



Duxbury COA—The Center Rental Agreement

10 Mayflower Street, Duxbury, MA 02332

781-934-5774

Contact: Joanne Moore, Director joannemoore@duxbury-ma.gov

EVENT INFORMATION

Date Requested _____

Time Requested _____

Start Time _____

End Time _____

Room Requested _____

Anticipated Attendance _____

On-Site Maintenance /Set up	Start Time		End Time	
Doors to Be Opened	Start Time	AM/PM	End Time	AM/PM
Parking Lot Lights	Start Time		End TI	

RENTER INFORMATION

Organization/Individual's Name: _____

Non-Profit ID # _____

Name _____

Phone _____

Email _____

Address _____

CATERER INFORMATION

☐ None

☐ Bringing Own

☐ Caterer

Name _____

Phone _____

Email _____

Address _____

Please note: Certificate of Insurance with Proof of \$1,000,000 General Liability Insurance naming the Town of Duxbury as additional insured is required and a copy of catering license with address and phone number must be provided.

ROOM SET UP

Number in Attendance _____

Room Set Up

☐ Audience

☐ Conference

☐ Other

Equipment Needed

☐ Podium

☐ Screen

☐ Projector

☐ Hearing Assisted Devices

☐ Laptop

☐ Piano

It is the responsibility of renter to schedule an appointment to learn how to use equipment prior to the event. This meeting has been scheduled on _____ (date/time) with _____.

FEES

		Total Fee
Rental Fee		
Custodial Fee	\$300	
Linens (\$4/per tablecloth)	# for 54"round tables seats 6-7	# for Rectangle tables 6 ft. seats 6; 8 ft. seats 8-10
Coffee	\$40 per carafe (____ cups)	
Balloons	If you wish to use balloons at the event a \$100 deposit will be collected. Please provide a separate check.	

Updated 7/2026

Kitchen Help	\$75 fee for use of dishwasher	
<i>Linens must be ordered two weeks prior to event</i>		
TOTAL RENTAL FEE		

Renter Acknowledgement

I have read the Senior Center's Policy for Building Use and fully understand and agree to abide by these conditions.

Signature _____ Date _____

This contact has been distributed to staff on _____ (date).

- ☐ Custodian
- ☐ Finance Supervisor
- ☐ Program Manager
- ☐ Other _____