



HARVARD MUSICAL ASSOCIATION

57A CHESTNUT STREET

BOSTON, MASSACHUSETTS 02108

Telephone & Facsimile: 617-523-2897 email: info@hmaboston.org

REGULATIONS FOR THE USE OF THE MARSH ROOM

The Marsh Room may be used only for purposes pertinent to music, and not for any other form of entertainment. No concert or recital may be open to the public, nor advertised, nor may an admittance fee be charged. No event shall begin before 7 o'clock in the evening, and the building must be vacated by 10 o'clock. It should be clear in any and all printed material that this is not an event sponsored by the Harvard Musical Association. Guests must be personally invited by the user. A guest list must be maintained by the user as guests will be checked off as they arrive. This list must be made available to the resident-stewards who will supervise the event. Only 75 persons, including the performers, may be admitted. Persons beyond 75 in number will be refused admittance.

The Marsh Room must be left in the same orderly condition as found. The pianos must not be moved. No books or music may be removed for inspection. The liability for any damage or loss of the same or to any article in the building is to be assumed by you. There may be no smoking. The event should start no later than 8 o'clock.

There is a rental fee of \$250.00, \$100 of which, non-refundable, is due at the time of reserving the room. The remainder must be paid two weeks before the recital. Please send check or money order only, made payable to The Harvard Musical Association. If food and/or alcoholic beverages are to be served, the rental fee is \$500.00.

If any alcoholic beverages are to be served, the user must obtain a one-day, one-million dollar insurance indemnity for alcoholic beverages naming the Harvard Musical Association as an insured. In addition, the user must obtain a one-day liquor license from the city of Boston. These documents must be presented to the Association no later than one week before the event. The Harvard Musical Association reserves the right to deny alcoholic beverage service to any applicant.

I wish to rent the Marsh Room on the following date.

\_\_\_\_\_

I wish to serve food at this event.

**name** \_\_\_\_\_

I wish to serve alcoholic beverages at this event.

**address** \_\_\_\_\_

My caterer is \_\_\_\_\_

**phone** \_\_\_\_\_

\_\_\_\_\_

**email** \_\_\_\_\_

I understand and agree to the terms of this agreement.

I agree to pay to the Association the sum of \$\_\_\_\_\_

**signed** \_\_\_\_\_

**date** \_\_\_\_\_

Approved by \_\_\_\_\_

**date** \_\_\_\_\_