

# Auburn Recreation Senior Center Application & Agreement

48 Pettengill Park Road, Auburn, Maine 04210 – Tel. 333-6611

RENTER NAME: \_\_\_\_\_ RENTAL DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ H/W PHONE: \_\_\_\_\_

ACTIVITY DESCRIPTION: \_\_\_\_\_

CHECK IN TIME: \_\_\_\_\_ CHECK OUT TIME: \_\_\_\_\_

### Circle Rental Location

<b>MEETING ROOM:</b>	Mon-Fri 8:00am-4:30pm \$35/hr.	<b>100 person capacity</b>
	Evenings and weekends	\$75/hr. (min of 2 hours)
<b>BANQUET ROOM:</b>	Mon-Fri 8:00am-4:30pm \$100/hr.	<b>200 person capacity</b>
	Evenings and weekends	\$150/hr. (min of 2 hours)
<b>FULL HALL:</b>	Mon-Fri 8:00am-4:30pm \$150/hr.	<b>300 person capacity</b>
	Evenings and weekends	\$200/hr. (min of 2 hours)
	\$75/hr. per extra hour	

ADD-ONS (Price is in addition to the room rental cost)

<b>SOUND SYSTEM: \$50</b>	<b>TABLE LINENS: \$50</b> White or Maroon
<b>KITCHEN USE: \$75</b>	<b>PROJECTOR: \$50</b> <b>FULL PACKAGE: \$200</b>

**There is a non-profit discount of \$25 for meeting room and \$25/hr. for banquet room or full hall.**

- A list of city approved Catering Companies, Bar Services, Food Trucks and Bands/DJ's available upon request.
- All vendors must be licensed and approved by the City of Auburn.
- A minimum 50% deposit is due at time of booking to secure your date.
- There is a minimum 36 hour cancellation policy. Any cancellation under 36 hours will forfeit your 50% deposit.

As the responsible person/official for the above-named organization or activity, I agree with the following conditions, rules and fees set forth in this application.

**PARTICIPANT RELEASE WAIVER AGREEMENT**

**NOTE: Those reserving our facilities may be required to obtain a minimum of \$500,000.00 liability coverage, naming the City of Auburn as "Additional Insured".**

The renter agrees to the following:

- \*To police the area and place all litter in barrels provided.
- \*To report all damages.
- \*To obey all State of Maine Laws, Auburn ordinances, and Parks & Recreation Department rules.
- \*To pay for any damage to equipment or grounds that was the direct result of improper use.

**Participant Release/Assumption of Risk Agreement/Agreement to Indemnify & Hold Harmless**

Each person signing above understands that participation in the City of Auburn ("City") program, activity and/or special event can involve the risk of damage and injury, including serious injury, to both people and property. Each person signing above understands and agrees that the City, its agents, officers and employees, accept no responsibility, and will not be liable, for any injury, harm or damage to his/her person or property (including, but not limited to, injury, harm or damage caused by negligence of the City, its agents, officers or employees) occurring during or arising out of participation in any City program, activity and/or special event. To the fullest extent permitted by law, each person signing above agrees to assume all risk of injury, harm or damage to his/her person or property arising during or in connection with said City program, activity and/or special event. Each person signing above hereby releases and agrees to indemnify and hold harmless the City, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to his/her person or property (including, but not limited to, injury, harm or damage caused by negligence of the City, its agents, officers or employees) that may arise or occur during or in connection with said program, activity and/or special event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*The City of Auburn reserves the right to refuse or cancel any reservation\***

**OFFICE USE ONLY**

**AMOUNT PAID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **NOTES:** \_\_\_\_\_