

# ORRS ISLAND SCHOOLHOUSE

## RENTAL POLICIES & FEES

These policies are designed to enhance your enjoyment of the Schoolhouse and to ensure that it will continue to be available in good condition for others.

### RENTAL CONTACT

Melinda Richter 207-504-1235 or obifdschoolhouse@gmail.com

### CAPACITY

Accommodation of up to 100 people

### SCHEDULING

Calendar can be seen at [www.orrsislandschoolhouse.com](http://www.orrsislandschoolhouse.com)

### RENTAL FEES

	One day(24 hours)	Two days(48 hours)
Harpwell Resident	\$150	\$250
Non-resident	\$500	\$750
Public Non-profit Group	\$150 requested	

*Half of the rental fee is due along with the completed Rental Application and Credit Card Authorization Form. The rental fee and cleaning fee balance is due 14 days prior to the rental commencement.*

*Cancelation 30 days prior to event ensures return of fees paid.*

### CLEANING FEE

Cleaning fee \$100

### SECURITY DEPOSIT

A Security Deposit of \$200 taken in form of a credit card. The Deposit covers key loss, excessive cleaning, and damage.

Liability is not limited to this amount.

### GENERAL RULES

Hanging or attaching any items to the walls allowed only with "S" clips or command strips

No silly string, rice or confetti

No furniture, furnishings or equipment shall be removed from property.

Trash must be removed from schoolhouse property.

Rental price includes kitchen, tables, chairs, dishes, silverware, parking area and grassy area behind schoolhouse.

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### ALCOHOL

If you intend to have alcohol at your event, please let us know in the application. If your intent to sell alcohol you must obtain the required permits from the Town of Harpswell and the state authorities.

The Renter agrees to assume all liability for the use of alcohol while on the premises and compliance will all Maine state laws.

### INSURANCE

Insurance is required for events serving alcohol while on the premises during your rental period. Those events are required to hold an additional liability insurance policy.

Please provide the policy information via email.

### PARKING

Parking is available on both sides and behind the Schoolhouse.

Please do not park in front or on either side of the Firehouse.

### AFTER EVENT

Please ensure that the Schoolhouse is in the same condition as when you first arrived. If there is additional damage or clean-up required all expenses will be applied to the security deposit.

Please let us know if there were any problems (i.e., blown light bulbs, problems with appliances, etc.)