



**Lynnfield Meeting House
617 Main Street
Lynnfield, MA 01940**

The 1714 Meeting House is owned by the Town of Lynnfield and managed by the Lynnfield Historical Commission, a town appointment organization.

RENTAL INFORMATION/REQUIREMENTS

The 1714 Meeting House is believed to be the third oldest Puritan Meeting in New England still standing on its original "green" and believed to be the second oldest active Meeting House in New England. Its preservation is the town's priority, therefore...

- Parties such as, but not limited to painting parties, children's birthday parties, dance classes, and animal training are not permitted in the building.
- Arts and crafts, such as, but not limited to markers (permanent or otherwise), crayons, glitter, glue, chalk, stickers, ink stamps, face paint, or any other item that can leave a stain are not permitted.
- Inflatables, trampolines, bouncy houses, punching bags are not permitted in the building.
- Tacks, pins, tape (scotch, painters, electric, or otherwise) cannot be used in, on, or around the building.
- Live animals, caged or otherwise, for entertainment purposes are not permitted in the building.
- Public events are not permitted to give away or sell food without first contacting the Lynnfield Health Inspector.
- **Any event booked under false pretenses or in violation of the above rules will be subject to immediate eviction. All costs associated with the repair of said damage will be deducted from the security deposit and the signer of the contract will be responsible for all costs beyond the required security deposit.**

Rental:

- The event date is not confirmed until the rental agreement has been signed and the full payment has been received. We accept cash and checks. All checks should be written to the Town of Lynnfield.
- The rental of the Meeting House is based on six hours which includes load in, set up, and load out.
- **Main floor only:**
 - \$250.00 (Lynnfield residents)
 - \$300.00 (non-residents)
- **Main floor and upstairs chapel**
 - \$450.00 (Lynnfield residents)
 - \$550.00 (non-residents)
- **A \$300.00 security deposit is required** and will be returned **within (30) days** after the event providing the terms of this rental agreement have been met.

- The rental provides the applicant with exclusive use of the building and the beauty of Lynnfield Common, but **the Common is not included in the rental**. The Historical Commission is not responsible for any events booked on the Common on the same day as this agreement.
- The rental includes the use of (6) 60" white round tables, (4) 5' white rectangular tables, and (48) black, cushioned folding chairs. (Tablecloths are not included.) If extra chairs are required, please notify us 48 hours prior to the event. **Under no circumstances can the furniture within the building be brought outside without first receiving permission from the Historical Commission.**
- The rental includes cleaning products, trash bags, and paper products.
- The applicant is expected to depart at the time listed above. Should the event exceed the time agreed upon, an hourly rate of \$75.00 per hour will be charged to the applicant or deducted from the security deposit

Cancelation Policy:

- 60 days prior: 100%
- 30 days prior: 50%
- 14 days prior: 25%
- Fewer than 14 days: no refund
- All cancellations must be submitted in writing.
- There are no refunds for inclement weather.

Capacity:

- The main room of the Meeting House is 32' x 35' (not including the galley style kitchen) and the room is **comfortably** set up for (48) people. **Maximum capacity is (70).**

Handicapped Accessibility:

- There is one designated spot for handicapped parking across the street, located next to the crosswalk.
- Upon request, there is one (1) portable ramp to assist those with mobility issues enter the building.
- Upon request, there are two (2) large armchairs.
- Due to the age of the building, the restrooms are not handicapped accessible.

Parking/Unloading:

- There are (5) parking spaces along Summer Street (Church side). **All parking and unloading must be done in these spots only.** (Additional parking spaces are available in the lower parking lot of the Lynnfield Town Hall.)
- **Under no circumstances can vehicles be parked or idle on Lynnfield Common.**

Kitchen/Catering:

- The kitchen contains a double sink, a subzero (under the counter) refrigerator, a full-size warming oven, a countertop induction plate warmer, and (3) 30 cup coffee urns. Cooking and serving utensils are not included.
- We strongly encourage the use of professional caterers, though the applicant may self-cater at their own risk.
- The applicant is solely responsible to shut off all appliances and remove **ALL** food items and thoroughly clean the kitchen prior to their departure.

Windows:

- The building is heated and contains a free-standing air conditioner and should be used accordingly. The windows are very heavy and do not have the ability to remain open on their own, therefore, under no circumstances are they to be opened. The front door (facing the town hall) may be left open.

Bands/DJ's/Dancing:

- Due to the historic nature of the building and its location in a residential neighborhood, DJ's, bands and dancing is not permitted. Only soft music can be played.

Decorations:

- **Nothing can be hung or taped on the walls, posts, and beams.** Flowers and table decorations are welcome!
- Open flame products are strictly prohibited, this includes sternos.
- Only battery-operated candles are permitted within and around the Meeting House.
- All decorations must be flame-retardant/non-flammable and comply with state safety laws.

Historic Memorabilia and Photographs:

- Under no circumstances should the historic memorabilia be handled or removed, and any damage will be the responsibility of the renter. Any damage to the framed historic photographs on the walls will result in a charge of \$125.00 per framed photograph.

Smoking:

- The Meeting House (and the surrounding area) is a non-smoking facility.
- All outdoor smoking must be done a minimum of (20) feet away from the Meeting House and all extinguished smoking products must be disposed of properly.

Final Clean Up:

- A "Closing List" will be left in the building. The list must be reviewed and signed. The Meeting House and the surrounding area must be left clean upon the close of the event. Though the applicant is free to make arrangements with their caterer to handle the clean-up and trash removal (including bathrooms), the responsibility remains solely with the applicant.
- Trash cannot be disposed of in the trash receptacles located on or around Lynnfield Common.
- Any clean-up or trash removal costs incurred by the Lynnfield Historical Commission or the Town of Lynnfield as a result of their event may be deducted from their security deposit.