

Town of North Yarmouth
Meeting Room
Contract for Rental

Thank you for choosing the Town Office Meeting Room for your function.
The following are the terms and conditions of the rental agreement.

A. CONTACT INFORMATION FOR RENTOR:

NAME: _____

ADDRESS: _____

BEST WAY TO BE REACHED: _____

B. FUNCTION INFORMATION:

DATE & HOURS REQUESTED: _____ the hours of the actual rental will begin
at _____ and end at _____.

C. COSTS PAID IN ADVANCE:

_____ @ \$35.00 per hour _____

D. KEY PICK UP: _____ Key Number Picked Up _____ (date & time)

(Initialed by both parties)

Key returned _____ (date & time)

E. CANCELLATION:

If a cancellation is not made prior to 5 business days of scheduled event, your ability to rent the room in the future will be forfeit _____ (Initialed by both parties)

F. RESPONSIBILITIES OF RENTOR: (There is a limit of 49 people at one time in the room)

The rental fee allows you the full use of the Meeting Room.

You are responsible for the set up and clean-up of the Meeting Room. The list of clean-up duties is attached and must be completed by _____, which is prior to the next time that the Meeting Room is rented or within 12 hours of the end of your rental period.

You are responsible for all damages that occurred to the Meeting Room and its surrounding grounds during your rental time period.

Food and beverages are NOT ALLOWED in the Meeting Room.

G. LIABILITY INSURANCE:

You must provide the Town, within 7 business days of your event, with proof of liability insurance. The Town is a registered user of the TULIP program through HUB (International New England and Entertainment Brokers International) or a home owner's insurance rider listing the Town of North Yarmouth as an additional insured. A separate instruction sheet is provided for you to follow if you wish to use the TULIP program: _____

(Initialed by both parties)

H. MUSIC LICENSE FEES:

You must provide the Town, within 7 business days of your event, with proof that you have a valid PERFORMING RIGHTS LICENSE issued for your event or have stated by your signature that your event does not qualify for the license. _____

(Initialed by both parties)

I. RELEASE TO THE TOWN:

The Town of North Yarmouth or its employees assumes no responsibility for either over consumption or for injury. The renter hereby agrees to indemnity and hold harmless the Town of North Yarmouth and its officers, agents and employees 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 Meeting Room. Should the Town of North Yarmouth or any of its officers, agents or employees incur any liability, loss or damages by reason of the renters, its guests, invitees, employees, agents or members use of said Meeting Room, the amount thereof, including costs, expenses and reasonable attorneys fee, shall be reimbursed by you, the renter, to the Town and/or its officers, agents or employees upon demand therefore. _____ (Initialed by both parties)

J. SIGNATURE OF BOTH PARTIES:

By signing this agreement, you do so in agreement to the above mentioned terms.

(Renter’s Signature & Date)

(Town’s Signature & Date)

(You must make arrangements to pick up the key to The Meeting Room prior to 5pm on the Thursday before your rental if a Friday, Saturday or Sunday rental).

CLEAN UP LIST

- Clean up the floor, sweeping and washing
- Empty the trash buckets
- Remove all decorations
- Place chairs back into original arrangement
- Tables should be placed back against the wall