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 or Daily)

_____ Meeting Room (Hourly or Daily)

_____ Gymnasium (Hourly or 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 reserving a date for your event. Your deposit will <u>NOT</u> 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, do not try to change the code, and do not give your code out to anyone else. Key is to be used by the renter only and not to be shared or copied. Key is only to be used for areas authorized to the renter by the Town of Mercer.
- 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.
- **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**, and anything involving **fire**, is strictly prohibited (that includes outside).
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility.

_____ _____   _____ _____
Renter   **Date**   **Town of Mercer**   **Date**