

Maine Coast Heritage Trust
Event Space Rental Agreement & Contract
Aldermere Farm's Main Barn, 20 Russell Avenue, Rockport, Maine

Event date: _____ Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Wrap Time: _____

Description of Event: _____

Number of Guests: _____ Single Event or Multiple Days/Nights: _____

Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

NOTE: Aldermere Farm's Main Barn may be reserved for the hours between 8 a.m. and 11 p.m. (plus next day clean up time). Rental fee is based on number of days, which is inclusive of setup. Additional time is subject to additional fees. You have until noon the day following your event to finish cleaning up the space.

- Rental of Aldermere Farm's Main Barn is **\$1,000 per day** or **\$125 per hour**.
- If renting for a whole day or multiple days, a signed contract, security damage deposit of \$200, and non-refundable date-hold deposit of \$375 (per day) must be received to reserve your date(s) and time(s) at least ninety (90) days prior to your event. If renting for fewer than eight (8) hours, a signed contract and security damage deposit of \$125 as well as a date-hold deposit of 10% of the agreed rental amount for the day/hours of rental must be received to reserve your date(s) and time(s) at least ninety (90) days prior to your event.
- The balance of your space rental fee is due thirty (30) days prior to your event.
- A copy of your Certificate of Insured Liability is due no later than ten (10) days prior to your event.
- A copy of your bartenders' certificates of insurance are due no later than five (5) days prior to your event.
- Cancellations within two weeks of your event will not be refunded.
- Any additional costs that arise will be due within two (2) days of your event.
- **In the circumstances of a health pandemic, MCHT reserves the right to change the maximum capacity for an event and to cancel at any time.**
- **In the event of cancellation by MCHT, the renter will be reimbursed the date-hold deposit.**

Payments should be made to Maine Coast Heritage Trust.

Cash, check, and credit cards (MasterCard®, Visa®, Discover®) are accepted.

Acknowledged, Agreed and Authorized by Primary Contact/Renter:

Full Name of Primary Contact/Renter

Signature of Primary Contact/Renter

Date

Approved for Rental by Maine Coast Heritage Trust:

Signature of Maine Coast Heritage Trust Representative

Date

Please initial and date the following three pages.

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CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Aldermere Farm a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

If renting for a whole day or multiple days, a signed contract, security damage deposit of \$200, and non-refundable date-hold deposit of \$375 (per day) must be received to reserve your date(s) and time(s) at least ninety (90) days prior to your event.

If renting for fewer than eight (8) hours, a signed contract and security damage deposit of \$125 as well as a date-hold deposit of 10% of the agreed rental charge for the day/hours of rental must be received to reserve your date(s) and time(s) at least ninety (90) days prior to your event.

The balance of your space rental fee is due thirty (30) days prior to your event. No event will be allowed to commence until full payment is received.

The renter assumes all financial and insurance responsibility for damages or loss to Maine Coast Heritage Trust and for any personal injury which may occur during or as a result of use of the property. Refund of the security deposit depends on the condition of the premises following a rental. The property manager will check the site within 48 hours of an event before releasing a deposit.

CANCELLATION

Date-Hold Deposit is Non-Refundable.

From fourteen (14) days prior to event: NO SPACE RENTAL PAYMENT(S) WILL BE REFUNDED.

INSURANCE

A **Certificate of Insured Liability** is required (Limit of Liability amount should be \$1,000,000). Generally, a **Certificate of Insurance** is available from your insurance agent and should state that coverage applies to Maine Coast Heritage Trust on the day of your event. The policy owner must be the same person(s) as the signer of the application.

ALCOHOL

Alcohol shall only be served by an insured bartender. Proof of insurance is required.

LIABILITY

Renter agrees to indemnify, defend, and hold Maine Coast Heritage Trust its officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises by Renter and guests, including but not limited to, dispensing of alcoholic beverages at Aldermere Farm.

In the event Maine Coast Heritage Trust, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Maine Coast Heritage Trust, its officers, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Maine Coast Heritage Trust, including all collection expenses and interest due.

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CAPACITY OF MAIN BARN

75 to 100 seated at tables, 125 to 150 standing reception. (May be reduced by MCHT during pandemic times).

LIVE MUSIC/DJs/NOISE

Please be aware that the premise is surrounded by private residents and therefore neighborhood noise regulations do apply. If the renter's event creates a disturbance due to high noise volume, Maine Coast Heritage Trust staff have full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Maine Coast Heritage Trust staff's discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

Music must end by 10 p.m.

SAFETY

The barnyard, the driveway behind the Main Barn, and the private residence attached to the Main Barn are off-limits to the renter and guests. No one other than Maine Coast Heritage Trust staff are allowed to go beyond pasture fences or into the pens.

CLEANING AND TRASH REMOVAL

Aldermere Farm's Main Barn will be cleaned prior to your event. Please keep in mind this is a working farm and the Main Barn contains compartments to store grain. There will be dust and debris from grain and hay.

Complete clean-up of the space grounds by Renter must be finished no later than noon on the day following the event.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises.

This is a drug free and non-smoking facility, no exceptions. Renter shall not sell alcohol on premises at any time.

Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Maine Coast Heritage Trust reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Maine Coast Heritage Trust or the safety of its staff, guests, or building contents.

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AMENITIES AND SPACE

- Aldermere Farm's Main Barn is divided into two sections connected by a hallway. The approximate measurements are: 28' x 33' south section, 11' x 28' north section, 10'x29' hallway
- Both rooms have large exterior entrances (heavy, wooden sliding barn door to the south section and a garage door to the north section).
- Two power outlets are located on opposite walls in the south section of the main barn and one outlet in the north section. We recommend bringing extension cords with two-prong adapters if you require electricity.
- There are lights hanging in the hallway and in both sections of the Main Barn.
- There are **no** bathrooms, kitchens, or sinks available to the public. You may want to provide your own handwashing station. **We recommend renting a portable toilet for your event.**
- The barn is not heated. To conserve heat, you may close the garage door and leave the sliding door open wide enough for guests to walk in and out.
- You will need to provide **your own seating and tables.**
- The barnyard, the driveway behind the Main Barn, and the private residence attached to the Main Barn are off-limits to the renter and guests. No one other than Maine Coast Heritage Trust staff are allowed to go beyond pasture fences or into the pens.

PARKING

- Parking is along Russell Avenue. Please have attendees park along one side of the road when possible.
- Please do not block the driveway to the farm.
- No guests or vehicles are allowed behind the barn.

TENTS AND DECORATIONS

- There is a small lawn between the roadside and the Main Barn (and no other outdoor space) available to set up tables, chairs or tents.
- Balloons and other inflatable decorations are discouraged; if used, they must not be released into the air since they are dangerous to birds and other wildlife.
- No open fires, sparklers or fireworks of any kind are allowed on the property.

IMPORTANT NOTICE FOR GUESTS WITH ALLERGIES

Please be advised Aldermere Farm is a working farm and the Main Barn contains compartments to store grain. Although the space will be cleaned prior to your event, it shall be used at your own risk, and there will be dust and debris from grain, hay and animals, including cattle, sheep, chickens, cats and dogs. Please be sure to notify any guests who have allergies.

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