



North Berwick Community Center Facility Rental Agreement

Room(s) being rented (6 hour maximum):

Resident

- Main Hall Only (\$75)
- Main Hall and Kitchen (\$100)
- Main Hall and Classroom (\$100)
- Classroom Only (\$25)
- Entire Facility (\$125)

Non-Resident

- Main Hall Only (\$125)
- Main Hall and Kitchen (\$150)
- Main Hall and Classroom (\$150)
- Classroom Only (\$50)
- Entire Facility (\$200)

Date of Rental _____ **Nature of Event** _____

Time (6 hour block: including set-up, event and clean-up) **Begin:** _____ AM/PM **End:** _____ AM/PM

Approximate number of people attending _____ (Maximum occupancy – 200)

Rented By: _____
First **Last**

_____ **Mailing Address** **Email Address**

_____ **City** **State** **Zip**

_____ **Home Phone** **Work Phone** **Cell Phone**

- Rental & Cleaning Deposit Paid Date: _____ (\$75 Resident/\$100 Non-Resident)
- Rental Fee Paid \$ _____ Date: _____ Bal. Paid: _____ Date: _____

YOU are responsible for making sure that arrangements have been made the week before your event to ensure that you can enter the Community Center on the day of your event.

*** If you would like a key for your event you may rent one for a deposit of \$125.00, to be returned to you once we receive the key back.

Terms and conditions:

- 72 hour notice for cancellations. Rental deposit non-refundable without proper notice.
- Hall must be left as found unless prior arrangements have been made with Parks and Recreation Director. Posted Facility and Kitchen Closing Checklists must be followed. Cleaning deposit will not be refunded if facility is left in need of cleaning and/or table chair breakdown as determined by the Parks and Recreation Director.
- Damage must be reported to the Parks and Recreation Director immediately.
- Trash removal policy: carry-in/carry-out. Cleaning deposit is non-refundable if trash is left on premises. This includes items in the refrigerator and freezer.
- Facility must be locked upon exit, unless prior arrangements have been made.
- No smoking or alcohol permitted on premises.
- For safety reasons, children under the age of 16 are not permitted in the kitchen area.
- Failure to comply with the above may result in suspension of future use privileges.

I have read and understood the terms and conditions of this rental agreement.

Signature: _____ **Date:** _____

*******PLEASE** read the Rental Policies, Rules and Regulations of the Community Center on back!!

Community Center Rental Policies, Rules & Regulations:

(Please read carefully and sign below that you agree to these terms)

MAIN HALL / CONFERENCE ROOM:

- It must be swept and mopped when the event is finished. I will provide the supplies.
- Trash In/Trash Out: ALL trash must be taken out by you. Replace bags(33 gallon)
- All children under the age of 16 must be supervised at all times inside and outside.
- There is **NO** alcohol, tobacco products, or smoking allowed in or outside.
- Bathrooms must be left clean, wiped down and debris free. Lights off please.
- The renter(s) are responsible for turning off ALL lights, closing all windows, turning off fans, the air conditioners are off, and **all** doors must be checked that they have been locked and are secure.
- Absolutely **NO PARKING** in the circle. It is for unloading and loading only. You could be fined....
- Streamers and decorations may not be placed on the walls. NO nails, duct tape, tacks, etc. You will be charged for necessary repairs to bring the walls back to its original condition. REMOVE all decorations...
- No candles or open flames of any kind are to be used inside the Comm. Ctr. or under the pavilion Area. Prior approval may be attained from the Rec. Director for "tea lights".
- No gum allowed inside or outside of the center. -Please watch your language, it is a public space.
- No pets** are allowed inside or outside the Community Center, unless it is a guide dog, or prior permission has been granted by the Recreation Director. NO EXCEPTIONS.....

KITCHEN:

- No children are allowed to be in the kitchen under the age of 16 Years old. NO EXCEPTIONS!!
- If you use **anything** in the kitchen (coffee pots, pan, pot, tray, spoon, ladle, etc.) Please wash it, dry it and put it back.

OUTSIDE:

- Signs, balloons, and/or decorations placed out by the road must be removed by the renter at event end.
- No confetti, glitter or rice can be used as decoration or thrown inside or outside the Community Center.
- No gas or charcoal grills are allowed inside or outside the Comm. Ctr. It is a very busy place and we do not want to see any safety issues or accidents.
- There is also **NO dogs** allowed around the Comm. Ctr. Area. Not even dogs on leashes are allowed. There are safety and health concerns.

I have read and understand all of the above policies, rules and regulations listed and I realize that not abiding by them may cause forfeiture of my \$75.00 rental/cleaning deposit.

Renter's Signature:

Date:

Recreation Director's Signature:

Date:

Kristie L. Michaud

North Berwick Parks and Recreation Director
676-3206 or nbrec@maine.rr.com

Thank you very much for taking the time to read these terms and for helping our Community Center stay a very special place for all within the community to enjoy.....