

OLD SCHWAMB MILL RENTAL AGREEMENT

The Old Schwamb Mill, managed by The Schwamb Mill Preservation Trust, Inc. and located at 17 Mill Lane, Arlington, Massachusetts, is available to private groups, businesses, and organizations wishing to hold events on its property.

Available Spaces and Capacity

Building (upstairs capacity – maximum 50 people) and grounds

Rental Rates

All rentals will be for a minimum of four hours. Rental times include the renter's use of the facilities for set-up, break down and cleanup. Hourly rates are as follows:

Non-profit	\$150
For-profit	\$200
Co-sponsored events*	Fees are waived

*An event directly related to the mission of the Mill and which the Mill has agreed to co-sponsor.

Conditions of Rental

- All rental agreements are at the discretion of the Mill based on the availability of staff, the physical limitations of the facility, the need to preserve the historical integrity of the property, and other factors. For all events, the Museum Director or a staff member from the Mill must be present in the building during the entire event.
- All events must be booked through the Museum Director at least 30 days before the event. Telephone. 781-643-0554 or info@oldschwambmill.org and/or oldschwambmillmanager@gmail.com.
- Payment at the time of booking is 50% plus a non-refundable \$100 security deposit; balance is due by the day of the event.
- Cancellation without penalty: At least 30 days before the event.
- Anyone renting the facility must present a certificate of insurance providing at least \$1,000,000 in coverage, which must list the Mill as an additional named insured.
- The Mill welcomes family-friendly gatherings. Children in attendance must be under the close supervision of a parent or responsible adult.
- The Facility and Grounds are smoke-free. Smoking is **NOT** allowed anywhere on the property. NO OPEN FLAMES

- Limited parking is available in and around the Mill property.
- Arlington has a bylaw prohibiting excessive noise after 11:00 p.m. To be respectful of our neighbors, the Mill requires all events to end no later than 10 p.m. The Town bylaw and the neighbors must be respected.
- Events to which the public is invited, as well as the use of cash bars, require special permits from the Town of Arlington. A police detail may also be required.
- Kitchen Facilities: Please note that the Mill does not have a kitchen or cooking facilities. All catering must be brought in from outside vendors.
- Decorations: Renters may only use battery-operated candles in the Mill building. Renters may use painters' tape but may not use nail tacks or other types of tape to affix decorations.
- The Facility and Grounds must be left clean and trash must be removed immediately after the event.

Available Furniture/Equipment

The following is included in the rental fee:

- Three 8-foot tables and three 6-foot tables depending on availability
- 40-50 folding chairs
- Audio-Visual equipment, including PA set-up (additional \$50.00 fee); Renters are responsible for engaging a qualified person to use the equipment.