

North Berwick Community Center Rental Agreement

Maximum Rental: 6 Hour Block

Resident:

☐ \$150.00 (for a 6-hour block of time: to include the set-up of your event, actual event and clean up of event)

NON- Resident:

☐ \$200.00 (for a 6-hour block of time: to include the set-up of your event, actual event and clean up of event)

Date of Rental: _____ (Availability Confirmed ____) **Nature of Event:** _____

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

Approx. number of people attending: _____ If your event is a SURPRISE, please notify the Rec. Director (calendar is on line and may be seen)

Rented By: _____
First Last

Mailing Address Email Address

City State Zip Code

Home Phone Work Phone Cell Phone

☐ Rental & Cleaning Deposit Paid: Date: _____ Check #: _____ (\$100 Resident/\$150 Non-Resident)

☐ Rental Fee Paid: \$ _____ Ck #: _____ Date: _____ Deposited: _____ Date: _____

YOU are responsible for contacting the Rec. Director the Monday or Tuesday of the week of your event so you have the code for the lock box. You will not be able to reach the Rec. Director after 3pm on Friday or the weekend. This may affect your rental. Please initial you understand this policy. Initial: _____ Date: _____

A 4-digit code will be provided to you for the lock box on the front door. There will be a key to the front door and maintenance room where the cleaning supplies are kept. You are welcome to use the cleaning supplies.

Terms and conditions:

- 72-hour notice for cancellations. Rental deposit is non-refundable without proper notice.
- Hall must be left as found unless prior arrangements have been made with Recreation Director. Posted Facility and Kitchen Closing Checklists must be followed. Cleaning deposit will not be refunded if facility is not clean, swept and mopped. Not following the rules and regulations will result in the forfeiture of your deposit.
- Damage must be reported to the 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, No Balloons, No Grills, No Bounce Houses, NO alcohol permitted on premises.
- For safety reasons, children under the age of 16 are **not** permitted in the kitchen area.
- The renter is responsible for all members attending the event and must enforce the rules & guidelines.
- **You cannot enter the building before your scheduled start time. You will lose your deposit if you do.**
- Not following the rules and regulations will result in the forfeiture of your deposit.
- **Weather Policy:** During inclement weather, there is no guarantee that the NBCC will be plowed out or ready for your scheduled event. The Public Works Crew maintains the parking lot and the first priority is making sure the roads in town are maintained during inclement weather. If you cancel your event due to weather you can either reschedule it or we will issue you a refund. Thank you for understanding.

I have read and understood the terms and conditions listed above:

Signature: _____ Date: _____

Deposit Check: Shred it OR Send Back (Circle One) Date Done: _____ Initials: _____

***** You must read and sign the rules and regulations on the back of this paper.

Community Center Rental Policies, Rules & Regulations:

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

MAIN HALL / CONFERENCE ROOM:

-NO Balloons of ANY kind are allowed.

-NO Alcohol. The Town does not have a liquor license.

-NO tobacco products are allowed anywhere (fields, parking lot, playground, pavilion, trails, etc.) around the community center area. That includes smoking, chewing or vaping. You must go out to the road to do so.

-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/service dog, or prior permission has been granted by the Recreation Director. They are not allowed anywhere around the facilities. NO EXCEPTIONS.

-The entire center must be swept and mopped when the event is finished. NBPR will provide the necessary supplies.

- **YOU must take all of your trash with you.** NBPR will provide the replacement bags as a part of the rental fee.

-All children at your event who are under the age of 16 must be supervised at all times inside and 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, 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 QUICKLY. It is a FIRE LANE. The NB Police monitor this and you may be fined accordingly.

-Streamers and decorations cannot be placed on the walls. **NO** nails, duct tape, tacks, etc. You will be charged for damages incurred.

KITCHEN:

-Please do not overload the electrical plugs/circuits. You may trip the breaker and won't have access to the panel. No one is available to come and trip the breakers back on.

-**No** children are allowed to be in the kitchen under the age of 16 Years old. NO EXCEPTIONS!! OSHA rule.

-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 end of event.

-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. (Unless prior permission has been obtained)

-**There are NO dogs allowed around the Comm. Ctr. Area.** Not even dogs on leashes are allowed. There are safety and health concerns. (Unless prior permission has been obtained)

-No bounce houses, other inflatables, water slides or pools. (Unless prior permission has been obtained)

-PLEASE do not move the picnic tables. - You may use the pavilion area but it is not reserved and others may use it too.

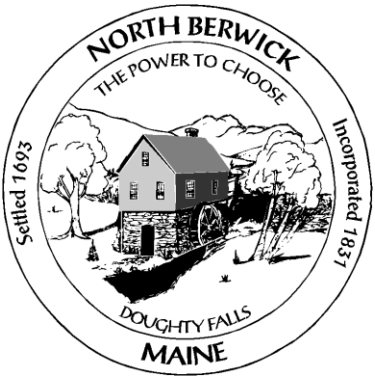
- **You CANNOT enter the building before your scheduled start time.**

I have read all of the above listed rules and regulations and understand that not following the rules and regulations will result in the forfeiture of my deposit.

Renters Signature:

Date:

(Confirmed) BY: _____ Date: _____



Dear Renter/User of the NB Community Center,

Please find the rules and policies sheet and the general information sheet for the community center in this packet. They are yours to keep for reference in regards to your rental or usage of the facilities. If you have any other questions, please feel free to contact me. We hope you enjoy the usage of our beautiful facilities here in the town of North Berwick.

Sincerely,

Kaylyn Bell

North Berwick Parks & Recreation Director

You are responsible for contacting me Monday or Tuesday of the week of your event for the code to the lock box. I won't generally be available to reach after 4pm on Friday or the weekends. This may affect your rental.

**THIS PAGE AND REST OF THIS PACKET IS YOURS TO KEEP FOR YOUR
INFORMATION AND REFERENCE**

This is a copy of the sheet you signed with your rental agreement.
It is for you to keep.

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-PLEASE do not move the picnic tables. – You may use the pavilion area but it is not reserved and others may use it too.

- **You CANNOT enter the building before your scheduled start time.**

Failure to follow the policies, rules & regulations will result in the forfeiture of your deposit.

Weather Policy: During inclement weather, there is no guarantee that the NBCC will be plowed out or ready for your scheduled event. The Public Works Crew maintains the parking lot and the first priority is making sure the roads in town are maintained during inclement weather. If you cancel your event due to weather you can either reschedule it or we will issue you a refund. Thank you for understanding.

General Info 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 & 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 PUT BACK.

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 as well. 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- Contact Director beginning of the week of your event for the code to the lock box.

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 generally not available after 5pm during the week or any time on the weekends.

We hope you enjoy your rental at the North Berwick Community Center!