



Durham Eureka Community Center Rental Insurance Information

606 Hallowell Road
Durham, Maine 04222

RENTAL FEE: \$100 PER DAY + \$50 DEPOSIT

Fees and signed Rental Agreement must be delivered to the Durham Town Office. The \$50 deposit will be returned if the building is left as it is found (tables/chairs put away, floors swept, trash recycling removed, etc.) Once paperwork and fees have been delivered to the Durham Town Office, the event will be entered into the Eureka Community Center calendar.

Proof of insurance is required or shown on Renter's homeowners insurance policy. The Renter can call their homeowners insurance company to see if a policy rider can be extended for the day, otherwise, the Renter can purchase insurance for the day through Gather Guard municipality insurance at www.gatherguard.com Town venue code/venue location code **0419/042**

Alcohol may not be served without approval from the Durham Select Board, as well as a separate application and license from the State of Maine.

For more information contact:

Pearl Scribner, Calendar Manager – Call or text (207)754-5912

DURHAM EUREKA COMMUNITY CENTER BUILDING POLICIES

- Smoking is not permitted in the building or within 25 feet of any entryway.
- Open fires, including candles, are not permitted anywhere on the premises.
- Bike riding, rollerblading, running, and skateboarding are prohibited on the outside ramp or inside the building.
- No animals are permitted in the building, except for service animals.
- The Eureka Community Center has a maximum seating capacity of 50 persons.
- All young children must be accompanied by an adult.
- Please do not touch artifacts or remove anything from the walls.
- Decorations or other materials shall not be attached to the building walls, floors, or ceilings in any manner which causes damage or is permanent. Tape and tacks are not allowed.
- Use of the piano is prohibited without prior permission from the Eureka. Please do not play the piano without prior permission from the Eureka Community Center Committee.
- The Eureka Community Center will be secured at 11:00 pm, unless other arrangements are made in writing before the event.
- No event/function setup is allowed before 6:00 am.
- All tables and chairs must be collapsed and returned to their storage areas, or a fee may be assessed.
- Amplified music is allowed with the following restrictions:
 - Fridays and Saturdays: 11:00 am – 11:00 pm
 - Sundays through Thursdays: 7:00 am – 9:00 pm
- Outside music is not permitted.
- Applicant must be 18 years of age or older.

DURHAM EUREKA COMMUNITY CENTER USER AGREEMENT

The Town of Durham or its employees, the Select Board, and Eureka Center Committee members assume no responsibility for either over-consumption or for injury. The adult(s) in charge of group hereby agrees to indemnify and hold harmless the Town of Durham, its employees, and Select Board members from all liability, loss, or damage including personal injury, property damage, and death, which may or could occur by reason of their rental of the Eureka Community Center. Should the Town of Durham, its employees, and Select Board members incur any liability, loss, or damages by reason of the renters, their guests, invitees, employees, agents, or members use of said Eureka Community Center, the amount thereof, including costs, expenses, and reasonable attorney fees, shall be reimbursed by you, the renter, to the Town of Durham and/or its employees, or Select Board members upon demand therefore.

(both parties shall initial)

Event/Function: _____

Date of Event/Function: _____ **Hours of Function:** _____

Contact Information

Name: _____ **Phone:** _____

Address: _____

Name: _____ **Phone:** _____

Address: _____

Name of Caterer: _____ **Phone:** _____

Address: _____

I/We have read the above terms, as well as the Eureka Community Center Policies and agree to comply.

Signature: _____ **Date:** _____

Eureka Center Committee Member Signature:

_____ **Date:** _____

Eureka Center Clean Up Check List

- 1. Clean and return tables and chairs to the storage area.
- 2. Sweep floors, wipe up any spills.
- 3. Windows and doors are locked.
- 4. All appliances are off.
- 5. Any trash that was made is removed. Replace trash bags.
- 6. Lights are off.
- 7. Take all remaining food and drink with you.
- 8. Sign in and out: There is a sign-in book with a reminder check list by the door.

Note: Most cupboards, draws and closets are labeled for your convenience.

Non-compliance of the above rules will result in a void in future use of the Eureka Center. This is considered a reasonable request, and your cooperation is requested.