



WRIGHT-LOCKE FARM
P.O. BOX 813
WINCHESTER, MA 01890

WRIGHT-LOCKE FARM CONSERVANCY RENTAL APPLICATION AND AGREEMENT For Youth Birthday Events

Contact: _____

Telephone: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Event Date: _____ Time In: _____ Time Out: _____

Number of Children Expected: _____ Number of Adults / Chaperones Expected: _____

FEES:

- \$350 base fee for a two-hour youth birthday event, which includes:
 - up to 12 children and 5 adult guests (we require a minimum of one chaperone for every six children)
 - use of the 1827 Barn, handicap-accessible bathrooms, and available outdoor furniture (picnic tables, chairs)
 - educational activities led by our Education Coordinator (decorating a pot and planting a seed to take home, field or garden work, visiting and learning about the farm animals, farm tour or scavenger hunt)
 - 30 minutes before and after the event for set up and clean up
- \$10 for each additional child or adult guest (maximum of 20 children total)
- \$50 for tractor ride (weather permitting)
- Additional fee(s) if applicable: _____

TOTAL COST: _____

Rules and Regulations:

1. No smoking is allowed on the property.
2. No furniture, fixtures, or equipment may be moved or removed from buildings without the approval of a representative of the Conservancy.
3. Farm artifacts and tools must remain in place and undisturbed. If rearrangement is required for the event, it must be done under the supervision of a Conservancy representative.
4. No candles may be used within any building.
5. Children under 18 must be supervised at all times.
6. Events in the 1827 Barn are limited to the first floor. No guests are allowed on the upper levels during rentals, although musicians or speakers may use the second level.

7. Due to heavy foot traffic and limited space in our main driveway (78 Ridge Street), we ask that visitors park at 82 Ridge Street (property next to farm with yellow house; park anywhere on the grass) or our roadside lot near the raspberry fields (spaces limited).
8. The Wright-Locke Farm Conservancy reserves the right to adjust any regulations where health and safety of any event participant is affected before, during, or after the event.
9. The farmhouse is a private residence and may not be disturbed.
10. Renter shall comply with all applicable laws and government regulations while using any facility of the Conservancy during the rental period.

Liability Statement:

By signing this rental agreement, the renter agrees to assume the responsibility and legal liability for the above-described event and to abide by all Rules and Regulations listed above. The renter agrees to indemnify, defend and hold harmless the Town of Winchester and the Wright-Locke Farm Conservancy and their officers, employees, and agents from any and all claims of action, liability, judgments, costs, and expenses, including attorney fees and claims for bodily injury or property damages that may arise out of or in connection with this agreement and its use. Any damage to the Facilities of the Conservancy property rented during the rental period is the sole responsibility of the renter.

I certify that I have read and understand the Rules and Regulations and shall accept responsibility on behalf of myself and all event participants for any damage or theft sustained by the Wright-Locke Farm Conservancy in the course of the event referenced above.

Signature: _____ Date: _____

Return this completed form with check payment to Rebekah, Education Coordinator, at least one week prior to the day of the event. Last-minute additions to guests or activities may be paid for in cash or by check on the day of the event.

Please contact Rebekah by email (rcarter@wlfarm.org) or telephone (774-258-0536) if you have any questions or concerns.

Additional Notes:

OFFICE USE:

Approved by: _____ Date: _____