

## Town of South Berwick Facility Rental Agreement

<u>Fee Structure</u>	<u>Resident</u>	<u>Non Resident</u>
<i>Security Deposit:</i>		
Community Center & Auditorium	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$200.00
Meeting Rooms & Chambers	<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
Dance Room	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$ 75.00
Training Room	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$ 75.00
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 require a police detail for certain events.**

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: _____

<input type="checkbox"/> Certificate of Insurance Received or <input type="checkbox"/> TULIP Certificate Received		
Security Deposit Paid <input type="checkbox"/>	Date: _____	Check # _____
		Authorization to refund: _____
Rental Fee Paid <input type="checkbox"/>	Date: _____	Check # _____
		Date: _____
Police Detail Required <input type="checkbox"/> Yes <input type="checkbox"/> No (for gatherings of 100 guests or more)		

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**

- ◆ 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.

### **Kitchen Checklist**

- Burners, ovens and steam tables are off.
- Tables, chairs and counters cleaned.
- Dishwasher cleaned & off, booster off.