



NCOF Facility Rental Agreement

For birthdays, parties, rehearsal dinners,
meetings, retreats, courses, etc.

HOW TO BOOK YOUR EVENT

Step 1. Call (508) 655-2204 or email ncorganic@verizon.net to check NCOF's calendar.

Step 2. Provide all of your information (right)

Step 3. Sign release (below)

Step 4. Calculate your payment:

Two-hour rental fee	\$125
(Nonprofits = \$75 for two hours)	
Additional time (\$50/hr)	_____
Optional 45-minute tour (\$25)	_____
NCOF Membership*	_____
Total charges	_____

NCOF reserves the right to add additional usage fees for use of its historic barn or pastures.

If you are renting our space to hold a class, we will require 25 % of total your registration fees. These may be paid after the event.

Step 4. Circle what you'll need:

six-foot long tables	quantity	_____
folding chairs	quantity	_____
fridge	freezer	stove

Step 6. Mail payment (checks payable to NCOF) & form to: NCOF, 117 Eliot St., Natick, MA 01760

Name _____

Email _____

Cell phone # _____

Address _____

Town/State/Zip _____

Purpose of Event _____

Date _____ Time _____ to _____

Optional: Time of Tour: _____

of Guests _____
(Note workshop's maximum capacity = 50)

* You must be a current NCOF member to hold an event.

_____ I am a current NCOF member under the name of _____

_____ I am joining today at the following level (circle)

Gardener \$35 (Student with valid I.D.)
Farmer (Individual) \$50
Crofter (Family of 4) \$100
Friend of the Land (Family of 4 +) \$150
Community Partner \$500
Lifetime Member \$1000

RELEASE

Natick Community Organic Farm (NCOF) enters this Facility Agreement with _____ (your name/org), and as a condition of said agreement, the user hereby agrees to waive, release, absolve, indemnify, and agree to hold harmless The Natick Community Organic Farm, The Town of Natick, Natick Recreation & Parks, their directors, instructors, or assignees from any and all claims arising out of the willful or negligent act or omission of the user or its servants, agents, and employees with respect to the use of the above facility by the user or its servants, agents, and employees. Use of the Farm Education Center is at the discretion of the Farm Board and Staff. Events are entirely self-coordinated, including all planning, set up, and clean up. NCOF reserves the right to ask renters to procure additional insurance(s). NCOF may add additional restrictions/stipulations based on specific location and set-up requirements. Your event date will not be fully reserved until NCOF has received your completed form and your payment. Only cancellations made four weeks or more prior to reservation dates will receive a full refund. Complete rules and guidelines are on the back of this form. Please read them and keep them for reference.

Print Name _____ Signature _____ Date _____

NCOF Signee _____ Signature _____ Date _____

The Natick Community Organic Farm is a nonprofit, certified-organic farm providing productive open space, farm products, and hands-on education for all ages, year-round.

RULES & GUIDELINES

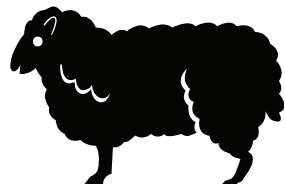


PLANNING RULES

- For the safety of our animals, we do not allow the use of straws or balloons at the Farm.
- Piñatas must be pre-approved. Party organizers must commit to picking up all piñata candy, toys, and trash.
- Please use environmentally-friendly products whenever possible.
- We are an educational farm with many areas to explore.. Pre-plan your party activities to make the most of your visit here!

FARM RULES

- Respect all people, animals, plants, and buildings at the Farm.
- Leave everything as you found it.
- Do not unlock or climb on fences and gates.
- Do not feed the animals with people food, grain, and hay. You may however give them any grasses and weeds that you pick from outside their fences. Keep your hands flat while feeding the animals.
- Chaperone children at all times.
- The pasture gates, the hayloft in the barn, the tool room, and the deck are off limits.
- Stay off the stairs inside the classroom and leave them pulled down.
- Do not litter, smoke, or drink alcohol.
- The Farm remains open to the public during events and birthday parties; please do not block access with parking, games, or set-up.



CLEAN UP CHECK LIST

- _____ Sweep the classroom floor. Mop if necessary. A broom, mop, and cleaning supplies are located at the bottom of the basement stairs.
- _____ Wipe down the sink and counter area.
- _____ Wash all dishes.
- _____ Recycle cans and paper in bins.
- _____ Compost food scraps in the compost pile.
- _____ Pick up and dispose of all trash in the dumpster behind the barn.
- _____ Fold and stack chairs .
- _____ Close and lock windows and doors.
- _____ Secure the wood stove by making sure the stove door is latched, the damper is vertical,

MEMBERSHIP BENEFITS

- Discounted admission to Spring Spectacular and Maple Magic Day
- Priority ordering for organically-raised Thanksgiving turkeys
- Reduced children and adult program fees (applies to Farmer or greater)
- Priority summer program registration (applies to Crofter or greater)
- 10 percent discount on organic seedlings (applies to Farmer or greater)
- Facility rental privileges
- A Farmer gift membership (applies to Friend of the Land or greater)