



Thayer Homestead

2B Oak Street, Medway, Massachusetts 02053

Facility Rental Fees

Area Rented	Time Rented		Mon-Thurs Rates	Fri & Sun Rates	Sat Rates
Thayer Hall	9AM-4PM	Non-Resident	\$300	\$450	\$550
		Resident	\$250	\$370	\$450
Thayer Hall	5:30PM-11PM	Non-Resident	\$350	\$550	\$650
		Resident	\$290	\$450	\$530
Thayer Hall	9AM-11PM	Non-Resident	\$550	\$750	\$1050
		Resident	\$460	\$620	\$860
	Weddings Sat & Sun	Non-Resident Option 1 (Hall, Suite, Patio)	N/A	Sunday Only \$1,700	\$1,700
		Non-Resident Option 2 (Option 1+Thayer Tent+Tables&Chairs+Lawn)	N/A	Sunday Only \$2,300	\$2,300
		Non-Resident Option 3 (Option2 + Chairs on Lawn)	N/A	Sunday Only \$2,500	\$2,500
		Resident Option 1 (Hall, Suite, Patio)	N/A	Sunday Only \$1,400	\$1,400
		Resident Option 2 (Option 1+Thayer Tent+Tables&Chairs+Lawn)	N/A	Sunday Only \$2,000	\$2,000
Resident Option 3 (Option2 + Chairs on Lawn)	N/A	Sunday Only \$2,200	\$2,200		
Security Deposit	N/A	Thayer Hall	\$150	\$150	\$150
		Entire Property/All Day	\$300	\$300	\$300
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Lawn Fees	N/A	No Tent/No Chairs	\$100	\$100	\$100
		Thayer Tent/Tables & Chairs	\$500	\$500	\$500
		Large Function Tent	\$400	\$400	\$400
		Additional Chairs Set-up on Lawn	\$200	\$200	\$200
Homestead Suite	N/A	N/A	\$100	\$100	\$100
Equipment Rental Fees	N/A	1 Projector Screen & 1 LCD Projector	\$40	\$40	\$40
		Wall-Mounted HDTV	\$40	\$40	\$40



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NOTE: Location in Thayer Hall		PA/DJ System with Wireless Microphones	\$40	\$40	\$40
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Medway Residents receive a 20% discount, as shown in the table above, off the Thayer Hall Rental Fee when they sign the rental Contract application and provide proof of residency. No additional discounts are given for the other fees.

Facility coverage during an event if requested is at a charge of \$35/hour.

Non-Profit Organizations Facility Rental Fees

Area Rented	Time Rented		Mon-Thurs Rates
Thayer Hall	9AM-4PM	Non-Profit	\$50
Thayer Hall	5:30PM-11PM	Non-Profit	\$50
Thayer Hall	9AM-11PM	Non-Profit	\$100
Security Deposit	N/A	Thayer Hall	\$150
		Entire Property	\$300
Lawn Fees	N/A	No Tent/No Chairs	\$100
		Thayer Tent/Tables & Chairs	\$500
		Large Function Tent	\$400
		Additional Chairs Set-up on Lawn	\$200
Homestead Suite	N/A	N/A	\$100
Equipment Rental Fees	N/A	1 Projector Screen & 1 LCD Projector	\$40
		Wall-Mounted HDTV	\$40
NOTE: Location in Thayer Hall		PA/DJ System with Wireless Microphones	\$40

Town of Medway Non-Profit organizations may rent Thayer Hall within 30 calendar days prior to their event.

Charges for renting areas in addition to Thayer Hall including the suite, lawn, Thayer tent, and equipment will be charged standard facility rental fees for all applicants as shown in the table above.

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

NON-Town of Medway Non-Profit organizations may rent Thayer Hall at the non-profit rate ONLY with approval of the Thayer Governance Committee.

Security Deposit: 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.



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Homestead Suite Fee: 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 Rentals Fees: Equipment available for use in Thayer Hall is referenced in the above table.

Lawn Use Fees: 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 as stated in above fee schedule. 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.**

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 complete the *Contract for Use of Thayer Homestead* rental Contract application within one week of making the reservation **and** submit payment to include the 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, cleaning fee, and any additional fees required, such as lawn use, police, or fire details. Any additional equipment rentals and/or caterer fees 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 fees and Security Deposit are due at Contract application signing.

Payment in cash or check may be submitted to the Select Board’s office during normal business hours, payable to the “Town of Medway”. On-line payments may be made by visiting www.Townofmedway.org. Additional fees apply to any credit card transactions but not if paying via bank checking account.

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:

1. The time period is rented prior to the cancelled event date OR
2. The renter cancels within 14 calendar days of payment of the initial deposit.

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.