

The Meeting House

Memorandum to Caterers:

Welcome to The Meeting House!

This memorandum is directed to caterers working at The Meeting House who are not familiar with our facility. The Meeting House rents the building and grounds for private functions. As such we are responsible for the rental of the spaces only, and we look to the caterers to coordinate the logistics of the event.

Preliminary Planning

Inform our Event Coordinator of the schedule for an event. This includes information about when deliveries will occur, when a tent is put up, when the caterer will arrive, and when guests will be arriving and leaving, and when the final pick up or taking down the tent will occur.

In addition, it is important to tell our event coordinator, Betsy Horak, and our staff hostess who among the caterer's staff is in charge of the event.

The Meeting House Hostess

For events over 50 persons that serve alcohol (or other events at our discretion), we provide a hostess for The Meeting House to represent The Meeting House and to assist the renter and caterer with utilizing the facility. The hostess has access to emergency numbers, is familiar with The Meeting House, and has access to our storage room for emergency supplies, toilet paper, a first aid kit, and other helpful equipment.

The Meeting House hostess is not responsible for helping with the setup or cleanup of an event.

Parking Attendants:

For events over 125 persons we request that the caterer provide a person to supervise the parking of guests both at the arrival and at the end of the evening.

Set-Up:

The Meeting House has some equipment such as chairs and serving tables that can be used in for events. Caterers are welcome to configure the chairs and tables for the event; however, it is important that **all chairs, tables, and equipment are returned to their original locations** as found at the start of an event.

Chairs:

The Meeting House offers approximately 100 indoor chairs. Chairs, which are natural wood, have padded seats. These also have soft furniture glides on the chair legs so that the pine floor is not scratched.

The Meeting House

*Although The Meeting House checks these chairs from time to time, it is important that when caterers set up these chairs, that they inspect the chair for any broken or damaged conditions. **Damaged chairs should be set aside and put up on the balcony.***

Insect Screening on The Porch:

Although some renters provide optional mosquito spraying for an event, The Meeting House provides insect screening at the attached porch. At the beginning of an event there is screening rolled up into the valence of the awning. It is the caterers duty to untie the screen at nightfall, if necessary, and **to return the screening to the rolled up position at the end of an event.**

Clean Up:

Prior to each event The Meeting House is cleaned by professional cleaners; however, it is important that the Caterer leave the inside premises "broom clean." As noted before, all chairs, tables, and equipment owned by The Meeting House must be returned to their original location.

It is also the caterer's duty to patrol the grounds at the end of an event to pick up cigarette butts, plates, glasses, and other items that are sometimes left outdoors. If, at the end of the rental period, the facility or the grounds are not left in the same condition as at the beginning of the rental, the renter will be charged for additional cleaning or moving furniture back into place.

Trash

All Caterers must remove all trash from Meeting House upon completion of event.

Summary

We hope these instructions will help to clarify the terms and conditions of the rental agreement so that event will be carried out for the mutual benefit of all parties. If you have any questions regarding this memo or any other matter, please let us know.

Thank you for catering at The Meeting House!

Rosalind M. Weir
617-365-9347

Betsy Horak
401-624--6200

Rev. August 2011