

WOMEN'S WELL RENTAL POLICIES

120 Commonwealth Avenue
Concord, MA 01742
978-371-0469

The Women's Well space is available for rent to individual women and groups of women, for activities that are in keeping with the mission and interests of the Women's Well and that are suited to the building and its location. We hope that users will appreciate the special character of the space and will care for it as we do.

The main open area can accommodate up to 40 people, at its fullest capacity. It is simply but attractively furnished. The floor is carpeted. There is a table along one wall for tea things, dishes, and so on; there is one large sofa; and we have about 10 padded chairs and about 25 backjacks. We have a small refrigerator in a hallway adjoining the main space. We have our own bathroom.



There is a small office space adjoining the main open area. This office is for the use of Women's Well Council members and administrative assistants and is not available to be rented at the present time.

We apologize for the fact that this second-floor space is not handicapped accessible; there are handrails on both sides of the stairway leading to the space, but there is no elevator in the building.

IMPORTANT GUIDELINES

This is a non-smoking space.

Because the Women's Well is located near businesses and residential units, the space is not suitable for prolonged loud drumming, amplified music, screaming, stomping, or heavy-footed dancing or jumping.

In deference to our users with allergies, we request that you refrain from using scented candles, incense, aromatherapy oils, etc.

When using candles, please use extreme care: Candles should be lit *only* when there is someone present in the room; make sure candles are in a glass container to prevent spilling hot wax, and, if possible, place the container on a saucer (a cloth mat does not protect the rug from hot wax)). Please be careful when moving a candle that has just

been extinguished -- *it takes time for the pool of melted wax to cool and harden*. Take extra care with pillar candles; place them on a platter or tray for stability.

Please leave the space clean and the furniture in its original position. If your activities generate a lot of trash, please remove it to the dumpster in the parking lot.

Please do not use any of the equipment in the office area that adjoins the main space.



RENTAL PROCEDURE

To make reservations, please call the Women's Well at 978-371-0469 or send an email to info@womenswell.org.

A personal interview and building tour must be made with us before a rental contract can be signed.

The rental contract must be signed by someone who will actually be present at the time of room use. That person assumes responsibility for compliance unless a proxy has been named and has co-signed the contract.

For short-term or one-time rentals, full payment of rent is due two weeks in advance of use. In the event of a last-minute cancellation, you will be charged an administrative fee equal to 25% of the total rental fee.

For ongoing rentals, full payment is due on the first of the month. A 10% discount is made for any series of rentals continuing for a period of 4 weeks or longer.

SECURITY DEPOSIT

A security deposit of \$25 is required for all rentals. The deposit will be returned, provided the space has been left in good order and the key has been returned.

We reserve the right to terminate any agreement without refund, if the Women's Well rental policies are not followed.

WOMEN'S WELL RENTAL INFORMATION

Updated February 2006

Group Rates

W-E-E-K-D-A-Y-S
Monday - Thursday

\$20 per hour

\$55 per half day
(block of 3 to 4 hours)

\$65 per evening

\$100 per all day
(morning and afternoon)

\$140 per day and evening

W-E-E-K-E-N-D-S
Friday - Saturday - Sunday

\$30 per hour

\$65 per half day
(block of 3 to 4 hours)

\$75 per evening

\$125 per all day
(morning and afternoon)

\$175 per day and evening

W-E-E-K-E-N-D C-O-M-B-O-S

Friday evening and Saturday day \$185

Friday evening, Saturday day and evening \$240

Friday eve. and Saturday and Sunday day/eve. \$300

One-on-One Rates

for Therapists, Massage Therapists, Reiki Practitioners, etc.

W-E-E-K-D-A-Y-S
Monday - Thursday

\$12 per hour

\$35 per half-day or evening
(block of 3 to 4 hours)

W-E-E-K-E-N-D-S
Friday - Saturday - Sunday

\$15 per hour

\$40 per half-day or evening
(block of 3 to 4 hours)

Discount available for series of rentals over a period of four weeks or longer.

WOMEN'S WELL RENTAL CONTRACT

120 Commonwealth Avenue, Concord, MA 01742

978-371-0469

Name of Signer: _____
Please print legibly.

Name of Organization: _____

Address: _____

Phone: _____ email: _____

Purpose of Rental: _____

I have read the Women's Well Rental Policies and agree to abide by them.

Signature

Date

Security Deposit Paid

Security Deposit Refunded