



Town of Kennebunk

Waterhouse Center Use Policy/Procedures & Application



Please be aware that there are many Town owned supplies/equipment in the building. Please do not move or dismantle any of these supplies without the permission of the Recreation Department.

Signed: _____ Date: _____

1. Priority for scheduling:
 - a) Town Sponsored Events (including those in conjunction with Waterhouse Events)
 - b) Waterhouse Center Events
 - c) Non-profit Community Organizations, RSU #21, and Utility Districts
 - d) Private and Commercial Events

2. Scheduling for the Center will be handled through the Recreation Office (207-604-1335). The application will not be considered approved until reviewed and signed by appropriate Town Staff.

3. Use of any other space within the Center's lot is prohibited unless prior approval is given. Renters of the Center are entitled to use the indoor space, outdoor space and restrooms.

4. Certificate of insurance will be required for all private and commercial events. **The Certificate of Liability Insurance must state under Description of Operation: Town of Kennebunk is an Additional Insured as respects the (must put in function being run) being held at the Waterhouse Center at 51 Main Street, Kennebunk, Maine.** One million dollars (\$1,000,000.00) will be considered the minimum amount of liability coverage acceptable to the Town. Non-profit community organizations will be required to sign an agreement holding the Town harmless for liability resulting from the activity-taking place in the hall. Governmental entities (i.e. RSU #21 and local Utility Districts) will be exempt from this requirement.

5. The Town's Code Enforcement Officer must approve by permit any signs used in conjunction with an event, as well as any additions to the buildings interior such as any props and/or staging built for such event.

6. Any decorations/set up must meet the current Fire Code. If there are any questions regarding this code, please contact the Fire Department (604-1340). All supplies/equipment must be flame retardant and stored per Fire Code.

7. Capacity of Center: Indoor (skate rink area only) = 150 Indoor/Outdoor Total = 613

8. A limited number of chairs are provided if needed. They are located within the storage areas. All equipment must be returned to the proper storage location. The applicant must provide any other equipment needed.

9. It is the responsibility of the person/group using the Center to make arrangements for all set up and tear down work. The user will see that chairs are put back before leaving the Center unless informed otherwise. If an event requires set up on the day prior to it thereby restricting the use of the Center, rent will be charged for an additional day. All items in the Center must be returned to their original location if the person/group using the Center must move them for any reason.

10. **→ There shall be no taping, stapling, nailing or hanging up of any posters, banners or anything of this sort on walls, posts, windows or doors unless approved in advance by the Town Manager. Cost associated to repair any damage is to the renter.**

_____ Sign _____ Date

11. **Any equipment brought in to the Center must be removed at the end of the event unless given prior written approval from the Recreation Department to have equipment picked up at a later date. All requests must be done in writing prior to the event. Any equipment left in building after the event without prior approval could be assessed a storage/handling fee which will be deducted from the deposit.** All equipment must have rubber protectors on the bottom. There will be no dragging of any equipment, tables, chairs, props, or other devices/apparatuses on the ice rink.

12. User **must** sweep the ice rink and clean the restrooms after the event. (Brooms located in the closet room.) Any trash (indoors or outdoors) must be removed by the applicant.

13. Food and/or beverages* are allowed.
 * Please be aware that alcoholic beverages are **NOT** allowed.



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14. Daily rates for usage of the entire facility are: \$1,000.00. Non-profits are required to pay the minimum fee for facility usage \$200, all exceptions must be approved. The Board of Selectmen sets all fees.
15. Governmental entities are exempt from the fee schedule, but are required to file an application for use of the Center. The Town may at its discretion waive or decrease the fee for organizations such as (Town Meetings, Elections, Recreation sponsored program, RSU 21, etc.). The final fee will be determined by the Town Manager.
16. A \$500.00 deposit will be collected by the Recreation Department to hold for any damages done to the Center. This fee will be refunded if no damage is determined. If damages exceed the deposit, the renter will be liable for the cost of repairs.
17. Audio/Visual equipment may be used with a Staff person present. The minimum daily cost is \$200.00 for up to four (4) hours with a \$50.00 per hour fee for each additional hour.
18. Subletting of the Center is not allowed without the written approval from the Town Manager.
19. The hours of operation are: Sunday through Thursday from 7 am to 9 pm Friday and Saturday from 7 am. to 10 p.m. Extensions beyond this timeframe must be approved by the Town Manager.
20. No generators are allowed.
21. No combustible materials of any kind are allowed under the covered roof area. Food preparation for all events must be outside the Center's roof line.
22. This facility and its grounds are non-smoking.
23. No vehicles other than those authorized by the Town are allowed on/in the facility.
24. No renting of the ice during the skating season (November to March).
25. Due to weather concerns, The Waterhouse Center will not be available for rental for the month of April. Town of Kennebunk functions will be able to apply for use during the month of April.
26. A Waterhouse Center **Checklist** must be filled out and returned to the Recreation Department within 48 hours after the event. Event deposits will not be refunded until the checklist has been submitted to the Recreation Department and the site has been inspected.

IMPORTANT PHONE NUMBERS:

Recreation Department: 207-604-1335

Fire Department: 207-604-1340

Code Enforcement: 207-604-1303

Town Manager's Office: 207-604-1308

Police Department: 207-985-6121 (non-emergencies)

Emergencies: 9-1-1

Thank you for choosing the Waterhouse Center for your event!



Town of Kennebunk
Application for Use of Waterhouse Center



Organization/Renter: _____ **Today's Date:** _____

Contact Person: _____ **Phone #:** _____

E-Mail address: _____ **Work Phone #:** _____

Mailing address: _____

Date(s) of Event: _____

Purpose of Use: _____

Please list all performers/entertainers that will be part of your function: _____

Rates: Please check all that apply:

- Non-profit Organization * \$200 daily rate Private/Commercial Organization \$1,000 daily rate (cert. of ins. required) Audio/Visual Equipment Use/Staff Person \$200 daily rate (up to 4 hours) \$50/hr. (ea. add'l hr.)
Please be aware that the video projectors cannot be used during day light hours

Deposit \$500

*Non-Profit Federal I.D. # _____ Please provide a copy of your federal letter confirming your non-profit status.

Dates Requested

Exact Time In

Time Out

(Please read important information below)

- Is this event open to the public? (Y/N) _____ If open to the public, what is the fee? _____
- How many people are you expecting to attend this event? _____
Large events (300+) being held at the Center will also need to fill out a **special event application form** before your application can be approved. A mass gathering permit will also be required for events with 1,000 people or more over five or more hours. Special Event Application Approved? (Y/N) _____ DATE APPROVED _____
- There are up to 4 vendors that have paid for the rights to sell their food product at the Waterhouse Center. As a renter you have the right to not allow them at your event. Do you want these vendors at your event? (Y/N) _____
- The Community Crafters will be using the facility on Sat, 8am-1pm from May 9 - October. If you want to rent the facility during this time, the department must contact the crafter's coordinator. Will your event occur during this time? (Y/N) _____
(Office Use Only: Person Informed _____ Date: _____)

I have read the Waterhouse Center Use Policy and agree to abide to all of the terms set forth therein. As an authorized representative of the organization/company, I understand that by signing my name below I/we are accepting responsibility for all damages to the Center during its use.

Additional Comments: _____

Signature of Responsible Party

FOR OFFICE USE ONLY

Are there any previous or current special events occurring on this date? Yes _____ No _____

If yes, what and where? _____

Application is: Approved **Fee Charged:** \$ _____ Check # _____

Denied **Security Deposit:** \$ _____ Check # _____

Recreation Office

Town Manager

Refund of Security Deposit sent to Tax Office on: _____

Staff that will be assigned to this event: Pre-Event _____

During Event _____

Post-Event _____



Town of Kennebunk
Application for Use of Waterhouse Center



IMPORTANT NOTICE: Please read before filling out rental form

This facility is rented AS IS. No Recreational or Town equipment may be removed from the Center. It is important that the renter go through the Center prior to filling out the rental form to ensure that the facility can accommodate the function to be hosted. Any concerns on the set up and functioning of this facility must be addressed prior to requesting use approval. The Town will not be able to accommodate requests made the day before an event is scheduled. Upon approval to use the Center, it is imperative that the person(s) in charge of the function be completely familiar with the operational functions of this facility.

Signed: _____ Date: _____

Important information you should know before your function:

- In case of an emergency, call 911.
- The Center must be left as you found it or you will be charged a cleaning fee
- Exits may never be blocked
- This facility does **not** have air conditioning
- Lights are preset
- Location of restrooms and cleaning supplies
- Floor maintenance
- Equipment that comes with rental of Center
- Tables that are located in the Center are the responsibility of the renter to set up, take down, know how to put together, and where to store.
- There are 15 6-foot tables in the Center. If your event requires the use of tables, it is your responsibility to make that request.
- If using chairs, do not ever drag chairs. Renter will be charged for all floor scratches that are made from the dragging of any equipment.

Renter must know how to operate:

1. Sound System (only if needed)
Audio/ Visual equipment may be used only with a Staff person present. Refer to #19 of the Waterhouse Center Use Policy/Procedures & Application.

Thank you for choosing the Waterhouse Center for your event!



Town of Kennebunk
Application for Use of Waterhouse Center



**TOWN OF KENNEBUNK WATERHOUSE CENTER
 RELEASE AND INDEMNITY AGREEMENT**

In consideration of the permission given to the undersigned by the Town of Kennebunk, allowing use of the Waterhouse Center, for the day(s) _____ in _____ for year of 20____, _____ (name of organization/ renter), the undersigned, does forever release, discharge and covenant to hold harmless the Town of Kennebunk and any other person or agent of said Town charged or chargeable with responsibility or liability for the Waterhouse Center, their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages, costs, expenses, loss of services, actions and causes of action, arising out of any act or occurrence up to the present time, and particularly on account of all personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter be sustained, in consequence of the use by _____ (organization/ renter) of said Center on the date(s) above specified.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement, that it shall apply to all known, all unknown and any and all unanticipated injuries and damages directly and indirectly resulting from the use of the Center, as well as to those, which are presently foreseeable.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Thank you for choosing the Waterhouse Center for your event!



Town of Kennebunk Waterhouse Center Checklist



- *Checklist must be completed when you are leaving the Center.*
- *Please return to the Kennebunk Recreation Department the first business day after use. The deposit will be returned to you if the Center was found as it was left prior to use.*
- *Please be aware that the renter is responsible for bringing in their own tables and chairs for the event as none will be provided.*

Thank you for choosing the Waterhouse Center for your event.

- _____ All doors are closed

- _____ Center is picked up and swept. Cleaning apparatus is located in the broom closet.

- _____ Renter has removed trash if trash can(s) are over ³/₄ full as a result of renter's event. Trash bags are located in the broom closet.

- _____ Restrooms checked - toilets are not running, water is off and lights are out.

- _____ All food and trash has been removed from the facility, including indoors and outdoors.

- _____ Any physical damage? If yes, what? _____

- _____ Interior lights turned off

- _____ Everyone is out of building/premises

- *Time _____

IMPORTANT NOTICE

Events that are over 300 people require a \$500 deposit. Events that are under 300 people require a \$200 deposit or as designated by the Town Manager.

The \$500 deposit will be mailed to the contact person on the application if no damage was found. If damage is found to be more than the deposit, renter will be liable for the amount of additional damage.

_____ Signature

_____ Phone

_____ Date