



RENTAL INFORMATION

Thank you for your interest in renting the French Library (the Library).

Below you will find the basic information relative to renting our space.

Please fill and e-mail the attached Reservation Request to Clémence Bary at cbary@frenchculturalcenter.org. We will review your request and do our best to accommodate your needs. For further questions you can call Clémence directly at 617-912-0400.

Merci!

AVAILABILITY

The Library is available for rental Monday through Sunday from 9 am to 10 pm. Availability is subject to the business needs of the Library, and the availability of a staff attendant. Rooms must be vacated no later than 10 pm. Break down must be completed by 11 pm.

CAPACITY

<i>Space</i>	<i>Standing Max.</i>	<i>Seated: Banquet-Style Max.</i>	<i>Seated : Auditorium-Style Max.</i>
Ballroom and Magazine Room	80 People	45 People	65 People
Gallery	60 People	25 People	40 People
Kitchen for purpose of cooking demos	n/a	n/a	30 People

FLOOR PLANS & ACCESSIBILITY

Floor plans are available upon request

RENTAL FEES

Space	Monday-Thursday	Friday-Sunday	Monday-Thursday	Friday-Sunday
	Hourly rate	Hourly rate	Flat rate for 6+ hours	Flat rate for 6+ hours
First floor: includes Ballroom, Magazine Room and Gallery	\$450	\$700	\$2,450	\$3,800
Ballroom and Magazine Room	\$300	\$450	\$1,600	\$2,400
Gallery	\$250	\$375	\$1,350	\$2,000
Kitchen only (for the purpose of cooking demos/classes)	\$250	\$375	\$1,350	\$2,000
Hours in excess of contract agreement *	\$250	\$300		



Rehearsal	\$50	\$75		
<i>* please note every hour started is due as whole</i>				

SPECIAL EQUIPMENT

The following equipment is available for your event.

Audio & Video Equipment

Screen, LCD projector, Microphone, DVD/CD/Auxiliary capability \$100

All include set up by Library attendant. Sound check may be charged \$50 depending on time of set up.

Piano Steinway Grand Piano

Professional tuning fee of \$150 will apply.

If sound check is needed, additional professional fee of \$150 will apply.

Tables & Chairs

6-footer banquet tables: 5 free per event, any additional \$10/per. (depending on availability)

36 inch round tables: 5 free per event, any additional \$15/per. (depending on availability)

First 50 chairs are free, any additional \$5/per) (depending on availability)



PLEASE NOTE:

Fees *50% of fees are due at the time of agreement, 50% 14 days prior to the event. Any additional fees (excess hours) will have to be paid in full the day of.*

Security Deposit *The Library reserves the right to require a security deposit to be determined according to the nature of the event to be held.*

Alcohol *The Library **requires** that the renter provide a certificate of liquor liability if alcohol is to be served on the premises. A Certificate of Liquor Liability can be obtained from your caterer or any insurance company. If you obtain the Certificate yourself through an insurance company the policy must cover the date of the event and name the French Library for coverage with a \$1M/\$1M/\$2M aggregate. The bar must be an open bar, cash bars are not permitted. Open bar must abide by any relevant Massachusetts state laws.*

Security *The Library reserves the right to require that the renter hire a security guard, depending on the nature of the event to be held.*

Deliveries *Delivery times must be notified and approved 24 hours in advance.*

Tableware *We do NOT rent out our own tablecloths, china or glasses.*



OUR PREFERRED CATERERS AND WINE VENDORS

The following caterers and vendors are familiar with our space. Should you wish to use a caterer or vendor that is not on this list, we require that they come visit our space before the event.

Company	Contact	Website
La Voile Catering & Events	Jérôme Bergère 617 283 7001	http://lavoilebrookline.com/catering/
Petit Robert Bistro	Loic LeGarrec 617 375 0699	www.petitrobertbistro.com
Provence Wine Import	Patrick Walsh 774 283 0656	Welcome - Provence Wine Imports, Inc
Gordons Wine	Chelsea Bell 978 340 8383	Gordons Wine



RESERVATION REQUEST

Event Date:

Event description:

I would like to rent:

From (number of hours, including set up and break down):

Number of guests:

Rehearsal Date, If any:

Rehearsal Hours:

Contact Person/Title:

Company:

Address:

E-mail address:

Phone Numbers: (Cell)

(Home):

Space	# of hours	\$/hour	\$ Total
Room(s) Requested:			
Extras:	Quantity	\$ per Qty	\$ Total
<i>A/V * include setup by LIBRARY attendant. Sound check may be charged \$50 depending on time of setup.</i>		\$100	
Professional Piano Tuning		\$150	
Professional sound check		\$150	
6-fter banquet tables: 6 free per event, any additional \$10/per		\$10	
36 inch round tables: 6 free per event, any additional \$15/per		\$15	
First 50 chairs are free, any additional \$2/per		\$5	
Grand Total of Space/Extras			\$

WILL ALCOHOL BE SERVED: __ YES, __ NO



FRENCH LIBRARY

RENTAL AGREEMENT

Subject to the terms and conditions of this Agreement, the French Library (the “LIBRARY”) hereby gives to the Licensee named above a license to use and occupy the Premises described above, as more particularly described on the attached Exhibit, being a portion of the building located at 53 Marlborough Street, Boston, Massachusetts (the “Building”) on the Event Date and during the Event Hours set forth above (and, if applicable, on the Rehearsal Date and during the Rehearsal Hours set forth above), for purposes of the Event described above and only for such other purposes as are specified in this Agreement. The LIBRARY grants to the Licensee, and the Licensee shall have, no interest, tenancy or estate in the Building arising out of this Agreement or the Licensee’s use and occupancy of the Premises under this Agreement.

The Licensee agrees to pay to the LIBRARY a **fee** determined according to the Schedule of Fees set forth below based on the Premises, Event Date, Event Hours, Rehearsal Date and Rehearsal Hours specified in this Agreement*. The Licensee also agrees to pay to the LIBRARY a fee for the presence of a member of the LIBRARY’s staff (the “Attendant”) according to the Schedule of Fees set forth below based on the Event Hours and Rehearsal Hours specified in this Agreement.

The minimum fee payable by the Licensee under this Agreement is the Fee specified above, but the Licensee acknowledges that such Fee is only a preliminary figure and is subject to an increase (but not a reduction) based on the actual Event Hours and Rehearsal Hours. The actual Event Hours and Rehearsal Hours shall be deemed to begin when the Licensee or any of its agents, employees, guests, invitees or contractors enter the Building and end when the Licensee and all of its agents, employees, guests, invitees or contractors leave the Building, after having removed all of their equipment, personal property and trash and after having properly cleaned the Premises and any other areas of the Building affected by the Event. If the actual Event Hours or Rehearsal Hours exceed the Event Hours or Rehearsal Hours specified above, the Licensee shall pay the LIBRARY for such **excess hours** at the rates specified in the Schedule of Fees above, the Licensee (the “Excess Fee”), which payment shall be due at the end of the Event. During any such excess hours, the fee for the staff person shall be payable at a rate 1.5 times the rate specified in the Schedule of Fees above. If the Licensee fails to pay the Excess Fee within fifteen days after receiving a written bill, the LIBRARY may pursue the collection of the Excess Fee in a lawful manner.

The Licensee represents to the LIBRARY that the Licensee has planned the Event to take place within the Event Hours specified above. If the Event will be catered, the Licensee represents to the LIBRARY that the Event Hours specified above include one hour before the Event for preparations and one hour after the Event for such cleaning and removal of equipment, personal property and trash. Nothing in this Agreement shall be deemed consent by the LIBRARY to extend the Event Hours or Rehearsal Hours, and the Licensee shall seek the consent of the LIBRARY before entering the Building before, or remaining in the Premises or the Building after, the Event Hours or Rehearsal Hours. The LIBRARY reserves the right to withhold such consent and to require the Licensee and its agents, employees, guests, invitees and contractors to vacate the Building at the end of the Event Hours or Rehearsal Hours.



Unless otherwise specified in this Agreement, the amount of the **Deposit** specified above is due and payable by the Licensee upon execution of this Agreement, and the Licensee shall have no reservation for the Premises until the LIBRARY receives and collects such Deposit. Unless otherwise specified in this Agreement, the Balance specified above shall be due and payable fourteen days before the Event Date. If the Licensee cancels the Event by written notice to the LIBRARY at least 30 days before the Event Date, the LIBRARY will refund to the Licensee 75% of the Deposit and any portion of the Balance that the LIBRARY has actually received and collected. If the LIBRARY does not receive written notice of the cancellation of the Event at least 30 days before the Event Date, all amounts paid by the Licensee under this Agreement shall become non-refundable property of the LIBRARY.

The LIBRARY reserves the right to revoke the license given to the Licensee under this Agreement and to deny the Licensee access to the Building for any reasonable cause as determined by the LIBRARY. In the event of any such revocation or denial, the LIBRARY shall refund all fees paid by the Licensee to the LIBRARY under this Agreement (unless such revocation or denial is due to some act, misconduct, fault or negligence of the Licensee or its agents, employees, guests, invitees or contractors, in which case all such fees shall be non-refundable property of the LIBRARY), and the LIBRARY shall have no liability as a result of such revocation or denial.

If the Event will be catered, the Licensee agrees to use a **caterer** approved by and arranged with the LIBRARY. Notwithstanding the foregoing requirement, all arrangements between the Licensee and the Caterers shall be deemed to be contracts only between the Licensee and the Caterers, and the LIBRARY shall have no responsibilities with respect to such arrangements and no liabilities or obligations under any such contract. The Licensee or Caterer must provide all equipment for food preparation and service.

The LIBRARY **requires** that the Licensee provide a **certificate of liquor liability** if alcohol is to be served on the premises. If the Licensee obtains their own Certificate through an insurance company, the policy must cover the date of the event and name the LIBRARY for coverage with a \$1M/\$1M/\$2M aggregate. The bar must be an open bar, cash bars are not permitted. The bar must be an open bar, cash bars are not permitted. Open bar must abide by any relevant Massachusetts state laws.

The Licensee shall restrict the serving and consumption of food or drink to those areas of the Premises designated by the LIBRARY. The bar must be an open bar, **no cash bar** is allowed. The Licensee hereby accepts all risk and liability for the service and consumption of any **alcoholic beverages** at the Building by the Licensee or its agents, employees, guests, invitees or contractors. The LIBRARY shall have no responsibility or obligation to monitor, regulate or restrict the service and consumption of alcoholic beverages or the activities of the Licensee or its agents, employees, guests, invitees, or contractors.

The Licensee shall use, and shall cause its agents, employees, guests, invitees and contractors to use, the Premises in a proper and respectful manner and **in compliance with all applicable laws, ordinances, regulations and codes**. The maximum **capacity** for a reception on the first floor shall not exceed 120 persons. The maximum capacity for a performance in the ballroom shall not



exceed 65 persons. The Licensee, at their sole expense, shall procure **all licenses and permits** applicable to the Event, including the payment of all copyright licensing fees for any performance at the Event.

The Licensee agrees to support any decision by the LIBRARY's agents or employees to ask **unruly guests** to leave. The Licensee shall not permit **smoking** or the use of the fireplaces at the Building. The Licensee and its agents, employees, guest, invitees and contractors shall be restricted to the Premises and any other areas of the Building identified on the attached Exhibit. The Licensee shall not permit any music to be played **after 11:00 p.m.** or any other objectionable noise or any nuisance in or about the Building at any time.

The LIBRARY's agents and employees shall have full access to all areas of the Building and its grounds at all times during the Event, but such access and the presence of any of the LIBRARY's agents or employees shall not be deemed to be an assumption by the LIBRARY of any control or supervision of the Event or any responsibilities or liabilities related to the Event. The LIBRARY shall not be held responsible for any lost or stolen goods.

At the end of the Event Hours (and, if applicable, the Rehearsal Hours), the Licensee shall **remove** all equipment and personal property brought into the Building by the Licensee or its agents, employees, guests, invitees or contractors and any trash relating to the Event, shall clean the Premises and any other areas of the Building affected by the Event, and shall leave the Premises and such other areas in such good order, repair and condition as existed before the Event.

The Licensee agrees to hold harmless, defend and indemnify the LIBRARY and its agents, employees, directors and officers from and against all claims, actions, liabilities, damages, costs and expenses relating to or arising out of (a) the Licensee's failure to pay or perform all of its obligations under this Agreement, (b) the service of alcoholic beverages during the Event, (c) any infringement of any copyright in connection with any performance during the Event, (d) the acts, misconduct or negligence of the Licensee or its agents, employees, guests, invitees or contractors in or about the Building.

The Licensee shall not permit any explicit reference to the LIBRARY, except for the address of the Building in any correspondence, invitation, promotional materials or other literature or communications used and/or distributed by or on behalf of the Licensee.

Please return this Agreement to Barbara Bouquegneau at the LIBRARY, with the Deposit. Please make checks payable to French Library. A copy of this Agreement will be sent to you for your records.



FOR THE FRENCH LIBRARY,

Barbara Bouquegneau
President and Executive Director
Date:

LICENSEE

Sign
Print name: _____
Date: