

SPRAGUE HALL RENTAL CONTRACT

I, _____ of _____ (Lessee) agree to the rental of Sprague Hall (Cape Elizabeth Grange Hall) at 1 Charles Jordan Road in Cape Elizabeth, Maine on _____, the _____ of _____, 2016
(day of the week) (date) (month)
for the amount of \$ _____.

By signing this Rental Contract, Lessee agrees to the following terms and conditions of use:

1. The person or organization (Lessee) using the Hall is responsible for all the cost of repairing all damages incurred during the time of use.
2. A certificate of insurance naming The Sprague Corporation as additionally insured must be provided prior to the event. Your insurance company may fax the certificate to (207) 772-2598.
3. The use or consumption of alcoholic beverage is discouraged. If alcohol is served, Lessee is required to include liquor liability as part of the Certificate of Insurance. (Caterer may provide this document.)
4. Lessee shall indemnify and hold The Sprague Corporation harmless from and against any liability, manage, penalties, judgments, or costs (including attorney's fees) associated with or relating to Sprague Hall arising from (i) any damages caused by any person occupying the premises with Lessee's permission, (ii) any loss, damage, claim, demand, suits, judgments or liabilities (including reasonable attorney's fees) to which The Sprague Corporation may be subject, arising from any injury or death to persons or property, or any claim on account thereof resulting from the use of Sprague Hall by Lessee or agents, guests and invitees of Lessee.
5. The Hall will be cleaned after the event and all trash will be removed from the Hall, grounds and/or premises.
6. The Hall is a **No Smoking** facility. If Lessee allows smoking outside the Hall at the event, *Lessee will supply* a non-flammable container outside for cigarette disposal.
7. Decorating or covering the light fixtures is not permitted.
8. Nails, thumbtacks, pushpins, tape, etc. are not to be used anywhere in the Hall.
9. The Hall **must be** closed by midnight.
10. A \$100.00 security deposit is required to hold the reservation. Checks should be made payable to The Sprague Corporation. This deposit will be refunded **only** if all of the above conditions have been met and no damage has occurred to the Hall, grounds and/or premises.

Lessee's Signature

Date

Tilly Hagen, Rental Agent
The Sprague Corporation

Date

Please note: The rental date(s) is/are not considered finalized until the Hall Agent has received the rental fee and a copy of the Certificate of Insurance.

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Rental Contract returned on: _____ Rental fee received on: _____

Certificate of Insurance received on: _____ Deposit returned on: _____