



Thank you for your interest in renting space at Waterman's Community Center. Waterman's is a 501(c)(3) non-profit organization on the beautiful island of North Haven, ME located 12.5 miles out in Penobscot Bay. Waterman's Community Center includes a 134-seat theater, state of the art sound and lighting equipment, a large community room for events and art exhibits, a coffee shop, classroom and meeting space.

2018 SPACE & EQUIPMENT RENTAL AGREEMENT

Scheduling of all events must be approved and signed by the Programs Director (PD) or Operations Manager (OM). Rentals are made on a first come-first served basis, and at Waterman's Community Center's (WCC) full discretion. A rental is not secured until the rental contract has been signed.

A. Rental Policies and Procedures

1. Organizations using the facility must have purposes compatible with those of WCC. WCC has the right to refuse any rental.
2. The rental fee must be paid prior to the event. Non-payment of the rental fee by the event date will void this agreement and the rental date. Failure to comply with any of the following may result in additional charges.
3. The individual reserving the building will be fully responsible for any damage or loss to WCC (including damage to the carpet and walls), its contents, or its grounds jointly and severally with the organization he/she represents or is affiliated with. Upon the event of such damage or loss, the reserving party will further be responsible for immediate notification to the OM of any such damage or loss and will be responsible for immediate reimbursement.
4. Renters need to show a Certificate of Personal Liability Insurance (or Home Owners insurance in non-commercial situations) showing they have insurance in case of damage to the building or an accident by one of their guests
5. WCC does not furnish refreshments, flowers, glassware, or paper products for functions other than those directly sponsored by WCC.
6. The reserving party must take every measure to assure WCC that any works of art on display will not be disturbed and that the reserving party will be responsible for any damage or loss of art works. No artwork may be removed, adjusted, or otherwise moved during the rental period without permission of the PD or OM.
7. WCC is not responsible for any equipment, supplies, materials, or other items owned by any organization or individual and used at WCC.
8. The renter reserving the facility, jointly and severally with the organization he/she represents or is affiliated with hereby agrees to hold Waterman's Community Center harmless of any and all liability, loss, theft, or injury or other loss which the reserving party, his/her guest, or vendors may suffer or incur by reason of injury or death of any person, or damage to any of the renter's property, or its vendors' property, caused by the reserving party's guests or vendors' employees.
9. The building and grounds must be left in the same order in which they were found. The reserving party is responsible for disposing of all trash and recyclables and removing all food/beverages before leaving the premises. Clean-up will be expected to take place immediately following the event.
10. The renter may only use the space contracted for the rental. All space rentals include use of restroom facilities.
11. When applicable, WCC will provide a staff member or appointed volunteer to unlock the building, answer any questions, and to be present during the entire event, including set-up and break-down. The charge for this service is included in the rental fee. Please note that this person is not available or required to set-up or clean up as part of this contract. Any additional services may require an added fee and must be agreed upon through WCC prior to the event.
12. If applicable to the event, a WCC technician must operate the projector, light board, WCC laptop, and/or sound equipment. They will be the only individual permitted to use above equipment and permitted in the light booth. **The technical fee for the event will be \$100.** This will include use of the technician for up to two (2) hours. If a technician is required for additional time for the event, or for set up/rehearsal, a \$25/hour fee will be charged.
13. If technical or other assistance is required prior to the event, the renter must set up an appointment in advance with the PD or Technical Manager at a mutually agreed upon time.
14. If rehearsal time is required, it must be scheduled in advance with the PD. We will do our best to provide the rehearsal time requested, however other events/programs previously scheduled take precedence. Scheduling rehearsal time as soon as possible is encouraged to avoid conflict.
15. No food or drink of any kind is allowed in the theater or the light booth.
16. Smoking is not permitted inside the building or anywhere on Waterman's property, including all grounds.
17. Event promotion can be included in our *Waterman's Week* weekly email. It is the responsibility of the renter to provide a description of the event at least two weeks prior to the event and to request inclusion in writing.
18. All other advertising, including but not limited to posters, box holder mailings, press release, etc., are the responsibility of the renter.
19. There will be no charge to 501(c)(3) organizations or the Town of North Haven for reasonable use of Conference Room.

B. Rental Fees

Facility/Labor/Equipment	Year-round Resident	Seasonal Resident/Visitor
Birthday Party (Stage)	\$30	NA
Conference Room	\$25	\$50
Community Room	\$75	\$150
Red Barn Pop-up (limit: 20 people)	\$150/event	\$300/event
Theater for Presentation or Film	\$200/event	\$200/event
Theater for Concert	\$200/event	\$400/event
Theater for Production	\$250/performance *fee includes up to 2 rehearsals	\$500/performance *fee includes up to 2 rehearsals
Technical Manager/Theater Technician	\$100 additional time: \$25/hour	\$100 additional time: \$25/hour
PA System & Speakers (off premise)	\$50/event	\$150/event
Portable Projector (off premise)	\$25/day	\$50/day
Folding Tables (off premise)	Small Donation Requested	\$10 each/day
Folding Chairs (off premise)	\$25/day (as many as needed)	\$75/day (as many as needed)

All fees above are based on a 2 hour maximum time use, unless otherwise noted. Additional time can be negotiated for additional rental cost.

If additional Technical Support is required, an additional fee may be charged.

If tuning is required, the piano must be tuned by Paul Rice or another mutually agreed upon tuner.

Fees do not apply to North Haven Community School meetings, programming, or events. Community enriching and educational events are decided on an individual basis. Preference given to North Haven non-profit organizations.

C. Application for Rental

Name _____

Address _____

Telephone _____

Email _____

Purpose of Rental _____ Date of Rental _____

Start Time _____ End Time _____ # of guests anticipated _____

Space or Equipment Being Rented _____ Technical Manager needed? _____

Payment Method (circle one) CASH CHECK CREDIT CARD

If Credit Card: Card Number _____ Exp. _____ CVV _____

Billing Zip Code _____

TOTAL RENTAL FEE: _____

- I have included a copy of my Personal Liability Insurance (or Home Owners Insurance when applicable) with this agreement. I understand that if I do not have personal liability insurance I will be held solely accountable for any damage, loss, or injury as stated above.
- I have read and understand the Waterman's Community Center Space Rental Agreement. By signing this agreement, the Renter agrees to abide by the policies contained herein and is responsible to see that any guests or organization members do the same.

Signature _____ Date _____

Print Name _____ Title _____

Staff Signature _____ Date _____

Staff Print _____ Title _____