



Islesboro Community Center

Rental Fee Schedule

Area	Use	Current Rate
Community Hall	Parties, business, personal, movies	\$50/hr \$50/movie
Community Park Tent	Personal, Parties	\$200/day (\$100/day non-profits only)
Community Hall	Fitness classes, 2 sessions/week	\$60/month
Youth Center	Parties, other	\$100/day
Conference Room	Meetings, workshops	\$25/hr or \$100/day
Office Space	Short term temporary office	\$50/day
Wellness Space	PT, acupuncture, massage, etc.	As negotiated
Furniture & Dishware	Off premise use:	
	Dishware for 50 or fewer	\$25
	Dishware for 100 or fewer	\$50
	50 chairs or fewer	\$100/day
	51-75 chairs	\$125/day
	76-100 chairs	\$150/day
	100+ chairs	\$175/day
	Tables	\$25 each/day
	Linens	\$5 each/day
	Pizza Oven	\$500/day *Includes pickup, delivery, and wood

Effective Date March 1, 2023

Items/equipment must be returned no later than **one day after event. Renter will be responsible for any lost, damaged, or unreturned items/equipment at a fee to be determined by the Director.*

Note: the executive director may waive all or a portion of any fee based on specific circumstances with prior approval of the Executive Committee of the Board.



ISLESBORO COMMUNITY CENTER

RENTAL AGREEMENT

Renter Information:

Date:		
Renter's Name:		Cell Phone:
Home Phone:		Work Phone:
Email:		
Address:		
Town/City:	State:	Zip:

I would like to rent (check all that apply):	Community Hall	Kids Club
	Office	Conference Room
	Wellness Room	Kitchen

Equipment I would like to rent (check all that apply & input amount):	Item	Amount
	Dishware	
	Chairs	
	Tables (round, rectangle)	
	Linens	

Rental Dates:		
Name or Type of Event (if applicable):		
Expected Attendance:		
Event Date:	Start Time:	End Time:

Set Up Date:	Time:	Clean- up Date:	Time:
Additional Dates (if more than one day/evening):			

Music? (Circle one) Yes No	(circle one) Live Recorded
A certificate of liability insurance may be required, depending on the type of event. See Facility Use Guidelines.	

Liquor being served? (circle one) Yes No
If "Yes" a certificate of liability insurance WILL be required. See Facility Use Guidelines.

Catered Event? (circle one) Yes No		
Caterers must be pre-approved by the Islesboro Community Center Director.		
Caterer's Information:		
Business Name:		
Phone:		
Address:		
City:	State:	Zip:
Contact Person:		

<p>Indemnity: Renter agrees that it shall indemnify, defend, and hold harmless the Islesboro Community Center and its employees, volunteers, and officials from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of or in connection with damage to property or injury to persons (including death) which arise out of Renters use of the Facility, including any acts or omissions of Renter, its agents, contractors, employees, invitees, servants, or subcontractors. Renters shall provide the Islesboro Community Center with immediate notice of any injury or damage to persons or property in, to, or around the Facility of which it is aware.</p> <p>Use Guidelines: <u>Renter has received, understands, and agrees to abide by the Facility Use Guidelines and the terms of the Rental Fee Schedule.</u></p> <p>I have toured the building prior to my event and agree that it is clean and in good repair. Renter's Initials [] or N/A []</p> <p>I agree to the fees outlined in the Rental Fee Schedule and understand that I will be held responsible for any lost, unreturned, or damaged items/equipment.</p> <p>Signatures: Renter _____ Date _____</p>

ICC Representative _____ Date _____

Total Rental Fee: (make checks payable to Islesboro Community Center)

Revised 7/20/18



Facility Use Guidelines

General Information

We are pleased to host your event, provided there is not a conflicting ICC program previously scheduled, between the hours of 8:00am and 11:00pm on operating days, and 8:00am to 8:00pm otherwise. This includes set-up and clean-up. The Executive Director will be happy to discuss space availability with you. Our telephone number is 207-734-8200.

The ICC is a unique and traditional space in which to hold an event and we kindly request that our clients and guests take note of a few restrictions designed to safeguard the facility while ensuring an enjoyable event.

Catering – Food and Beverages

Outside caterers are welcome but must be pre-approved by the ICC Executive Director. There is a surcharge for the use of the kitchen (found on our Rental Fee Schedule Form). The client is responsible for leaving the facility in good condition, the condition in which it was received. This includes removing all trash and recycling, including bottles, from the ICC directly after the event. The client will be responsible for any additional cleaning expenses incurred by the ICC.

Alcohol

If the client wishes to offer alcohol at an event, a certificate of insurance is required. These are available inexpensively online at www.wedsafe.com. The ICC needs to be named as an "Additional Insured." Servers need to have a Maine servers permit/be "tip certified." Alcoholic beverages may not be taken onto the lawn or into the parking lot.

Music

Music is welcome at an event provided that the music is indoors only. Due to our residential location, the ICC reserves the right of final approval of your entertainment selection. Music must end before 10pm.

Equipment

The client is responsible for set up of equipment and event necessities. If you wish to have help with set up and clean up, an ICC employee may be hired at your expense.

The ICC owns approximately 140 white folding chairs, 4- 8x30 rectangle tables, 3- 6x30 rectangle tables, 6- 4ft round tables, and 8 – 5'6" round tables which may be rented at a fee specific to each item. All items must be returned clean and undamaged to their original location. The client will be held responsible for any damaged or unreturned equipment.

Off-site equipment rentals may be picked up anytime during the day of the event and must be returned the day following the event. The ICC's Executive Director must be made aware of scheduled rental pick-up and returns.

Decorations

Tabletop, freestanding, and easel-supported decorations are welcome, as are cut flowers. Please refer to the list of prohibited items below. All decoration must be removed from the facility at the end of the event. The ICC is not responsible for any possessions left behind.

Prohibited Items

Due to fire code and safety concerns, the following are prohibited at the ICC, no exceptions please:

- No Smoking
- Candles
- Oil lamps
- Displays affixed to walls
- Ice sculptures
- Chocolate fountains
- Bubbles

Access

We ask that your guests enter the ICC through the main entrance on Mill Creek Road. Most public areas of the ICC are wheelchair accessible. Please notify the Executive Director of any guests who require special needs.

Parking

The ICC has a parking area adjacent to the building that fits 17 cars. On street parking is located within walking distance of the ICC. We are in a residential neighborhood and parking is prohibited in certain areas at any time – see attached map. We do have an additional parking area located at the Friedrich's property on Pendleton Point Road (see map).

We are unable to provide reserved parking for contractors such as photographers, musicians, caterers, etc. For larger events (50 people plus) it is strongly suggested that you use a parking attendant during guest arrival and departure. Please inquire with the Executive Director to explore shuttle alternatives.

Insurance

The ICC may require evidence of liability insurance for the date of your event. This is usually available for a modest cost from your homeowner's insurance company or online on a per event basis from companies such as www.wedsafe.com.

Payment

Payment is expected prior to the event. The ICC reserves the right to cancel the event if payment is not received prior to the event.

Directions

The Islesboro Community Center is located on scenic Islesboro, 20 minutes off the coast of Lincolnville Beach between Camden and Belfast.

Directions from points South: Take 1-295 north to Brunswick and continue north on Route 1 through Camden. Follow Route 1 to Lincolnville, turn right onto McKay Road and board the ferry as directed. Disembark the ferry, follow Ferry Road to stop sign and turn right onto Mill Creek Road. Follow Mill Creek Road, the ICC is located on the right at the corner of Mill Creek and Pendleton Point Road.

Directions from points North: Take Route 1 south through Belfast to Lincolnville. Turn left onto McKay Road and board the ferry as directed. Disembark the ferry, follow Ferry Road to stop sign and turn right onto Mill Creek Road. Follow Mill Creek Road, the ICC is located on the right at the corner of Mill Creek and Pendleton Point Road.