

Round / Rectangle # of tables _____
of chairs _____

Mercer Community Center

1015 Beech Hill Road, Mercer, Maine, 04957

Phone: 207-587-2911 Fax: 207-587-2912

Email: mercerclerk@outlook.com / Web: www.mercermaine.com

Agreement Form for Facility Rental

Name of individual/group/organization: _____

Address: _____

Telephone #: (H) _____ (Cell) _____

Type of Event: _____

Date Requesting: _____ Hours Requesting: _____ (include clean-up time)

Number of people to attend: _____ Circle One: Mercer Resident / Non-Mercer Resident

Room(s) Requesting to Rent:

____ Solarium (Hourly)

____ Meeting Room (Hourly or Daily)

____ Gymnasium (Daily)

Total Rental Fee: _____

Security Deposit returnable within 14 days after event. (Write separate check for deposit)

Make checks payable to: **Town of Mercer**

Date Deposit Returned: _____ Initials _____

Lockbox (circle one): Front Entrance / Gym Entrance

Key Code Issued: _____

I acknowledge and agree to the following terms:

- A \$150.00 security deposit is due at time of signing this agreement and payment is required to reserve 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, if there is negligent damage during your time of event, or if there is misuse of the lockbox and/or key.
- Lockbox is not to be tampered with and do not give your code to anyone else. Keys are to be used by the renter only and strictly for areas authorized to the renter by the Town of Mercer and are not to be shared or copied.
- Deposits will be refunded if event is cancelled at least 21 days prior to the event.
- Renters will be responsible for any damages (by themselves or their guests) incurred to the facility during their event.
- Fire Exits must remain free of obstruction at all times. **Follow EXIT signs in case of EMERGENCY.**
- Children under 8 require adult supervision, at all times.
- **Smoking** anywhere in the 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.**
- The use of **confetti**, anything involving **fire**, or any structures (bounce house, etc. not attended by a licensed operator with prior proof of insurance) that may cause bodily harm or injury, is strictly prohibited inside and outside the facility.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility.
- **In case of an emergency or an issue with the building please call Nancy Gove at (207) 431-3443.**

Renter

Date

Town of Mercer

Date