

PROVISIONS for USE of the SPURWINK CHURCH

Revised February 14, 2022

Rental Fees

Resident*	\$ 300.00
Non-Resident	\$ 400.00
Church Showing	\$ 40.00

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 qualify for the resident rate for a wedding, either the bride, groom, or a parent of either must currently reside in Cape Elizabeth. For a funeral or memorial service, the deceased individual must have previously lived in Cape Elizabeth. In the case of a christening, either the child or a parent of the child must currently live in Cape Elizabeth.

Due to insufficient heating, the building will be open for use only from May 1 to October 31. In October, all weddings, rehearsals, and other events must start no later than 6:00 p.m.

The maximum capacity of 150 persons must not be exceeded to comply with 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.

To secure the rental of Spurwink Church, full payment must be made in advance. Reservations and payments are handled through Cape Elizabeth Community Services. Please return the reservation form and payment within ten (10) days of placing a tentative hold to confirm your date and time. If not received within this timeframe, the reservation will be considered null and void.

*\$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 Community Services.

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

Reservations will be approved in writing by Cape Elizabeth Community Services, and a copy will be returned to the renter. Any requested changes to the original reservation must be made in writing to Community Services. Approval or denial of changes will be at the discretion of Community Services. Approved changes will be in writing, and a copy will be returned to the renter. If Community Services cannot accommodate a change, they will notify the renter in writing of the denial.

Cancellation of the church reservation will result in the forfeiture of the \$50.00 security deposit if canceled within six months of the rental date. If a church reservation is canceled less than six months from the reservation date, all rental fees and security deposit will be forfeited.

The Town of Cape Elizabeth reserves the right to 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 event of a cancellation initiated by the Town, all reservation and deposit fees will be fully refunded. By completing the reservation form, the reserving parties acknowledge and agree that if the Town cancels, it will not be held responsible for any consequential damages or any other expenses beyond the refund of the reservation and deposit fees.

Rentals will be scheduled in 2-hour intervals. The church will open one hour before the scheduled start time of the event and will close one hour after the event begins. For example, if the event is set to start at 1:00 p.m., the church will open at 12:00 p.m. and close at 2:00 p.m. The church is cleaned and free of attendees and vendors by the time it 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 after 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 start earlier than 4:00 p.m.

Event #1		Event #2
Church Opens 12:00 p.m.		Church Opens 3:00 p.m.
Event Begins 1:00 p.m.		Event Begins 4:00 p.m
Church Closes 2:00 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 personal items must be removed within the rental period, and all vehicles must vacate the church parking area. Please remember that there may be other weddings and events planned for the 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 is located in the lot across the street from the church. Parking in front of the church, alongside 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 Town representative will be present at all events to assist those using the Spurwink Church, to answer any questions about the Church, and to ensure compliance with the above regulations.

Renters of Spurwink Church should contact Cape Elizabeth Community Services at 207-799-2868 two weeks before their event to confirm times and dates.

Organists:

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Gail Parker	207-205-5545