



# Clubhouse Rental Application

**Cambridge Tennis Club**  
40 Willard Street  
Cambridge, Massachusetts 02138  
617-354-0303  
manager@cambridgetennis.org

Name of Cambridge Tennis Club (CTC)  
Or Cambridge Skating Club (CSC) member:

Telephone numbers (home): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Start time: \_\_\_\_\_ End time (*not later than 11:00PM*): \_\_\_\_\_

Number of Guests (*not to exceed 75, including catering staff*): \_\_\_\_\_ Number of guests under age 21: \_\_\_\_\_

Will alcoholic beverages be served during the rental: \_\_\_\_\_

Please specify whether the event is for  
Personal  Corporate/Professional Organization  School Group  Club  Fundraiser  Other   
Briefly describe: \_\_\_\_\_

Will attendees pay an admission charge? \_\_\_\_\_

The Member will be the Renter  or the Sponsor  of a rental by a non-member individual, group, or organization.  
If a member is sponsoring a rental, please give the full name, address, and telephone number of the individual, group, or organization: \_\_\_\_\_

**Please note: The CTC or CSC sponsor must be present during the rental, and is responsible for any unpaid charges.**

### NOTE REGARDING ALCOHOLIC BEVERAGES:

- The sale of alcoholic beverages by a group, organization, or individual during Clubhouse rentals is strictly prohibited.
- If there will be an admission charge for the event and alcohol will be provided, the renter must obtain a one-day liquor license from the City of Cambridge. (License must be presented to the club's General Manager three business days before the event.)
- Providing alcoholic beverages to persons under age 21 is illegal and strictly prohibited by the CTC and CSC. It is the renter's obligation to ensure that this rule is complied with.
- The renter is solely responsible for taking all steps necessary to guard against the consumption of alcoholic beverages by persons under age 21 and the excessive consumption of alcoholic beverages by anyone, during the course of the rental.

### CHARGES:

- A \$500 security deposit from the CTC/CSC member is due upon acceptance of this application.
- Cancellation fee: \$100 within 7 days of rental event
- Minimum rental: 2 hours
- Hourly rates: \$175 per hour (or part thereof) for CTC/CSC members. \$275 per hour (or part thereof) for non-members. (Does not include gratuities.)
- Trash removal: \$10/bag (Not to exceed \$40. Strongly recommended unless you want to remove your own trash afterwards)
- Firewood: \$25/two-hour period. Please check to request use of fireplace
- A dedicated CTC staff helper will assist beginning 30 minutes prior to the start of reservation (no additional charge).

- Any additional charges will be billed to the renter following the rental.

### SPECIAL REQUESTS AND PROHIBITIONS:

- Special permission must be obtained to use the Clubhouse fireplace. (There is a fee for firewood.)
- No candles or other open flames of any sort may be used during the rental.
- Helium-filled balloons are not allowed in the Clubhouse.
- The rental does not include use of the tennis courts or the grounds surrounding the Clubhouse except as noted below:

- Only courts 1 & 2 may be rented and only on Friday or Saturday evenings between 6 and 10 pm.
- Additional rent for each court shall be \$50 per hour, per court. No later than 5 days prior to the rental, the renter shall specify the hours during which it shall rent the courts.
- On the day of the rental, if CTC members have not reserved courts 3 & 4 by 9 am, the CTC member or sponsoring member may reserve these courts during the rental, also at the rate of \$50 per hour, per court.

- Music must not be played outside the Clubhouse.
- No smoking in the clubhouse, on the porch, on the grounds, or within 25 feet of the front door.
- No dogs or other pets are allowed on the premises.



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**All of the information provided on page 1 is truthful and complete.  
 I have read and understand the terms and conditions contained herein.**

Signature of CTC Member:

Date:

And if applicable

Signature of Non-Member Renter:

Date:

**Please do not write below this line.**

Having reviewed the information set forth above, this rental application is [ ] approved, [ ] not approved.

Signature of Authorized General Manager:

This agreement for the rental of the Cambridge Tennis Club’s clubhouse at 40 Willard Street is entered into subject to the following terms and conditions:

1. The number of guests in the Clubhouse during the rental will be as set forth on page 1 of this “Rental Application” and will not exceed 75 people (including catering staff) at any time.
2. The renter will have access to the clubhouse for two hours of set-up before the start time requested on the application.
3. Additional set-up time and next-day take-down time is by arrangement with the club’s General Manager and must be confirmed at least three business days before the event.
4. The rental will begin at the time set forth in the Rental Application and will end by 11:00PM..
5. Alcoholic beverages will not be sold to anyone during the rental.
6. If there is an admission charge for the event and alcohol is available to attendees, the renter is required to obtain a one-day liquor license from the City of Cambridge. License must be presented to the club’s General Manager three business days before the event.
7. Alcoholic beverages will not be served or furnished to persons under age 21 during the rental.
8. All reasonable measures will be taken during the rental to prevent any person from consuming alcoholic beverages in an amount which potentially poses a threat of harm to said person or anyone else at the Clubhouse. The renter understands that it is not the responsibility of the CSC or the CTC, or any member of the staff of either club, to monitor or control the consumption of alcoholic beverages during the rental; the responsibility of monitoring and controlling the consumption of alcoholic beverages during the rental is assumed by the renter.
9. People under age 21 will be properly supervised at all times during the rental.
10. The member will be responsible for any property damage incurred during the rental.
11. The authorized agent of the renter, whose signature appears below, will be present during the entire rental period and will be responsible for maintaining good order and decorum.
12. No candles or other open flames of any sort may be used during the rental.
13. Smoking is not permitted in the Clubhouse, on the porch, on the grounds, or within 25 feet of the Clubhouse entrance.
14. Helium-filled balloons are not allowed in the Clubhouse.
15. The renter understands that a staff member or representative of the CTC or CSC will be present during the rental. The renter further understands that this staff member or club representative is not responsible for monitoring or controlling the consumption of alcoholic beverages or the conduct of any guest during the rental.
16. If asked by the CTC or CSC representative (sponsoring member or staff) at any time during the rental, the renter will lower the volume of music if it is deemed by the representative to be exceedingly loud.
17. Music may not be played outside the Clubhouse.
18. The renter agrees to leave the Clubhouse clean and neat following the rental. It is further understood and agreed that whatever part of the \$500 security deposit that has not been used will be returned to the renter within 14 days following the rental, provided there has been full compliance with the conditions contained in this agreement.
19. The renter understands and agrees that each person using the Clubhouse during the rental does so at his or her own risk.
20. The renter understands that the information contained in the Rental Application and the terms and conditions referred to herein are hereby incorporated by reference into this Rental Agreement.



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**CSC or CTC member renter or sponsor, please complete the following:**

I hereby agree to abide by the above stated terms and conditions in connection with the rental of the Clubhouse. I have read, understand, and agree to all of the terms and conditions contained herein.

Signature of CSC or CTC member:

Date:

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And, if applicable:

**Non-Member individual, group, or organization, please complete the following:**

I/We hereby agree to abide by the following terms and conditions in connection with our rental of the Clubhouse. By signing this rental agreement, we agree to indemnify and hold harmless the CSC and CTC, their officers, board members, governors, incorporators, employees, agents, representatives, and staff, whether or not paid by the CSC or the CTC, from and against any and all claims, liability, losses, costs, damages, and expenses, including reasonable attorney and other professional fees, incurred or sustained by them, arising out of or in connection with use of the Clubhouse.

Signature of Non-Member Renter:

Date:

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## COVID-19 Supplement for Clubhouse Rental

The terms of this COVID-19 Supplement apply to the following Clubhouse Rental:

Date of event: \_\_\_\_\_ Start and end times: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Name of CTC or CSC Member Renter or Sponsor: \_\_\_\_\_

Non-Member Renter, if applicable: \_\_\_\_\_

1. The Member (and Non-Member Renter, if applicable) agree that the event will be conducted in conformity with the Event Policies set forth in section 5 below, as amended by CTC up until the date of the event.
2. If CTC amends the Event Policies prior to the date of the event, CTC will provide the amended Event Policies to the Member (and Non-Member Renter, if applicable). If either individual objects to these amendments, the event will be canceled.
3. CTC encourages the renter to refer to the Public Health Precautions set forth in Section 5(a) below in the invitation to the event.
4. CTC will not charge the \$100 cancellation fee for a cancellation during the 7-day period before the event if any of the following occur during that period:
  - (a) The renter (or his or her authorized agent who has agreed to be present during the event) has a confirmed COVID-19 diagnosis or is showing symptoms of COVID-19;
  - (b) For events featuring a particular honoree (as specified above in “Purpose of Event”), the honoree has a confirmed COVID-19 diagnosis or is showing symptoms of COVID-19; or
  - (c) CTC amends the Public Health Precautions such that the event as described in the Rental Application would not be viable.
5. The following Event Policies apply to the conduct of the event:
  - (a) Public Health Precautions: (i) The number of guests in the Clubhouse during the rental will not exceed 75 people (including catering staff) at any time. This requirement supersedes any contrary provision of the Rental Agreement and Rental Application. (ii) Masks are required for anyone not vaccinated and strongly recommended for everyone while indoors.
  - (b) Participant Agreement: By entering the Clubhouse during the event, each participant (a) agrees to abide by the Public Health Precautions set forth above; (b) chooses to accept the risk of contracting COVID-19 in order to attend the event; and (c) waives his or her right to bring suit against CTC, CSC and their respective officers, directors, employees, or other representatives in connection with any exposure to, infection with, and/or spread of COVID-19 that results from attending the event.
  - (c) Signage: The CTC or CSC representative who is present during the event will supply signage displaying the Public Health Precautions and Participant Agreement set forth above. The renter (or the renter’s designated representative who will be present at the event) will display this signage prominently at the entry to the Clubhouse.

\_\_\_\_\_  
Signature of CSC or CTC Member    Date

\_\_\_\_\_  
Signature of Non-Member Renter, if applicable    Date

\_\_\_\_\_  
Signature of Authorized CTC or CSC Board Member/Manager    Date