

EASTBROOK COMMUNITY CENTER

SCHEDULING: All scheduling must be accomplished by registering and completing the appropriate forms at the Town Office during regular office hours.

USE FEES: Non-residents

Rental Fee-\$150.00 for Weddings, Banquets, Anniversaries and all other large functions, using hall and kitchen.

All other rentals \$100.00 for smaller functions.

***This fee is not refundable.**

Residents & Taxpayers

Rental fee-\$100.00 for Weddings and other large functions

All other smaller functions \$50.00

***No fee for local organization meetings, non-profit groups, school dances or other school functions (school dances must be chaperoned). Any of these listed functions without a fee, USER MUST CLEAN BUILDING THOROUGHLY (This will allow us to continue these activities with no cleaning fee).**

FUND RAISING ACTIVITIES

For benefit dinners, rummage and bake sales, auctions, civic groups, etc.

For Non residents \$50.00 cleaning fee. Residents \$25.00 fee.

CLASSES SEMINARS AND OTHER INCOME PRODUCING ACTIVITIES

Small office: Charge is \$15.00 per day/night.

Large room: Charge is \$25.00 per day/night

REGULATIONS

- 1. All reservations for the Community Building must be made well in advance with the Town Office during regular office hours.**
 - 2. One Sheriff's Deputy in uniform must be in attendance for all functions where liquor is consumed. Renter to arrange and assume cost of Deputy. Make certain to contact Sheriff's office well in advance to arrange for a Deputy.**
 - 3. Any and all groups renting hall must provide a Certificate of Liability Insurance.**
 - 4. If liquor is to be served, the group shall provide a Host Liquor Liability Certificate of Coverage for the function even if it is BYOB.**
 - 5. Cancellations: A 48 hour notice must be given in advance for full refund. A shorter notice may result in a fee.**
 - 6. A deposit of at least 25% of the rental fee, a copy of the insurance must be turned into the Town Office well in advance. Rental fee must be paid before your event.**
 - 7. After each activity, the premises shall be picked up in a preliminary cleaning-trash removed from tables and such and placed in dumpster. Trash bags replaced in all trash cans used and kitchen cleaned and all dishes and such washed and put away. Please take all food and decorations with you.**
 - 8. Renters will be held liable for any and all damage to the building and/or equipment and shall be billed accordingly. Please do not drag tables or chairs across the floors. Do not sit on tables. Do not stack chairs more than four to a stack. No climbing on stacked chairs.**
- 9. DECORATIONS MUST BE NON-FLAMMABLE. No holes, nails, screws or bolts in any exterior or interior walls or trim. No alterations to the building. *ANY DAMAGE TO THE COMMUNITY BUILDING PROPERTY WILL BE CHARGED TO THE RENTER ON THE SIGNED AGREEMENT.***
- 10. 12:01 curfew is set, by which time the building shall be vacated.**

11. A security check of the building must be performed prior to vacating the building.

THIS CHECK TO INCLUDE

- 1. All doors must be closed (pulled completely shut)**
- 2. All bathroom facilities must be flushed and lights turned off.**
- 3. All lights in rooms used must be shut off.**
- 4. Make certain fan is off.**
- 5. Shut down all pilots and gas for the stove (if it was used).**
- 6. Wash and put away all dishes that were used.**
- 7. All chairs and tables taken from back storage room must be put back away neatly and room set up left as it was.**
- 8. Bag and bring all trash to dumpster and replace bags.**

12. There shall not be confetti or rice used in building or outside.

13. SMOKING IS PROHIBITED IN PUBLIC BUILDINGS BY LAW. Please be considerate and keep smoking away from our building outside by the stairs (this is the designated area. NO SMOKING ALLOWED ANYWHERE IN THE BUILDING!!

14. Renter assumes all responsibilities for all children and minors on the premises, especially if liquor is being consumed.

CHILDREN MUST BE UNDER DIRECT SUPERVISION AT ALL TIMES. THERE IS NO RUNNING IN THE BUILDING!

15. DO NOT LEAVE A MESS!!!!

THESE FEES AND REGULATIONS HAVE BEEN APPROVED BY THE SELECTMEN OF THE TOWN OF EASTBROOK SINCE JANUARY 11, 2006 AND AMENDED JANUARY 1ST 2023.