any additional equipment rentals and/or caterer fee are considered separate contracts between the renter and selected service provider.

If the reservation is made within thirty (30) days of the event date, the total rental fee, Security Deposit, and cleaning fee are due at Contract signing.

Payment in cash or check may be submitted to the Board of Selectmen’s office during normal business hours. Payable to the “Town of Medway”. Credit card payments may be made online by visiting www.Townofmedway.org. Additional fees may apply to any credit card transactions.

Cancellation Policy

If the event is cancelled more than three months in advance, the Town of Medway reserves the right to withhold the Security Deposit as a penalty, or to decrease the amount refunded based on the time periods in the following chart. No refunds will be given for last minute cancellations unless the time period is rented prior to the cancelled event date.

TIME PERIOD BEFORE EVENT DATE	AMOUNT REFUNDED
24 months - 12 months	100% minus \$100.00 administrative fee
12 months - 6 months	50% or \$100 administrative fee, whichever is greater
6 months - 3 months	50% or \$100 administrative fee, whichever is greater
3 months - 0 months	No refund.

VI. Police/Fire Details

The Thayer House Governance Committee reserves the right to determine, in its reasonable discretion and in consultation with the Chief of Police or his designee, and the Fire Chief or his designee, whether any proposed use of the facility will require a police detail or other extraordinary police protection, or a fire detail, and if so the anticipated cost thereof. In making this determination, the Town may take into consideration the contents of the application form, the history of the applicant’s use of the facility, the history of the applicant’s use of facilities elsewhere in the Town of Medway or in other communities, and such other information as the Town may deem appropriate. If the Town determines that such police detail or fire detail reasonably will be necessary, the applicant seeking to reserve the use of the facility shall be required, as a condition of such reservation, to contact respective departments directly for scheduling of detail, and consume all associated costs.



VII. Caterer/Bartenders/Kitchen Use

All catering contracts are handled between the renter and the caterer. Caterers not licensed by the Board of Health in the Town of Medway must contact the Board of Health and provide proof of Caterer's Food Establishment License. All first-time caterers must complete a walk through with the RM prior to the event.

All caterers must follow the Caterer's Checklist, which the RM will provide or can be downloaded from www.ThayerHomestead.com. If using a caterer for food service, the selected caterer alone is responsible for use and cleanup of all linens, glassware, flatware, and china for the event. The caterer is expected to leave the kitchen in an "as found" condition and to place all trash and garbage in the dumpster. Failure to do so will result in additional cleaning fees and/or forfeit of the Security Deposit.

The caterer's kitchen can be used in conjunction with a booked function only. The kitchen cannot be rented by itself.

Renters can provide their own food for an event and use the kitchen for warming and serving, but not for food preparation. Renters must return the kitchen to "as found" condition after use and place all trash and garbage in the dumpster. Failure to do so will result in additional cleaning fees and/or forfeit of the Security Deposit.

VIII. Use of Facility

On the day of the event, the renter has full access to the part of the facility rented, the parking areas, and the grounds around the Thayer Homestead for the time period of the rental. The barn on the property is NOT available for use. Events may not spill over to Thayer Pond or Choate Park without written permission from the Town of Medway.

IX. Decorations

Decorations are permitted in Thayer Hall only. **Using nails, staples, pins, confetti and glitter on or in any area is prohibited.** Tape may be **used only if it is non-marring and leaves no residue.** Any material, cloth, paper, or decorations used in the facility shall be pre-approved and have a flame certificate approved by the Commonwealth of Massachusetts Fire Marshall and the Medway Fire Department.

Any questions or concerns may be directed to the Resident Manager.

X. Noise Ordinance

In compliance with Medway's noise ordinance restrictions, all bands, disc jockeys, or music devices at an event must stop playing by 10 PM. The event can continue until 11 PM, but noise restrictions will be in place.