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Corinthian Hall Rental Policy

Updated August 1st, 2015. Policy effective as of August 1st, 2015. This policy is subject to updates and changes without notice.

HALL RENTAL HOURS AND ACCESSIBILITY

- Rental hours are based on time of access to facility to time of exit from facility. Due to the historic architectural nature of the hall, the facility is wheelchair inaccessible. The hall closes for business at 11:00 pm, with all guests required to exit the building by midnight (12:00).

DEPOSIT AND PAYMENT, CANCELLATIONS AND REFUNDS

- Per Corinthian Hall Rental Agreement, a non-refundable fifty-percent (50%) deposit of the total hall rental, catering and beverage (either alcoholic and/or non-alcoholic) fee is required within five (5) business days of receiving the final Hall Rental Agreement to reserve the hall and other event related services. The remaining fifty-percent (50%) (i.e. balance) of the rental fee plus any other fee for added services (e.g. bartender, bar table/equipment/ice, drinks (alcoholic and/or non-alcoholic) and catering) is due 45 days before the event. A late fee of three percent (3%) of the total event expense may be assessed if clients fail to make the remaining payment on time. The remaining fifty-percent (50%) of the balance paid can only be refunded for cancellations made at least forty-five (45) days before the event. Under certain special circumstances, the initial non-refundable deposit can be applied as a credit towards the clients' one future event held at Corinthian Hall within a period of one (1) year from the date of the deposit payment.
- Payments should be made out to "Corinthian Hall & Catering" at 523 Franklin Street, Melrose, MA 02176.
- Corinthian Hall may require client's credit card information on file at time of deposit for the purpose for billing arising from extended rental hours, damages and other hall-related activities if applicable.

CATERING AND ALCOHOL

- Although it is strongly recommended for clients to use Corinthian Hall's internal catering, clients are allowed to bring their own food, beverages and engage their own licensed caterers. Clients and their caterers are required to inform Corinthian Hall regarding the use of any external electrical or cooking appliances. Unless approved, no external kitchen appliance may be brought in to Corinthian Hall.
- Corinthian Hall's commercial kitchen is generally not accessible to outside caterers, clients nor clients' guests. Under special circumstances, exceptions may be made only if the outside caterers, clients or clients' guests are supervised by Corinthian Hall's culinary staff when using the kitchen for an hourly fee.
- Clients who use outside caterers are required to provide their own food equipment and utensils, and remove them immediately after the event. Any utensils and equipment left behind after the event will be cleared and disposed by Corinthian Hall at the discretion of Corinthian Hall's management. Corinthian Hall is not obligated to inform the clients of such decisions prior to any disposal. Corinthian Hall does not permit overnight storage of utensils and food equipment of any kind.
- All alcoholic beverages must be served by Corinthian Hall's TIPS certified bartenders. All events that require the service of alcohol must have a one-day liquor license issued by the City of Melrose and to ensure the safety of all

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guests a police detail is required. Clients are not allowed to bring in alcoholic beverages of their own under any circumstances. Under Corinthian Hall's one-day liquor license, Corinthian Hall must buy all alcoholic beverages for the event(s) through authorized dealers and vendors and then sell alcohol to event guests via a cash bar. If Corinthian Hall's staff discovers that clients violate any of its alcohol policy, it will inform the Melrose Police Department and/or Melrose liquor commission without any negotiation with the clients. Clients are responsible for all alcohol related violations.

MUSIC AND NOISE

- Clients are required to adhere to approved noise levels and regulations set forth by Corinthian Hall and the City of Melrose. Failure to do so may warrant police inspections upon reports by the neighborhood members. Clients are solely responsible for any fines or charges imposed by the Melrose Police Department and/or the City of Melrose. Noise level control must be implemented after 10:00 pm.

INSURANCE, SAFETY AND LIABILITY

- Clients who are responsible for the damage of Corinthian Hall and its properties are required to compensate Corinthian Hall and its affiliates in accordance with insurance, safety and liability policies held by Corinthian Hall.
- Clients (i.e. signers of the Hall Rental Agreement) are required to be present with the Event Manager at the beginning of the event to confirm and acknowledge that everything within the Corinthian Hall premise are free of damages and are in good condition. At the end of the event breakdown/clear-up, clients (i.e. signers of the Hall Rental Agreement) are required to be present with the Event Manager to inspect and examine post event conditions and inventory situation of the Corinthian Hall premise. Any damages and/or loss of inventory made by the rental party and its affiliates, including guests and vendors, to the hall's property, equipment or premises will be pointed out at the discretion of the Event Manager to the clients. Corinthian Hall & Catering reserves the right to bill clients for the aforesaid damages or losses at its discretion and without dispute and any obligation to provide third-party receipts or contracts for its billing. Clients are required to make relevant payments and applicable late payment fees for the aforesaid damages or losses according to the payment due date set forth by Corinthian Hall & Catering, Corp.

RESTRICTIONS - Corinthian Hall prohibits

- Smoking inside the building.
- Open flames. Guest favors cannot be candles, matches or highly flammable items unless the flame is covered and/or contained.
- Confetti, rice, birdseed, glitter, sand or other materials which would leave residue in the building.
- Taping or attaching anything in any way to the hall's furniture, walls, floors and premises that could cause damage.
- Storage of decoration materials and props after events.