

# Clubhouse Rental Application



**Cambridge Tennis Club**

40 Willard Street  
Cambridge, Massachusetts 02138  
617-354-0303  
manager@cambridgetennisclub.com

Name of Cambridge Tennis Club (CTC)  
or Cambridge Skating Club (CSC) member:

Telephone numbers (home):

(cell):

Email:

Date of rental:

Start time:

End time (not later than 12:00 midnight):

Number of guests (not to exceed 75, including catering staff):

Number of guests under age 21:

Will alcoholic beverages be served during the rental?

Please specify whether the event is for

Personal  Corporate/Professional Organization  School Group  Club  Fundraiser  Other

Briefly describe:

Will attendees pay an admission charge?

The Member will be the Renter  or the Sponsor  of a rental by a non-member individual, group, or organization.

If a member is sponsoring a rental, please give the full name, address, and telephone number of the individual, group, or organization:

**Please note: The CTC or CSC sponsor must be present during the rental, and is responsible for any unpaid charges.**

## NOTE REGARDING ALCOHOLIC BEVERAGES:

- The sale of alcoholic beverages by a group, organization, or individual during Clubhouse rentals is strictly prohibited.
- If there will be an admission charge for the event and alcohol will be provided, the renter must obtain a one-day liquor license from the City of Cambridge. (*License must be presented to the club's administrative manager three business days before the event.*)
- Providing alcoholic beverages to persons under age 21 is illegal and strictly prohibited by the CTC and CSC.
- The renter is solely responsible for taking all steps necessary to guard against the consumption of alcoholic beverages by persons under age 21 and the excessive consumption of alcoholic beverages by anyone, during the course of the rental.

## SPECIAL REQUESTS AND PROHIBITIONS:

- Special permission must be obtained to use the Clubhouse fireplace. (*There is a fee for firewood.*)
- No candles or other open flames of any sort may be used during the rental.
- Helium-filled balloons are not allowed in the Clubhouse.
- The rental does not include use of the tennis courts or the grounds surrounding the Clubhouse except as noted below:
  - Only courts 1 & 2 may be rented and only on Friday or Saturday evenings between 6 and 10 pm.
  - Additional rent for each court shall be \$50 per hour, per court. No later than 5 days prior to the rental, the renter shall specify the hours during which it shall rent the courts.
  - On the day of the rental, if CTC members have not reserved courts 3 & 4 by 9 am, the CTC member or sponsoring member may reserve these courts during the rental, also at the rate of \$50 per hour, per court.

- Music must not be played outside the Clubhouse.
- No smoking in the clubhouse, on the porch, on the grounds, or within 25 feet of the front door.
- No dogs or other pets are allowed on the premises.

## CHARGES:

- A \$500 security deposit from the CTC/CSC member is due upon acceptance of this application.
- Cancellation fee: \$100 within 7 days of rental event
- Minimum rental: 2 hours
- Hourly rates: \$150 per hour (or part thereof) for CTC/CSC members. \$250 per hour (or part thereof) for non-members. (*Does not include gratuities.*)
- Service charge: (members and non-members): \$50
- Trash removal: \$10/bag (*Not to exceed \$40.*)  
Please check to request
- Firewood: \$25/two-hour period  
Please check to request use of fireplace
- Kitchen curtain screen: free of charge  
Please check to request
- Curtain panels for Mt. Auburn Street windows: free of charge  
Please check to request
- Any additional charges will be billed to the renter following the rental.



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All of the information provided on page 1 is truthful and complete.  
I have read and understand the terms and conditions contained herein.

Signature of CTC or CSC Member:

Date:

And if applicable

Signature of Non-Member Renter:

Date:

**Please do not write below this line.**

Having reviewed the information set forth above, this rental application is [ ] approved, [ ] not approved.

Signature of Authorized CTC or CSC Board Member:

This agreement for the rental of the Cambridge Tennis Club's clubhouse at 40 Willard Street is entered into subject to the following terms and conditions:

The following terms and conditions are applicable to all renters:

1. The number of guests in the Clubhouse during the rental will be as set forth on page 1 of this "Rental Application" and will not exceed 75 people (including catering staff) at any time.
2. The renter will have access to the clubhouse for two hours of set-up before the start time requested on the application.
3. Additional set-up time and next-day take-down time is by arrangement with the club's administrative manager and must be confirmed three business days before the event.
4. The rental will begin at the time set forth in the Rental Application and will end by 12:00 midnight.
5. Alcoholic beverages will not be sold to anyone during the rental.
6. If there is an admission charge for the event and alcohol is available to attendees, the renter is required to obtain a one-day liquor license from the City of Cambridge. License must be presented to the club's administrative manager three business days before the event.
7. Alcoholic beverages will not be served or furnished to persons under age 21 during the rental.
8. All reasonable measure will be taken during the rental to prevent any person from consuming alcoholic beverages in an amount which potentially poses a threat of harm to said person or other, at the Clubhouse or elsewhere. The renter understands that it is not the responsibility of the CSC or the CTC, or any member of the staff of either club, to monitor or control the consumption of alcoholic beverages during the rental; the responsibility of monitoring and controlling the consumption of alcoholic beverages during the rental is assumed by the renter.
9. Persons under age 21 will be properly supervised at all times during the rental.
10. The member will be responsible for any property damage incurred during the rental.
11. The authorized agent of the renter, whose signature appears below, will be present during the entire rental period and will be responsible for maintaining good order and decorum.
12. No candles or other open flames of any sort may be used during the rental.
13. Smoking is not permitted in the Clubhouse, on the porch, on the grounds, or within 25 feet of the Clubhouse entrance.
14. Helium-filled balloons are not allowed in the Clubhouse.
15. The renter understands that a staff member or representative of the CTC or CSC will be present during the rental. The renter further understands that this staff member or club representative is not responsible for monitoring or controlling the consumption of alcoholic beverages or the conduct of any guest during the rental.
16. If asked by the CTC or CSC representative (sponsoring member or staff) at any time during the rental, the renter will lower the volume of music if it is deemed by the representative to be exceedingly loud.
17. Music may not be played outside the Clubhouse.
18. The renter agrees to leave the Clubhouse clean and neat following the rental. It is further understood and agreed that whatever part of the \$500 security deposit that has not been used will be returned to the renter within 14 days following the rental, provided there has been full compliance with the conditions contained in this agreement.
19. The renter understands and agrees that each person using the Clubhouse during the rental does so at his or her own risk.
20. The renter understands that the information contained in the Rental Application and the terms and conditions referred to herein are hereby incorporated by reference into this Rental Agreement.



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**CSC or CTC member renter or sponsor, please complete the following:**

I hereby agree to abide by the above stated terms and conditions in connection with the rental of the Clubhouse. I have read, understand, and agree to all of the terms and conditions contained herein.

Signature of CSC or CTC member:

Date:

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And, if applicable:

**Non-Member individual, group, or organization, please complete the following:**

I/We hereby agree to abide by the following terms and conditions in connection with our rental of the Clubhouse. By signing this rental agreement, we agree to indemnify and hold harmless the CSC and CTC, their officers, board members, governors, incorporators, employees, agents, representatives, and staff, whether or not paid by the CSC or the CTC, from and against any and all claims, liability, losses, costs, damages, and expenses, including reasonable attorney and other professional fees, incurred or sustained by them, arising out of or in connection with use of the Clubhouse.

Signature of Non-Member Renter:

Date:

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