



**Hiram Cultural Center
Arts Center Building Rental Agreement
at 8 Hancock Avenue*, Hiram, ME 04041**

***8 Hancock is the location. Mail address: 85 Main Street.**

2018 January (Revised 2019 June, 2021 Aug, 2022 August, 2023 January, edited 2023 Sept.)

Name of Renter: _____ Phone Number: _____

Address: _____ E-Mail (optional): _____

_____ Rental Date(s): _____

Event Name (optional): _____ Event time(s): _____

Reason for Rental: _____

(For example: wedding, reception, meeting, birthday party, family gathering, educational class, etc.)

Cost of Rental (per day): ___ \$100 Main Floor ___ \$100 Community Room ___ \$200 Both**. _____

Cost of Rental (short-term or meeting): ***Determined by a decision of the HCC Board: _____

Cleaning Deposit \$50. *(This is refundable after the event, if acceptable cleaning is verified.)* _____

. Total of Rent and Cleaning Deposit *(Payment in full is due one month prior to rental.)* _____

- **Pre-payment** of the Total Rent and Cleaning Deposit is required to hold the building for the specified Rental Date. Until payment is made there is no assurance that the building will be available on that date.
- **Cancellation.** If the Building Rental is canceled, \$25 of the pre-payment becomes a service charge. All but \$25 of the pre-payment will be refunded to the Renter.
- After the Event, the **Cleaning Deposit** will be refunded to the Renter when acceptable cleaning is verified.

** If the kitchen facilities are needed with a Main Floor rental, then both floors must be rented.

***Non-profit, community service, or government organizations may be allowed to have building use at a reduced rent or without a rental charge. The organization must complete a Rental Agreement.

The Building Manager will determine if the organization and event activity can qualify for use free-of-charge or at reduced rent. If this is uncertain or if the organization disagrees with the Building Manager decision, the decision will be made by the Hiram Cultural Center Board of Directors.

Reminders:

___ This is a **NON-SMOKING** property. Smoking or vaping inside is absolutely prohibited. Smokers are asked to be 25 feet away from entrances while smoking or vaping. Smokers are also asked to not discard smoking materials on the property.

___ Renters are liable for any theft from the property or any damage to the property.

___ There is a **Hiram Cultural Center Building Use Policy** that describes details of using the building and additional requirements for this use. Signing of this Agreement means that you have received and read the **Building Use Policy** and that you agree to the requirements of this policy.

This Rental Agreement is a contract between the Renter and the Hiram Cultural Center. By signing this Agreement, you have agreed to all of the terms of this contract and of the Building Use Policy. *The person signing this Rental Agreement must also agree to be present during the rental use.*

Renter signature: _____ Date: _____

Hiram Cultural Center Building Manager: _____ Date: _____

A copy of this completed Agreement will be provided for both Hiram Cultural Center and for the Renter.