



Westbrook Community Center Facility Rental Contract & Fees

Effective September 6, 2016

Name of Organization or Rental Group: _____

Type of Event: _____

Number of Expected Participants: _____

Day & Date of Event: _____

Time of Event: (please include all necessary set-up & break-down time) _____

Special Room Requests/Arrangements/Set-Up: _____

Room Rental Fee: **\$35/hour resident or non-resident**

I understand and agree to hold the Westbrook Community Center, its officers, agents and employees, harmless from any and all liability or claims, which may arise out of or in conjunction with said use of the Community Center's facilities. I also understand that, if an organization, I may be required to provide a certificate of insurance covering said event.

_____ (Initials Required)

I understand that payment in full must be made no later than one week prior to said event and, if not, will result in forfeiture of room reservation. _____ (Initials Required)

I understand that all furniture must be put back where it was, if applicable, that all trash must be collected and discarded appropriately, and that the room must be left as it was found prior to said event. Failure to do so may result in additional cleaning charges. _____ (Initials Required)

I understand that NO alcoholic beverages or tobacco products are allowed, and there is NO smoking, inside the building or anywhere on the Westbrook Community Center property. _____ (Initials Required)

Organization/Group Representative: Name _____ Signature: _____

E-Mail Address: _____ Phone #: _____

Billing Address: _____

All requests should be: delivered in person to the Westbrook Community Center main office at 426 Bridge Street, Westbrook; faxed to 207-854-0628; or scanned and e-mailed to gpost@westbrook.me.us.

For Community Services Use Only:

Approved () Denied () Room: _____ Fee: _____ Approved By: _____