

## Atlantic Hall Rental Agreement Cape Porpoise, Maine

### INSTRUCTIONS:

To confirm your reservation, complete areas marked –‘>>’ and mail this form with your \$175.00 Security Deposit to the address above. Please read carefully.

### ->>Renter Contact Information

Name: \_\_\_\_\_ Requested Rental Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Event type: \_\_\_\_\_

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### Fees for Rentals:

**1. Security Deposit:** The Deposit is \$175.00 and its return is subject to fulfilling the responsibilities listed in ‘My Responsibilities’, below.

#### **2. Rental Fees:**

**The Entire Hall:** \$500 for a Weekend (Friday through Sunday), \$200 per day, Monday through Thursday. Kennebunkport Residents (year round) and Owners receive a 50% discount. (Residents must attend event and be the primary contact for the rental.)

**Additional plans** are available for Residents and town public safety personnel; please contact us by email or phone to discuss your needs.

**Confirm** the specific fees for your rental with our Rental Agent by phone or email.

#### **3. Additional Charges**

a. There is a Heat Surcharge when the Hall is heated on request and between November 1 through April 30 of \$25.00 per day or \$75.00 for a weekend.

b. Bounced checks will incur a \$30 charge.

**The Security Deposit confirms your reservation. Please mail checks to the Atlantic Hall mailbox, payable to ‘Atlantic Hall’ with a signed contract.**

**Rental Fees and heat surcharges will be due 30 days in advance of the rental, made payable to ‘Atlantic Hall’ and mailed to the Atlantic Hall mailbox.**

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### **Renter’s Responsibilities:**

*BY SIGNING THIS AGREEMENT, I UNDERSTAND I AM AGREEING TO INDEMNIFY AND HOLD ATLANTIC HALL HARMLESS AGAINST ALL CLAIMS AND LIABILITY WHATSOEVER AND AM SOLELY RESPONSIBLE FOR ENSURING THE FOLLOWING:*

**1. CERTIFICATE / LIABILITY RIDER:** You *must* provide the Hall with a Certificate/Rider of Liability Insurance naming “Atlantic Hall” and your rental date. Your Certificate must be received with your Rental payment and a signed copy of this agreement.

a. Non-Commercial Renters: You can easily get a Certificate of Insurance from the insurer who provides your homeowner’s or rental insurance. The insured must be the person signing this agreement. If that is not possible, contact an insurance agency to purchase Event Insurance for the rental.

b. Commercial Vendors/Caterers: Send us a copy of your Liability Policy AND your State Liquor & Bartenders License.

**2. KEY PICK UP / SAFETY TRAINING:** You will contact your Rental Agent a week or so before your rental to arrange a meeting at the Hall to receive the keys and a Hall tour/orientation. The keys must be returned into the Key Drop Box at the end of your event.

**3. ALCOHOL POLICY:** If you permit alcohol on the property during your rental, you hereby agree that:

a. You will not permit alcohol to be sold at your rental - this means *you will have no fees to attend your event.*

b. You will sell nothing for your rental - no entry fee, tickets, chances, & no charge for food/beverages.

c. No person at your event will consume or be served excessive alcohol as proscribed by law.

d. Alcohol shall not be consumed outside the building - only within the hall. *I understand that drinking alcohol outside the hall is a violation of state law.*

e. MINORS SHALL NOT BE PERMITTED TO CONSUME ALCOHOL

f. Contact a licensed caterer with a bartending license in Maine, if you choose to sell alcohol.

**4. SMOKING PROHIBITED:** You will not permit any smoking whatsoever inside or outside the Hall; and you will not permit the use of fire starting devices of any sort whatsoever. No open flame decorations.

**5. CLEANUP PROPERTY:** You agree to leave the PROPERTY COMPLETELY CLEAN UPON YOUR DEPARTURE on your rental day including putting away all tables and chairs and washing all dinnerware and cooking equipment..

**6. FIRE CODE OCCUPANCY:** Per Fire Code, you will permit not more than 125 people in the Hall at one time.

**7. ELEVATOR CHAIR:** The Elevator-chair to 2nd floor will be operated only by the person(s) in your party instructed by our Rental Agent.

- 8. **SOUND & NOISE LIMITS:** You will keep noise limited so as to not disturb the village and/or the neighbors. Music must end at 10:30pm.
- 9. **EVENT SPACE:** Your event will be contained inside the Hall.
- 10. **PARKING:** Mind parking signs. Police will ticket violators.
- 11. **DECORUM:** You will ensure safe & non-raucous behavior. The Hall must be vacated by 11:00pm.
- 12. **MINORS:** A responsible adult shall supervise minors at all times.
- 13. **ELEVATOR, DUMB WAITER, FIRE ESCAPE:** These shall be used *only* for their intended purposes. A responsible adult shall supervise their use at all times.

**Security Deposit Return**

Following your rental, we will return your Security Deposit subject to 1) leaving a clean hall, upstairs and down, and outside lawn; 2) replacing all tables and chairs to their original storage locations with all dinnerware and cooking equipment washed and stored; 3) removing all equipment, decorations, and linens that are not Hall property; and, 4) return of the Hall Keys into the Key Drop Box. Additionally, if the police are called for any reason in response to neighbor complaints, the Deposit will not be refunded.

**Payment**

Your Checks must:

- \* Include your rental date printed on the "memo" line of your check;
- \* Be written to: ATLANTIC HALL;
- \* Be mailed to: Atlantic Hall, P.O. Box 7686, Cape Porpoise, Maine 04014;

The Security Deposit must be received in order to confirm your reservation with this signed contract and a Certificate of Insurance. The Rental Fees due must be received at least 30 days before your rental date, unless otherwise agreed to by your Rental Agent

By signing this Contract, I fully understand my responsibilities listed above.

->>RENTER:

\_\_\_\_\_  
(Renter's Signature) (date)

\_\_\_\_\_  
(Print Renter's Name)

>>Accepted Rental Fee: \_\_\_\_\_ Rental Date(s): \_\_\_\_\_

**Accepted for Atlantic Hall:**

RENTAL AGENT:

\_\_\_\_\_  
(Agent's Signature) (date)

\_\_\_\_\_  
(Print Agent's Name)

**Special Notes:**