

Durham Eureka Community Center Rental

I've attached the rental agreement along with the insurance information for your review.

Let me know if you have any questions.

You can email me decc4rent@gmail.com or call, text, message me at 207-754-5912

The rental fee is \$70.00 for the day. With a \$50.00 deposit due at the town office with your rental agreement, this will be returned to you if the hall is left as it is found (tables/chairs put away, floor swept, trash/recycling removed, etc).

Proof of insurance will also have to be purchased or shown on your homeowner's policy. You can call your homeowners to see if they can extend a rider to your policy for the day (I believe it must be a \$400,000.00 rider) – or you can purchase insurance for the day using our TULIP municipality insurance website. \$77

Tulip Insurance: <http://www.onebeaconentertainment.com> (hold down ctrl + click)

Town Entity code: 0419-076

Will alcohol be served? If so, let us know as this requires approval from the town Selectman and another application and license from the state of Maine.

You can bring your Rental Agreement with proof of insurance and deposit to the town office. They will let me know you have completed it and I will put you in as definite in the calendar. You will have the Center for the whole day.

Calendar Manager
Pearl Scribner

Durham Eureka Community Center Building Rules and Regulations

- Smoking is NOT PERMITTED in the building or within 25 feet of any entry way.
- Open fires, including candles, are NOT PERMITTED anywhere on the premises.
- Bike riding, roller-blading, running and skateboarding are prohibited on the ramp and inside the building.
- No animals, except service animals, are permitted in the building.
- The Eureka Center has a maximum seating capacity of 50 persons.
- An adult must accompany young children.
- Please do not touch artifacts or remove anything from the walls .Tape and tacks are not allowed.
- Please do not play the piano without prior permission from the Eureka Center Committee Board.
- The Hall will be secured at 11:00pm unless other arrangements are made in writing before the event.
- No setup may begin before 6:00am.
- No decorations or materials will be attached to the walls; floor or ceilings in any manner which damages the building or is permanent in nature. Scotch Tape and tacks are not allowed.
- All tables and chairs must be collapsed and returned to their storage areas, or part of the cleaning fee may be assessed to pick them up.
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- Amplified music is allowed with the following restrictions:
 - Friday & Saturdays 11am – 11pm
 - Sundays thru Thursdays 7am – 9pm
- Outside music is not permitted.
- Applicant is 18 years or older

Durham Eureka Center Use Agreement

The Town of Durham or its employees, The Board of Selectman, and Eureka Center Committee Board members assume no responsibility for either over consumption or for injury. The Adult(s) in charge of group hereby agrees to indemnify and hold harmless the Town of Durham, its employees, and Board members from any and all liability, loss or damage including personal injury or property damage and death which may or could occur by reason of their rental of the Eureka Center. Should the Town of Durham, its employees and Board members incur any liability, loss or damages by reason of the renters, it's guests, invitees, employees, agents or members use of said Eureka Center, the amount there of, including costs, expenses and reasonable attorney fees, shall be reimbursed by you, the renter, to the Town and/or its employees or Board members upon demand therefore.

_____ (initialed by both parties)

Date of Function _____ Hours of Function _____

Name of Caterer _____ Phone _____

Address _____ City/Zip _____

I (We) have read the above terms in addition to the Eureka Center Rules and Regulations and agree to comply

Name (s) _____ Date _____

_____ Date _____

Address _____ City/Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Signature _____ Date _____

Eureka Center Committee Board Member

Date _____

Eureka Center Clean up Check list

1. Clean and return tables and chairs to the storage area.
2. Sweep floors, wipe up any spills
3. Windows and doors are locked
4. All appliances are off
5. Any trash that was made is removed. Replace trash bags
6. Lights are off.
7. Temperature is turned down to fifty two (52) degrees upon leaving
8. Take all remaining food and drink with you.
9. Sign in and out , there is a sign in book with a reminder check list by the door.

(Most cupboard, draws and closets are labeled for your convenience)

Non Compliance of the above rules will result in a void in future use of the Center. This is considered a reasonable request and your cooperation is requested

Signature of Adult(s) _____ Date _____
_____ Date _____