

The Atlantic Hall Renter's Guidelines

Welcome to Cape Porpoise!

We are very happy that you are considering renting our Hall for your event. It is a unique venue that exemplifies the traditions and pragmatism of our historic, seafaring community – Cape Porpoise. For many residents of Cape Porpoise, The Atlantic Hall is our ‘community home’ – and we encourage you to think of it as an extension of your own home during your rental.

In your selection of Atlantic Hall, you should be aware that the all-volunteer Board of our non-profit organization cannot offer the kind of services and support that you would find at many other venues. We do work hard to ensure that the Hall is clean, that all the equipment you may use is working, and that necessary supplies are available. While we may suggest ideas and make referrals for event support services, we do not provide those services. Don't be shy about asking questions, though, for you may have some great ideas!

Of course, we expect that you, too, will do your part by following our rules and guidelines and respecting our unique venue, simple though it is.

Your Rental Agent (RA)

When you contact us, you will hear from and meet one of our Board members who has volunteered to be a Rental Agent (RA). All your communication about your rental and payments should be directed to that person according to her/his directions. Due to scheduling issues, your RA may delegate particular tasks to other volunteers; you will be notified when this situation arises; and, as the year progresses, we rotate the RA responsibility among Board members. The best contact to us is through our email – rentals@atlantichall.org. Our rentals phone, 207-710-3560, is also available, but email is best.

Our Rental Agreement

Please read our Rental Agreement carefully and do not make any assumptions about its contents. If you have any questions, please ask your RA. Be especially attentive to these items:

- You and your caterer, if you have one, must provide proof that you have appropriate liability coverage for your rental date. Renters with homeowner/rental liability insurance can often get appropriate proof of coverage at no additional cost. Call your agent to check this out.
- You must plan to clean the Hall completely before leaving. Not surprisingly, this is often a stumbling block for some of our renters; so please discuss possible alternatives for your event with your Rental Agent. Your rental ends at midnight on the last day of your rental.
- No alcoholic beverages can be sold on the premises. Such beverages can be served, but not sold. Of course, no alcoholic beverages are to be served in any fashion to minors.
- Your Security Deposit is intended to motivate you to fulfill your responsibilities. It is not an advance ‘payment’ for cleaning, broken equipment, or lost keys. We appreciate your focus on fulfilling your responsibilities. Please ask your Rental Agent if you have any questions or special

requests – in advance! Note: the Security Deposit, when paid, does not cover your rental fee – which is a separate payment. But 99.9% of our renters have fulfilled their responsibilities and received a full refund of the Deposit.

- There are many other items in the Agreement that you should read carefully. Ask questions about any item that is not crystal clear to you.

Key Steps in Renting the Hall

Contact Us for Availability

Please use the Rental Contact Form on our web site's Rentals page to indicate your dates of interest and your contact information. Alternatively, you can call us on our rentals phone, 207-710-3560 or email at rentals@atlantichall.org. (Email is preferred over the phone.) Please keep in mind that we are an all-volunteer organization - your patience is appreciated! The rental calendar on our web site indicates the dates that are booked or pending for booking, but it is not always up-to-date. So, feel free to inquire about any date.

Plan a Visit

If you are not familiar with the features of the Hall, please plan a visit with the RA. Only you know if the Hall meets your needs and interests.

Send In Signed Agreement with Security Deposit

Once we have received your signed Rental Agreement with the Security Deposit, the Rental Agent will confirm your rental dates. Our mailing address is PO Box 7686, Cape Porpoise, ME 04014. The Agreement specifies the Security Deposit amount.

Complete Payment of the Rental Fee and Certificate of Insurance

30 days before your rental date, we expect to receive your rental fee according to instructions by the Rental Agent plus a Certificate of Insurance confirming that you have coverage. Certificates can be mailed or emailed to us.

Plan parking for your guests

Atlantic Hall is an 'in-village' facility with only 2 parking spaces designated for our library when it is open. Street parking is available along Pier Road and Langsford Road, though there is competition with local businesses and the local Church on the Cape. Please consider guest car-pooling for large events. Please discourage guests from using the nearby parking lots of Cape Porpoise Kitchen and Bradbury Brothers whose lots are only for their customers.

Church on the Cape (207-967-5787) does own parking spaces behind Bradbury Brothers lot. Please call the church to discuss possible rental of that lot for your Atlantic Hall event. Note: The church hosts events throughout the week, so do not make assumptions about their schedule.

Receive the Key and Review Hall Features

At a time mutually planned by you and the RA, you will receive a key to the Hall and have a final walkthrough of the Hall. We believe that it is especially helpful that all your event planners attend this walkthrough so that there are no misunderstandings. Of course, contact your RA if questions do arise. This is a good time to

discuss heating/cooling controls, use of the kitchen, the audio/video system and your 'cleanup strategy' with the RA to minimize confusion. (Note: an alternate rental agent from our Board may be meeting with you at this juncture.) If you plan on using our dinnerware and silverware, make a count of the items you will be using to eliminate last minute surprises.

Our RA or other Board members do not monitor your event; so please be prepared to review all details during this review.

NOTE: If you plan to use the stove, dishwasher, audio/video equipment, or stage lights, please ask your RA to show you how to use them.

Hold your Event!

You will have a wonderful event; made even better by respectful use of the Hall and respect for the immediate community near the Hall. Please do not allow the noise or attendees to get out of hand. You are fully responsible for the Hall during your rental. If there is an emergency, please call the local public safety services through 911. All music must end by 10:30pm and your event end by 11:00pm.

Finish the Event with a Cleanup

Identify your cleanup crew well in advance so that the work is done properly. You must vacate the hall by midnight of the last day of your event. Be certain that your caterer also understands that their materials must also be removed by midnight on that final day. Discuss your cleanup plans with your RA in advance.

- Brooms and a vacuum are upstairs in the closet to the left of the fire escape door.
- All garbage should be placed into garbage bags in the inside cans and then removed to the garbage bins and recycling bins outside the back door.
- All trash bags inside the building are to be emptied into the trash cans outside the rear door. The Hall has a single bag for collection bottles and cans that are eligible for refund of deposits. Proceeds from those deposit refunds are credited to the Cape Porpoise Library.
- All chairs and tables are to be returned to their original storage position (as you found them) with 4 large tables and 12 chairs set up in the downstairs room outside the kitchen (their usual location). Suggestion: take a few photos of the hall prior to your own setup. This can reduce confusion as to what goes where.
- The upstairs hall, stairway, and downstairs room should be swept using available brooms.
- All surfaces should be wiped clean.
- All dishes should be washed and put away.
- The stove must be cleaned on top and the griddle wiped clean.
- Any equipment brought in by you or a caterer must be removed by midnight of your last day.

Return the Hall Key

On your way out the door after your great event and your cleanup, please drop the Hall Key into the gray dropbox just outside the Hall front door. Be sure that the Hall door is locked, please! We will charge you from your Security Deposit if the keys are not returned.

After the event, your RA will be looking at the Hall to determine if your Security Deposit will be returned to you in full. You will be notified if there are any claims upon your Security Deposit.

General Rules and Guidelines

Smoking is Prohibited

There is absolutely No Smoking anywhere inside the building or on the grounds. A 'Butt Buddy' device is outside the front door for the use of smokers only as they arrive to your event.

Open Flames are Prohibited

Please, no candles or any open flame. Please seek battery-powered lights and such in place of candles. Despite our safety systems, the Hall is far from fireproof. Learn where the fire extinguishers are upstairs and down. Do not be shy about calling 911, if necessary.

Occupancy

Our local Fire Code specifies a maximum of 125 persons (of any age) in the Hall at any one time. Please plan your event accordingly.

Event Confined to the Hall, Upstairs and Down

Your event cannot extend onto the lawn or driveway of Atlantic Hall, excepting cooking equipment that may be used outside. No outside tents are allowed. Please keep your RA up-to-date on any ideas regarding the outside space.

No Alcohol for Minors

State law prohibits serving any alcoholic beverages to Minors.

License Required for Alcohol Sales

You may give alcoholic beverages to qualified adults, but a license is required to explicitly charge money for such beverages. Caterers can fulfill bartending license requirements.

Kitchen Use

If your plans include using kitchen equipment, dishes, and silverware, please ensure that you return all items to their proper place and clean the top of the stove, etc. If you use dishcloths, please deposit in the bin provided for us to wash.

Supplemental Lighting

In our concern for the Hall and your event, supplemental lighting that you may provide is limited to electric lights on tables or supported by methods designed for the lights. Under no circumstances are wires or lights to be fastened to walls or beams with nails or staples that could pierce the wires inadvertently. String, plastic ties, or tape can be used, however. NOTE: all supplemental lighting and decorations must be removed as part of the cleanup!

Music, Noise, and Decorum

Your event is in the heart of Cape Porpoise, and your attention to the sounds of your event is greatly appreciated. All music must end by 10:30pm. If, for any reason, police are called because of your event, your security deposit is forfeited.

Fire Escape and Dumbwaiter

These are to be used only for their intended purpose.

Stairway Lift

You will be shown how to use the lift for those who need that assistance. Please have a responsible individual supervise all use of the lift chair.

Thank you for your patience in reading our Guidelines; and, do not be shy about asking any questions you may have.