

General Information about the North Berwick Community Center and Rentals:

- NO Alcohol Permitted
- NO Smoking: The ENTIRE facility, fields, parking lot, etc. are tobacco free.
- NO PETS: Anywhere in or around the facility. Unless prior permission has been approved.
- NO Candles or Open Flames (ask permission for tea lights)
- NO Balloons
- NO Grills (Inside or Outside)
- NO Bounce Houses or inflatables anywhere around the property.

Kitchen:

Coffee Maker – A 12 cup commercial coffee pot available for your use. Filters are provided.

Coffee Carafes- There are a few for you to use.

Warming Servers- Not Available.

Trash Cans- Provided for use.

Trash Bags- Provided for use.

Trash Must be taken by you. The dumpster is for Rec. Dept. business only.

Plates- Not Available. Metal Silverware- There are a few for you to use. Must be washed, dried and returned.

Utensils- There are a few for you to use. Must be washed, dried and returned.

Pots, Pans, Bowls, Trays, platters- There are a few for you to use. Must be washed, dried and returned.

Microwaves- Two available for usage.

Full sized commercial kitchen that includes a refrigerator, freezer, cook top, oven, griddle

Food Prep area- There are large tables with counters for your prep space

Recycling- Please recycle bottles and cans only. There is a can for them.

Cleaning Supplies- The brooms, mops, floor cleaner, Clorox wipes, paper towels are provided for your use.

General Info:

Decorating- you cannot use tape, tacks, nails, etc. Director can show you where you can hang things.

Electrical Outlets- Several throughout the building

Tables: 6 Ft. Rectangular - Approx. 13 to 15 of them . 6-7 Round Tables. Please do not drag them across the floor.

Chairs: Maroon with 2" padded seats and backs.

Water Fountain: Yes

Coat Hanging Area: Yes

Audio/Visual: Yes

Handicapped Accessible: Yes, there is a ramp on the side door

Children: No one 16 and under in the kitchen area- No exceptions, it is an OSHA Law

Children: Please do not let them run around or rough house inside the community center.

Under 16 must be supervised please.

Outside Area: The outside area must be left clean as well.

The renter is responsible for all those in your event. Breaking of the rules/guidelines will result in loss of the deposit;

****The renter is responsible for turning off the lights (bathrooms included) and fans, making sure all windows are closed and that ALL doors are closed and locked.**

Renter is responsible for gaining the information needed to access the Community Center for your rental.

Access to NBCC for rentals: Renter is provided with a four-digit code, which you use on our lock box attached to the outside door handle. Once you place the code in and push the black button down the box will pop open and there will be a key to the main door and the furnace room which is where all of the cleaning supplies are stored for your usage at the end of your event.

NOTE: Rec. Director is not available after 5pm during the week or any time on the weekends.