

# **Wells Ogunquit Center at Moody Building Use and Rental Policy**

**Effective July 2, 2010**

<p><b>Social/Lounge Area</b> Accommodates up to 40 people. Rug, Sofa, Piano, Cable TV, Chairs, Tables</p>	<p>Contact the Center at 207-646-7775 Fax 207-646-8952 <a href="mailto:swellsogunquit@maine.rr.com">swellsogunquit@maine.rr.com</a> The Center is open to view rental areas from 9 AM – 4 PM Mon – Fri Or by arrangement with the Office Manager or Board Member <b>We are handicapped accessible.</b></p>	<p><b>Function Hall</b> 30'x60' seats 125 people. Set up/Break down tables is the responsibility of the renter unless extra fee is paid to have the Center do it for you.</p>
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- The Center can be rented for weddings, receptions, private parties, reunions, meetings, and other functions.
- Scheduling and approval will be handled by the Office Manager or her/his designees.
- A staff member who is familiar with all equipment will open and close the building and be present during the function. The charge for this is \$10 per hour.  
The Board of Directors or its designees can waive, modify, or add certain fees and requirements as circumstances warrant in the best interests of the Center.
- **There will be no rental charge for usage of the Center when it is in memory of or honoring a member in good standing or someone in the member's family.**

### **Fee Schedule & Reserving Space at the Center**

- **\$200 Function Hall and Kitchen (rental includes both) for 3 hours**
- **\$150 Social/Lounge Area Only, for 3 hours**
- **\$325 Function Hall, Kitchen, and Social/Lounge Area for 3 hours**
- **\$25 Each additional hour for any space(s) rented**
- **\$50 Per hour for small conference room during the Center's regular hours (can be modified for off hours)**
- **\$25 For use of Dishes and Silverware (must be trained to run our dishwasher)**
- **\$10 Per hour for staff coverage (must be included with any rental)**

**A 25% discount on a rental will be given for current members of the Center who are in good standing, with 90 days advance notice for new members (for personal use only).**

Any other discounts are at the discretion of the Office Manager or Board of Directors.

- We have a full commercial kitchen.
- We do not have an Alcohol Beverage License. Selling alcoholic beverages at the center requires using a bartender or caterer with a liquor license. Renters may serve alcohol if they do not charge, providing we have a copy of their homeowner's insurance.
- **Damage Deposit/Reservation Fee:** A \$100 deposit per event, refundable if no damage repair or additional cleaning is required after the rental. Refund will be mailed back within 30 days after the event.
- **Fee is non-refundable unless notified 30 days prior to the event of the intent to cancel.**
- If this is a long-term agreement, deposit will be returned when the agreement ends.

**Full payment for rental is due two business days prior to the event.**

**Liability**

1. All rental agreements will include "hold harmless" language.
2. Should it be deemed necessary, a Certificate of Insurance for at least \$300,000 (three hundred thousand dollars) in liability coverage will be required.
3. The Center shall not be held responsible for any damage or loss that may occur to non-Center property. The individual or organization using the Center will be held responsible for any damage to the building, facilities, or equipment.

**Other**

1. Smoking is not allowed in the Center.
2. The Center has the right to deny the use of the facilities if, in the opinion of the Board of Directors, the proposed activities would:
  - a. Jeopardize the building or equipment
  - b. Conflict with regular Center activities.
  - c. Violate local, state, or federal law.
  - d. Present a hazard to the general public
  - e. Be contrary to the best interest of the Center, its mission or its participants
3. The Center may be used for activities such as exercise, yoga, line dancing, etc. Activities such as tap dancing, weight lifting, etc. that could damage the floors is not permitted.
4. If an activity is sponsored, and there is no charge to the Center, there will be no charge for member participation, non-members will need to pay \$5.00 per activity.
5. If an individual sponsoring an activity (i.e. line dancing) charges a fee for that activity, each member participating in such activity will pay the applicable fee. Non-members need to pay the applicable fee plus an additional \$5.00.

**Speakers from for-profit organizations**

The Wells Ogunquit Center at Moody will rent space to speakers from for-profit organizations. We will not sponsor these speakers and all our publicity will state that the Center does not in any way endorse the products or services being promoted by said speaker.

**Wells Ogunquit Center at Moody**  
300 Post Road  
PO Box 9, Moody, ME 04054 207-646-7775 Fax 207-646-8952  
Email: [swellsogunquit@maine.rr.com](mailto:swellsogunquit@maine.rr.com)

**Rental Contract**

Name of Renter \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of people expected \_\_\_\_\_

Day(s) & Date(s) Requested \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Additional Comments/Requests \_\_\_\_\_

\$10 per hour or fraction thereof: Staff Member present, familiar with all equipment, open building, close building after event. \_\_\_\_\_

**Rooms Requested:**

- \$200 for 3 hours Function Hall and Kitchen \_\_\_\_\_
- \$150 for 3 hours Social/Lounge Area \_\_\_\_\_
- \$325 for 3 hours Function Hall, Kitchen, Social/Lounge Area \_\_\_\_\_
- \$25 \_\_\_ Additional Hours \_\_\_\_\_
- \$50 for 1 hour Small Conference Space \_\_\_\_\_

**Services Requested:**

- \$25 Rental of Dishes and silverware to be used in this facility \_\_\_\_\_
- Access to the building 1 hour prior to the event (staff pay \$10) \_\_\_\_\_
- \$25 per hour Cleaning fee (if you do not clean up after yourself) \_\_\_\_\_

**Equipment Requested @ no charge:**

- VCR                       Projector Screen
- DVD                         Sound System

**TOTAL**                      \$ \_\_\_\_\_

**Wells Ogunquit Center at Moody  
Rental Contract**

Damage Deposit/Reservation Fee **\$100** refundable if no damage or if no additional cleaning is required after the rental. In the event that the damages exceed the \$100 deposit, the responsibility and cost will be determined after a meeting with the renter and the Board or Directors. **Please make check payable to Senior Needs Committee of Wells and Ogunquit.**

**Discount 25% on rental for current Senior Center Members**

Received From \_\_\_\_\_ Amount \$\_\_\_\_\_ Date \_\_\_\_\_  
Received By \_\_\_\_\_

**Additional Costs:**

**Cleaning (you will have an additional cost of \$25 per hour if cleanup is necessary after the event as determined by our staff at the closing of the event.)**

**Extra hours beyond contracted time #\_\_\_\_\_ Additional Fees\_\_\_\_\_**  
**These may be deducted from the damage deposit.**

**Certificate of Insurance**

In consideration of the permission given to \_\_\_\_\_  
By the Wells Ogunquit Center at Moody allowing the use of our facility at 300 Post Road, Wells, ME, the undersigned does forever release, discharge, and agree to hold harmless the Wells Ogunquit Center at Moody and the Senior Needs Committee, its successors and assigns, from any and all claims, demands, actions, and causes of action arising out of an account of personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter be sustained, in consequence of other use by \_\_\_\_\_  
of said facility on the date(s) above specified.

Signed: Date \_\_\_\_\_ Renter (Print) \_\_\_\_\_

Renter (Signature) \_\_\_\_\_

Approved by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_