



## SPURWINK CHURCH RENTAL REQUEST

Renter Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Name \_\_\_\_\_

Names if Couple \_\_\_\_\_ & \_\_\_\_\_

wedding ceremony

funeral

commitment celebration

memorial service

vow renewal

christening

Rentals shall be scheduled for 2-hour intervals. The church will be opened one hour ahead of the scheduled start time and close after the event. The church and parking area 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.

Event Date \_\_\_\_\_ Expected Number of Guests \_\_\_\_\_ Scheduled Start Time \_\_\_\_\_  
(Not to exceed 150)

When the number of wedding guests exceeds 25 a rehearsal is required. Rehearsals shall be scheduled for 1-hour from the scheduled start time so they must begin promptly.

Rehearsal Date \_\_\_\_\_ Scheduled Start Time \_\_\_\_\_

Upon receipt of a completed form, payment and approval of a Rental Request an email confirmation will be sent.

Renter Name \_\_\_\_\_

The reservation request and payment in full must be paid within ten days to secure the date and time of the rental. After the ten-day period, the reservation is considered null, void and canceled.

	<u>Resident</u>	<u>Non-Resident</u>
Rental (includes \$50 refundable deposit)	\$300.00	\$400.00

- To obtain the resident rate for a wedding, commitment ceremony or vow renewal 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.

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_

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

The Town of Cape Elizabeth 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 Use of the Spurwink Church" and agree to abide by the conditions set forth. I understand that Cape Elizabeth Community Services approves confirmation of this reservation. I understand changes to the reservation must be made in writing to Community Services. Approval or denial of changes will be at the discretion of Community Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed reservation form and payment to Cape Elizabeth Community Services at 343 Ocean House Road Cape Elizabeth, ME 04107. *Make checks payable to the Town of Cape Elizabeth.*

Total Paid \$ _____	Cash/Check No. _____	Date Received _____
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