



SPECIAL EVENTS SPACE RENTAL POWISSET FARM • DOVER, MA

To book an event or schedule a tour of Powisset Farm prior to renting, please contact:
Tel. (508-785-0339 Email: powprivateevents@thetrustees.org)

OVERVIEW AND RENTAL OPTIONS

Historic Powisset Farm is a 108-acre vegetable CSA farm, owned and managed by The Trustees, a member-supported nonprofit conservation organization that preserves, for public use and enjoyment, properties of exceptional scenic, historic, and ecological value in Massachusetts, and works to protect special places across the state.

The farm is open to the public from dawn to dusk and is home to a vegetable and meat CSA program, retail farm stand, walking trails, cooking classes, children's animal barnyard, farm-to-table dinners, a Saturday café, festivals and more.

The farm is an ideal venue for special events, with five distinct rental offerings:

- A unique contemporary open kitchen and classroom space housed in an antique barn
- Open traditional rustic space inside an antique barn (For larger groups, this space can be rented in conjunction with the kitchen/classroom)
- Three-season screen room with adjacent patio, featuring farm views
- Tented outdoor space adjacent to gardens, open fields and cultivated farmland
- A children's animal barnyard area featuring farm animals and an outdoor arts and crafts area

Powisset is an active educational production farm. As such, Powisset believes in integrating a farm educational experience in every special event rental. These experiences include farm tours, inclusion of farm produced vegetables and meat in menus, children's activities in the barnyard and more.

KITCHEN AND CLASSROOM

The Powisset Farm Kitchen/Classroom is a uniquely beautiful gathering space, in the original gray cattle barn (circa 1900). The beautifully renovated space maintains the integrity of the antique barn by seamlessly integrating rustic farm ambiance with the modern convenience of an open-style commercial teaching kitchen. The 700 sf open space features original wide plank flooring, painted wood barn board paneling, glass doors, stainless steel counter tops, heat, air conditioning and more. The kitchen/classroom can also be rented in conjunction with the rustic indoor barn space.

The kitchen/classroom features:

- Table seating space for up to 45 guests
- Kitchen for use by licensed, insured, approved caterer
- Kitchen equipment including convection oven, induction stovetop, double refrigerator, dishwasher, icemaker, multiple sinks and more
- Overhead lighting including white twinkling lights
- Two (2) ADA restrooms, including a changing station
- Wifi and 120V outlets
- Dedicated staff member for every event

RUSTIC INDOOR BARN SPACE

The Powisset indoor barn space is within a classic New England gray barn, with renovated windows, doors and electricity. A clean cement floor, painted barn board walls and ceiling, multiple paned windows and portable heating elements combine to create a rustic blank palate for creative events. The 30' x 50' space houses the Powisset CSA and farm stand and is not available during CSA pick up or retail hours. The rustic indoor barn space can also be rented in conjunction with the kitchen/classroom.

The indoor barn space features:

- Table seating space for up to 100 guests
- Overhead lighting including white twinkling lights
- Two (2) ADA restrooms, including a changing station
- Three season availability (spring, summer, fall) with portable fans and heater
- WiFi, 120V and 240V outlets
- Dedicated staff member for every event

SCREEN ROOM AND PATIO

The 40' x 20' screen room and 40' x 50' patio are located under the main barn, in an area which was originally used to house and water prize-winning cattle. The space is available for three seasons (spring, summer, fall) and has walk-out access with beautiful views of the agriculture fields, gardens and grass areas of the farm. The front-facing wall is completely screened from floor to ceiling, with a door to the outdoor patio space. Exposed beams, grey beadboard walls and a grey cement floor provide a neutral space for event décor.

The screen room and patio features:

- Inside table seating space for 50 guests. Standing room for 62 guests
- Overhead lighting including white twinkling lights
- WiFi, 120V outlets
- Outdoor portable restrooms
- Two (2) ADA restrooms with changing table (if also renting kitchen/classroom)
- Dedicated staff member for every event

TENTED OUTDOOR SPACE

A classic 20' x 40' tent is beautifully sited for panoramic farm views and has grass footing. The white tent is available for three seasons (spring, summer, fall) and includes clear sides, which can be installed/rolled down during inclement weather. The tented space can also be rented with the kitchen/classroom.

The tented space includes:

- Table seating for up to 75 people
- Optional lawn games for guests (corn hole, hula hoops)
- Optional use of surrounding grass area for reception/cocktail hour
- 120V electrical hook up
- Optional overhead white twinkling lights on inside of tent frame
- Outdoor portable restrooms
- Two (2) ADA restrooms with changing table (if also renting kitchen/classroom)
- Dedicated staff member for every event

CHILDREN'S BARNYARD EXPERIENCE

The Powisset Children's Barnyard Experience provides children and families an opportunity to interact with Powisset's special friends – chickens, pigs, goats, sheep and rabbits – in an outdoor setting. The area also includes an outdoor space for children's crafts. The barnyard can also be rented in conjunction with the kitchen/classroom, rustic indoor barn, screen room and patio, or outside tent. The barnyard is perfect for birthday parties, or to entertain children during larger family/adult events on the farm.

The children's barnyard experience includes:

- Private access to interact with the animals under the guidance of a barnyard educator
- A special farm animal-themed children's craft project
- An opportunity to collect chicken eggs and/or hold rabbits and/or groom/brush goats
- Outdoor portable restrooms
- Two (2) ADA restrooms with changing table (if also renting kitchen/classroom)
- Dedicated staff member for every event
- Rates for Children's Barnyard Birthday Parties are based on up to 15 Children (fees apply for each additional child)

FURNITURE

Powisset Farm offers a limited amount of furniture available when renting the venue. Furniture includes:

- Six (6) 2'x3' wood tables
- Four (4) 6' wood parsons tables
- Ten (10) 6' folding banquet tables
- Eight (8) picnic tables (for tent use only)
- 22 stackable wood chairs
- 80 folding black metal chairs

PARKING

- Onsite parking for 40 cars
- Three (3) handicapped parking spaces
- Additional parking for larger events in a mowed field (additional fees apply)

CUSTOM PROGRAMS

Special customized programs, including hands-on cooking classes, demonstrations and workshops with Powisset's chefs and cooking instructors can be designed for additional fees.



TERMS & CONDITIONS

AVAILABILITY & PRICING

Powisset Farm is available to rent seven days a week. The indoor barn space is not available during CSA pick up and farm stand hours of operation (Tuesdays 2-6:30pm, Wednesdays 2:30-6:30pm, Thursdays 10-6pm and Saturdays 10-4pm from mid-June through mid-October).

Guests must leave by 10:00 pm. Clean up must be complete by 11:00 pm.

Children under the age of 18 years must be accompanied by an adult.

Caterer/Lessee pre-event set-up and post-event clean-up time must be included in scheduled rental hours. If additional equipment/furnishings are dropped off prior to the scheduled rental time or left after the rental time, an additional \$100 fee will be charged. Rentals may not be left on the property for more than 24 hours. See Attached Rental Agreement Form for pricing.

LIQUOR LICENSE REQUIREMENTS

Alcohol is allowed with prior approval from Powisset Farm staff. The Lessee is required to obtain a one-day liquor license from the Town of Dover (\$25). Alcohol must be served by a TIPS certified bartender.

CATERING REQUIREMENTS

The Commonwealth of Massachusetts must license any caterer, rendering services at an event. If serving alcohol, the Caterer, must present written evidence of insurance coverage in the minimum amount of \$1,000,000 in liquor liability and name Powisset Farm/The Trustees as additional named insured parties. Caterers not included on Powisset's preferred caterer list must provide two professional references with appropriate contact information at least 30 days prior to the event. References should be emailed to nnacamuli@thetrustees.org.

POLICE COVERAGE

Police coverage may be required for an event pursuant to Town regulations. The coordination and cost of police details, if required, shall be the responsibility of the Lessee.

NO SMOKING

Smoking is NOT allowed on property including inside buildings.

REMOVAL OF CATERER/LESEE EQUIPMENT & PROPERTY

The Caterer/Lessee shall not leave equipment, furniture, decorations, signs or linens at Powisset Farm after the Event. Powisset Farm is not responsible or liable for any loss, damage or disposal of, but not limited to, any above-mentioned items.

TRASH REMOVAL

The Caterer/ Lessee must remove all trash and garbage from Powisset Farm after the event. A trash removal fee of \$50 will be assessed for any trash left inside buildings or on the farm grounds.

SET UP/BREAK DOWN

Responsibility for all setup and cleanup lies solely with the Lessee unless otherwise arranged. If set up or breakdown by Powisset staff is needed, a request must be made upon signing the rental agreement. Additional charges of \$35 per hour will apply.

Lessee shall be responsible for all the actions and activities of their party (hospitality, client and guests). The Lessee agrees to assume all liability for any property or personal damage resulting from their use of the property. The Lessee shall hold the Trustees of Reservations harmless for any loss, injury, damage or expense arising out of his use of the property.

RESERVATIONS AND PAYMENT

Reservations will be held for 24 hours, after which a non-refundable \$100 deposit and completed application is required. Reservations will not be held without a completed application.

Fifty percent (50%) of rental fee is due 30 days before the event. For rentals of over \$900, fifty percent (50%) is due 90 days before the event. Balance of rental fee is due on the day of the event, prior to the start of the event. Balance due may be adjusted on the day of the event depending on the actual number of people in attendance.

CANCELLATION POLICY

All cancellations must be received in writing (or email) by Powisset Farm staff 21 days prior to the event. Deposits (minus the non-refundable \$100 deposit) will be returned to Lessee if notified 21 days prior to the event. Deposits will not be returned if event is cancelled less than 21 days prior to the event.

If, in the opinion of Powisset Farm staff, weather conditions warrant cancellation of the event, any monies paid (minus the non-refundable \$100 deposit) will not be returned to the Lessee.

Venue Rental Fees

Space	Up to 4 Hours		4-8 Hours		Total Cost
	1-40 People	40+ People *	1-40 People	40+ People *	
Kitchen/Classroom Only	\$600	\$900	\$900	\$1,500	\$
Kitchen/Classroom + Barn Space	\$800	\$1,100	\$1,200	\$1,700	\$
Tent Only	\$400	\$600	\$700	\$1,000	\$
Kitchen/Classroom + Barn Space + Tent	\$1,100	\$1,500	\$1,700	\$2,500	\$
Screen Room + Patio	\$500	\$600	\$600	\$800	
Screen Room, Patio + Tent	\$800	\$1,000	\$1,200	\$1,600	
Kitchen/Classroom, Barn Space, Tent, + Screen Room + Patio	\$1,500	\$1,900	\$2,100	\$3,100	

* additional staffing fees may apply

Children's Birthday Parties	Up to 2 Hours 15 Children + Adult Chaperones	Each Additional Child above 15 = \$10	Total Cost
Barnyard Experience (includes animal-themed craft)	\$300	_____ x' \$10	
Barnyard Experience and use of Tent	\$500	_____ x' \$10	
Barnyard Experience & use of Kitchen/Classroom	\$600	_____ x' \$10	
Barnyard Experience + use of Screen Room + Patio	\$500	N/A	
Kitchen/Classroom use only (Note: maximum 30 people)	\$400	N/A	
Birthday Party Cooking Class (Note: 12 children maximum)	\$600	N/A	

Please list all details that will help us understand the specifics of your event, including all third-party vendors (caterer, music, etc.) that you plan on including as part of your event. Meeting with Trustees staff to review details of the event may be required. (Use separate sheet if more space is needed).

Event Details

Summary of Charges

Total Due	\$ _____
Non-Refundable Deposit (Required to secure the space)	\$ <u>100</u>
\$50% Deposit (Due 21 days prior to event)	\$ _____
Balance (Payable at start of day of event)	\$ _____



POWISSET FARM

PRIVATE EVENT & PROPERTY RENTAL AGREEMENT

Event Date: _____ Day of the Week: _____

Event Title: _____

Name of organization/party: _____ Applicant name: _____

Trustees Membership number _____

If not a member, please contact us to become a member before reserving your rental.

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: (____) _____

Email: _____ Estimated Number of Guests: _____

Arrival Time: _____ Departure Time: _____

The undersigned hereby assumes responsibility for this event and the actions of all guests. The Lessee wholly understands the terms of this agreement and the rules and regulations governing Powisset Farm.

Furthermore, the Lessee and all guests agree to hold The Trustees of Reservations harmless for any loss or injury arising out of the use of Powisset Farm.

Lessee Signature: _____

Date: _____

Please send the signed rental agreement, along with the required deposit, to the address below. Checks should be made payable to The Trustees of Reservations – Rocky Woods

The Trustees – Powisset Farm
Attn: Powisset Rental
37 Powisset Street
Dover, MA 02030

You may also scan and email the signed document to powprivateevents@thetrustees.org and make a deposit or full payment with a credit card by phone: 508-785-0339.