

Other Rental Types

On a case-by-case basis the Operations Director will determine the suggested donation for large events or for rental of any other part of the property for a concert, video recording or yard sale. Note: No use of the house is allowed without prior approval including weddings or large events. Events with more than 20 people will require a port-a-potty for each group of 20 people over the initial 20.

House Tours during a rental event

If a tour of the house is desired in conjunction with rental of the barn or grounds, the following donation is suggested: \$5/person up to 20 people. Special arrangements can be made for larger groups. Prior approval is required by the Board of Directors.

Food Guidelines

Private groups are able to bring their own refreshments. When the event involves food service to the public, a permit is required from the Bedford Board of Health.

Alcohol Option

If the event is considering having alcohol beverage present and/or served, the request must be approved by the FJLH Board of Directors first. There is also a requirement to submit the request to the Select Board for review and approval.

Payment Schedule:

1. For all barn and grounds rentals, an initial deposit of \$50.00 is required at the time of submittal of the application. All checks should be made payable to "Friends of the Job Lane House".
2. Once the application has been approved, a security deposit of \$100 is then required at contract finalization and/or two months prior to the event (except for rentals by a sponsor organization or Town Committees). For large events or those requiring a liquor license an additional deposit of \$100 is required.
3. The balance of the rental fee is due the morning of the event less the \$50 deposit. After the event, the Event Coordinator will determine whether the barn and grounds were left in good shape and notify the Treasurer accordingly. If the grounds and facility were in good shape within ten days the Treasurer will refund the \$100 security deposit(s). The Treasurer will advise the Event Coordinator and renter of any additional charges. Adjustments in the refund will be made if necessary.

Cleanup costs

If the premises are not left in satisfactory condition, FJLH will charge \$50/hour for whatever time is necessary plus the cost of materials required to restore the premises to their original condition. The security deposit(s) will be applied toward this cost. If the security deposit is not sufficient to cover the cleanup cost, the remainder will be billed to the renter.

Cancellation policy

The following fees will be charged for cancelled rentals. Note: The initial \$50 deposit and/or security deposit(s) may be applied toward any cancellation fees.

Time	Amount
At least two weeks in advance	\$25
Less than two weeks but more than 24 hours	\$50
Less than 24 hours, or "no show"	Full rental fee

For additional information and assistance in planning your event, please e-mail info@joblanefarm.org. You may also write to us at PO Box 720, Bedford, MA 0173

See our website for more details - <https://joblanefarmmuseum.org>. We are a 50© (3) Non-profit. Please follow us on FACEBOOK.

Procedure for Renters- Job Lane Farm Museum

1. To begin the process of making a reservation, a prospective renter should contact the FJLH at email address (info@joblanehouse.org) or the FJLH mailing address (PO Box 720, Bedford, MA 01730) to discuss the renter's plans. The request will be directed to the Operations Director, who will initiate the process.
2. The Operations Director will verify the availability of the barn and/or grounds. If the desired date is available, the Operations Director will advise the renter to complete and submit the application form, which includes acceptance of this Barn Rental Policy. The appropriate \$50 deposit (if applicable) will be submitted with the application.

3. The Operations Director will refer the application to the President and a copy of the application and the deposit will be sent to the Treasurer. The Treasurer will deposit all payments upon receipt. Note: Any large events or where liquor will be served will require the approval of the Board of Directors and the Town of Bedford. As part of the application process, the security deposit(s) will be determined and paid by the applicant. See Payment Schedule.
4. The Operations Director will assign a member of the Friends to serve as the Event Coordinator, who will help plan the event. At the conclusion of the event, the Event Coordinator will determine whether the premises have been left in satisfactory condition. All personal items should be removed including any trash. The premises should be left in a broom clean condition as it was prior to the event.
5. Upon completion of the event, a determination will be made as to whether there are any additional charges. The security deposit(s) may be used to offset any charges. Any refund due will be made within 10 days of the event. See **the payment schedule.**