



St. Paul's Union Chapel and Dutch Neck Schoolhouse

A place for fellowship, spiritual growth, education, and artistic expression.

Building Usage Agreement

This contract defines the terms and conditions under which St. Paul's Society, (hereinafter referred to as SPS), and _____ (hereafter referred to as the Customer) agree to the Customer's use of the St. Paul's Chapel and School House facilities on _____ (reception/event date). The contract may not be amended or changed unless executed in writing and signed by both parties.

Customer's Name: _____

Address: _____

Telephone #: (H) _____ (W) _____

Email Address: _____

Contact Person Name: _____

Phone: _____

Event type (i.e. Wedding, Funeral, etc): _____

Approximate Number of Guests: _____

Date of Event: _____

Hours of Event: _____

The venue/s described above has been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of all subcontractors that you may utilize. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents or sub-contractors resulting from your use of venue/s.

CONDITIONS of USE

Renter's activities during the Rental Period must be compatible with the residential neighborhood. This includes but is not limited to playing loud music or making any noise at a level that is not reasonable under the circumstances. Smoking is not permitted anywhere in the buildings or on the property.

The Rental Space must be cleaned and returned in a condition at the end of an event to a reasonable appearance as it was prior to the rental. Customer is responsible for the removal of all decorations and trash from the property.

1065 Dutch Neck Road, Waldoboro, ME 04572

Email: dutchneckchapel@gmail.com



EVENT SET-UP LIMITATIONS

1. All property belonging to Customer, Customer's invitees, guests, agents and sub-contractors, and all equipment shall be delivered, set-up and removed on the day of the event. Should the Customer need earlier access for set-up purposes, this can be arranged by prior agreement.

The Customer is ultimately responsible for property belonging to the Customer's invitees, guests, agents and sub-contractors.

2. Rental items must be scheduled for pick-up within 24 hours of the event.

3. Alcohol service must stop no later than 9:00 PM (or maximum of 5-hours if occurring sooner).

4. Music (DJ or live music) must stop no later than 9:00 PM

5. All guests must be off the SPS premises no later than 10PM the day of the event.

RESPONSIBILITY AND SECURITY

SPS does not accept any responsibility for damage to or loss of any articles or property left at SPS prior to, during or after the event. The Customer(s) agrees to be responsible for any damage done to the SPS property and/or buildings by the Customer(s), guests, invitees, employees or other agents under the Customer(s) control.

INSURANCE

The Customer shall carry liability and other necessary insurance in the amount of no less than One Million Dollars (\$1,000,000) to protect itself against any claims arising from any officially scheduled activities during the event/program period(s); and to indemnify SPS which shall be named as an additional insured for the duration of this Contract.

CLEAN-UP

Customer shall be responsible for returning the property and buildings to the condition in which they were provided to them. All property belonging to Customer, Customer's invitees, guests, agents and sub-contractors, shall be removed by the end of the rental period.

ALCOHOLIC BEVERAGES

It is understood and agreed that the Customer may serve beverages containing alcohol upon the following terms and conditions:

1. Under NO circumstances shall Client(s) sell or attempt to sell any Alcohol to anyone.
2. Customer shall not permit any person under the age of twenty-one (21) to consume alcohol regardless of whether or not the person is accompanied by a parent or guardian.
3. "Shots", "Jagers" (Jagermeister) or "Energy Drinks" will not be permitted at any time.
4. Customer hereby agrees to use their best efforts to insure that Alcohol will not be served to anyone who is intoxicated or appears to be intoxicated.
5. Customer hereby agrees to be liable and responsible for all act(s) and actions of every kind and nature for each and every person in attendance at Customer's function or event.

Initial to acknowledge above:



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CANDLES: The use of any type of flame is prohibited in all buildings and throughout the site. "Flameless candles" which are battery operated are permitted for use.

CHILDREN: Children under the age of 18 are your complete responsibility. Please know where your children are at all times.

DECORATIONS: Only push-pins and drafting tape may be used to affix decorations and/or signs. All decorations must be removed without leaving damages directly following the departure of the last guest.

Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location.

Note – The use of birdseed is permitted only outside for wedding and reception farewells. Rice, confetti, glitter fog machines, pyrotechnics, fireworks, sparklers are not permitted inside or outside the facilities.

EVENT ENDING TIME: All events must end by 9:00 PM to comply with the Town of Waldoboro noise ordinances.

GARBAGE DISPOSAL: Trash disposal is your responsibility. Immediately following the event, please take a few minutes to walk all the areas of the building and property and pick-up any refuse that may have been dropped or blown around.

MUSIC AND ENTERTAINMENT: Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local residential area. Any complaints from neighbors or other parties may require the levels to be reduced further. SPS reserves the right to require the Customer(s) to lower the sound level or cease playing music, in its sole discretion.

PETS: Sorry, absolutely no pets allowed. However, a family pet actually involved in an event will be considered.

REFRIGERATOR / FREEZER SPACE: The School House has a standard residential refrigerator for your use. You are responsible to provide your own ice (there is not a commercial ice maker on site). It makes sense to bring your beverages to the venue already chilled the day of the event.

SMOKING: SPS is a non-smoking facility. Smoking is not permitted in the buildings or on site.

SPEED LIMIT: The speed limit on Dutch Neck is 35 mph and is strictly enforced. Many people walk their dogs and ride their bikes on this street - please be mindful of them.

TABLES AND CHAIRS: SPS is providing tables and chairs as part of our rental package, unless noted otherwise.

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BUILDING USE AGREEMENT

I have read and understand the policies concerning events held at the St. Paul Chapel and School House. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Responsible Party's Printed Name: _____

Signature: _____ Date: _____

Representative of St. Paul's Union Chapel: _____

Signature: _____ Date: _____