



Town Clerk
320 Ocean House Road
Cape Elizabeth, Maine 04107
www.capeelizabeth.com

Becky Malley
Church Greeter
207-252-2555
bamalley52@gmail.com

SPURWINK CHURCH

Reservation Form

Name of Renter _____ Name of Event _____

Address _____

Telephone Home _____

Cellular Phone _____

Telephone Office _____

Date of Rental _____

Scheduled Start Time _____

Date of Rehearsal (if applicable) _____

Scheduled Start Time _____

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. The church must be cleaned and clear of attendees and vendors by the time the church closes. More than one event may be scheduled on the same day.

Rehearsals shall be scheduled for 1-hour from the scheduled start time so they must begin promptly.

Number of Guests Expected _____ **(Not to Exceed 150)**

When the number of guests exceed 25 a rehearsal is required.

Reservation forms and Provisions for Use of the Spurwink Church will be provided to those wishing to reserve the Spurwink Church. The reservation form and payment in full (rental fee and security deposit) must be paid at the time of rental. 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.

Renters must read the Provisions for Use of the Spurwink Church and indicate on the reservation form they have read the Provisions and agree to the conditions set forth. Any questions should be directed to the Church Greeter.

Please make check or money order payable to the Town of Cape Elizabeth.

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.

I have read the regulations and "Provisions for the Use of the Spurwink Church" and agree to abide by the conditions set forth. I understand that Becky Malley, Church Greeter approves confirmation of this reservation. I understand changes to the reservation must be made in writing to the Church Greeter. Approval or denial of changes will be at the discretion of the Church Greeter.

Date _____

Signature

Please forward the completed reservation form and payment to:

***Town of Cape Elizabeth
Attn: Becky Malley, Spurwink Church
320 Ocean House Road
Cape Elizabeth, ME 04107***