

Town of South Berwick Facility Rental Agreement

<u>Fee Structure</u>	<u>Resident</u>	<u>Non Resident</u>
<i>Security Deposit:</i>		
Community Center (Kit & Dining)	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$200.00
Town Hall Auditorium & Library	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$200.00
Meeting Rooms	<input type="checkbox"/> \$ 25.00	<input type="checkbox"/> \$ 75.00
<i>Rental Fees:</i>		
Community Center Dining Room	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$ 75.00
Community Center Kitchen	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$200.00
Library	<input type="checkbox"/> event specific	n/a
Town Hall Auditorium	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$250.00
Meeting Room	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$ 75.00
Chambers	<input type="checkbox"/> \$ 75.00	<input type="checkbox"/> \$100.00

Fees listed are by the day.

Special arrangements for multi-day events may be made through the Town Manager's office.

The Town of South Berwick reserves the right to refuse certain events and/or to require a police detail.

Date of Rental: _____ Nature of Event: _____

Time (including setup and cleanup) Begin: _____ AM/PM End: _____ AM/PM

Number of Participants: _____

Contact: _____ Organization: _____

Mailing Address: _____

Email: _____ Phone: _____

Certificate of Insurance Received** or TULIP Certificate Received

Security Deposit Paid Date: _____ Check # _____ Authorization to release key: _____

Rental Fee Paid Date: _____ Check # _____ Authorization to refund: Date: _____

Police Detail Required Yes No (for gatherings of 100 guests or more)

****The Certificate of Insurance must name the Town of South Berwick as Certificate Holder and Additional Insured.**

By signing below I agree to the terms and conditions located on the reverse side of this form.

Signature: _____ Date: _____

Special Notes: _____

TERMS AND CONDITIONS

- ◆ The Certificate of Insurance must name the Town of South Berwick as the Certificate Holder and Additional Insured.
- ◆ All Fees must be received two weeks prior to the event.
- ◆ No smoking or alcohol is permitted on Town premises.
- ◆ Posted facility and kitchen checklists must be followed.
- ◆ All trash removal is the responsibility of each group. These are carry-in/carry-out facilities.
- ◆ Please return all tables and chairs to their proper place after use.
- ◆ Children under the age of 18 are not permitted in the kitchen.
- ◆ Room reservations are specific and do not convey other rooms in the facility.
- ◆ Incidental use of the Kitchen at Town Hall is conveyed with AH Rental.
- ◆ The Town reserves the right to cancel this reservation at any time should an official Board/Committee require the space and/or in the event of an emergency or disaster.
- ◆ The Auditorium Hall is not available for active events.
- ◆ Children/teens must be supervised by adults at all times.
- ◆ Use of the elevator is reserved for disabled persons and for individuals who need to transport heavy or bulky items to the third floor at Town Hall.
- ◆ Please check all bathrooms, turn off all lights, close all windows and close doors, prior to securing the building.
- ◆ Community Center must be secured upon exit.
- ◆ Community Center key must be returned to Dispatch.