

## PROVISIONS for USE of the SPURWINK CHURCH

Revised September 1, 2017

### Rental Fees:

<b>Resident *</b>	<b>\$ 300.00</b>
<b>Non-Resident *</b>	<b>\$ 400.00</b>
<b>Church Showing</b>	<b>\$ 40.00</b>

The Spurwink Church in Cape Elizabeth is on the National Register of Historic Places. To preserve its special character, the Town of Cape Elizabeth has adopted the following for its use.

To obtain the resident rate for a wedding, the bride, groom, or parent of either the bride or groom must currently live in Cape Elizabeth. To obtain the resident rate for a funeral or memorial service, the deceased must have once resided in Cape Elizabeth. To obtain the resident rate for a christening, the child, or a parent of the child must currently live in Cape Elizabeth.

Because of inadequate heating, the building will be available for public use only from May 1<sup>st</sup> through October 31<sup>st</sup>. During October, all weddings, rehearsals and other events must begin no later than 6:00 p.m.

The capacity of the church is 150 persons maximum. This level shall not be exceeded due to fire safety regulations.

When the number of guests exceeds 25, a rehearsal is required to review the rules and regulations to be adhered to for the use of the Church.

Payment in full for use of the Spurwink Church must be received at the time of rental. Checks should be made payable to the Town of Cape Elizabeth. The reservation form and payment must be returned within ten (10) days to secure the date and time of rental. After the ten-day period, the reservation will be considered null, void and cancelled.

\*\$50.00 will be refunded after use of the church has been completed and a report of any damage or lack of damage has been reported to the Town Manager's Office.

A \$40.00 charge will be assessed at the time of any showing of the church and is payable to the Town of Cape Elizabeth at the time of showing.

Reservations will be approved in writing by the Church Greeter and a copy returned to the renter. Any requested changes to the original reservation must be made in writing to the Church Greeter. Approval or denial of changes will be at the discretion of the Church Greeter. Approved changes will be in writing and a copy returned to the renter. If a change is unable to be accommodated, the Church Greeter will submit the denial to the renter in writing.

Cancellation of the church reservation will result in the forfeiture of the \$50.00 security deposit if cancelled 6 months or more prior to the reservation date. If a church reservation is cancelled less than 6 months of the reservation date, all rental fees and security deposit will be forfeited.

The Town may cancel reservations due to unforeseen circumstances, events, or conditions or if the Town is unable to provide access to the church for any reason. In the case of a cancellation initiated by the Town, all reservation and deposit monies will be refunded. By completing the reservation form, the reserving parties are agreeing and acknowledging that in the case of a cancellation initiated by the Town, the Town will not be responsible for any consequential damages or any damages or expenses of any kind other than the return of the reserving parties' reservation and deposit monies.

Rentals shall be scheduled for 2-hour intervals. The church will be opened one hour ahead of the scheduled start time of the event and closed 1 hour after the scheduled start time of the event. For example, if the scheduled start time is 1:00 p.m. the church will open at 12:00 p.m. and close at 2:00 p.m. The church must be cleaned and clear of attendees and vendors by the time the church closes.

Rehearsals shall be scheduled for 1-hour so they must begin promptly at the scheduled start time. For example, if the scheduled start time is 5:00 p.m. the church will be available 5:00 – 6:00 p.m.

If there is more than one event scheduled on the same day, the opening time of the second scheduled event shall not be less than 1-hour within the closing time of the first. For example, if the first event begins at 1:00 p.m. the second event can not be scheduled to begin earlier than 4:00 p.m.

Event #1 Event Begins at 1:00 p.m.  
Church Opens 12:00 p.m.  
Event Begins 1:00 p.m.  
Church Closes 2:00 p.m.

Event #2 Begins at 4:00 p.m.  
Church Opens 3:00 p.m.  
Event Begins 4:00 p.m.  
Church Closes 5:00 p.m.

To maintain its non-denominational character, no regular services by any religious group will be approved.

All flowers and possessions must be removed within the scheduled time period and automobiles removed from the church parking area. Please remember that there are other weddings and functions scheduled that same day.

Flowers or other decorations may not be hung from or against the walls or windows, nor may any nails be used anywhere in the building. Furniture may be moved only with the permission of a Town representative and only a Town representative may ring the bell.

Burning candles and smoking are not permitted due to fire regulations. Confetti, rice, birdseed, flower petals (live or artificial) or any similar material may not be used in or near the church. Flowers or any material (live or artificial) may not be thrown in the aisle of the church. No food or beverage, alcoholic or otherwise, may be consumed.

Receiving lines may not take place outside the church due to nearby traffic.

Parking for events shall be in the lot across the street from the church. Parking in front of the church, along side of Route 77, on the grassy area and in the cemetery is restricted; however, the bride's vehicle or funeral vehicle may be parked in front of the church.

A representative of the Town of Cape Elizabeth will be present at all events to assist those using the Church, to answer any questions about the Church, and insure compliance with the above regulations.

It is requested that parties renting the Spurwink Church call the Church Greeter two weeks before their scheduled event to confirm times and dates.

**Organists:**

Shirley Curry	883-2320
Sylvia Infantine	774-8078
Gail Parker	799-1417