

Mercer Community Center

1015 Beech Hill Road,, Mercer, Maine, 04957

207-587-2911

Email: townofmercer@gmail.com / Web: www.mercerme.us

Agreement Form for Facility Rental

Name of individual/group/organization: _____

Address: _____

Telephone #: (H) _____ (W) _____ (Cell) _____

Type of Event: _____

Date Requesting: _____ Hours Requesting: _____
(These hours include setup time & Clean up time)

Number of People expected to attend: _____

Circle One:

Mercer Resident

Non Mercer Resident

Rooms Requesting to Rent:

____ Solarium (Hourly or Daily)

____ Meeting Room (Hourly or Daily)

____ Gymnasium (Hourly or Daily)

____ Kitchen (Hourly or Daily)

____ Playground

Total Rental Fees: \$ _____

Date Received Fees: _____

I agree I have seen the full schedule of fees for the Mercer Community Center _____
(Initials)

Security Deposit (all renters) returnable within 14 days after event. (write separate check)

Date Received: _____ Initials _____

Date Returned: _____ Initials _____

Checks made payable to: Town of Mercer

Send to: Town of Mercer
1015 Beech Hill Road, Suite A
Mercer, Maine 04957

I acknowledge and agree to the following terms:

- A \$100.00 security deposit is due at time of signing this agreement and reserving a date for your event. Your deposit will **NOT** be cashed, **unless** the facility is not left in the same manner in which it was when you entered **OR** there is negligent damage during your time of event.
- Deposits will be refunded if event is cancelled at least 21 days prior to the event.
- Rental fees must be paid no later than 21 days prior to the event.
- Renters will be responsible for any damages incurred to the facility during their event.
- Fire Exits must remain free of obstruction at all times.
- Children under 8 require adult supervision on playground and ball field.
- Smoking anywhere in the entire facility or on the premises is strictly prohibited Except in specifically designated areas.
- All alcoholic beverages **Must** be served by licensed caterers only. **NO BYOB.**
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility.
- Renters must provide proof of Homeowners insurance and/or comprehensive general liability insurance within 21 days of the event.

Renter

Date

MC Club Member/Scheduler

Date