



35 Western Ave, Lower Village Kennebunk, ME 04043  
[www.rivertreearts.org](http://www.rivertreearts.org) // 207.967.9120

**RENTAL AGREEMENT FORM**

Name of Person / Organization Booking The Event: \_\_\_\_\_

Is Organization a Nonprofit?\_\_\_\_\_ If yes, nonprofit ID#\_\_\_\_\_

Contact Person:\_\_\_\_\_

Contact Phone:\_\_\_\_\_ Email:\_\_\_\_\_

Mailing address:\_\_\_\_\_

Date of Event:\_\_\_\_\_ Purpose of Event:\_\_\_\_\_

Time(s) Required: (Set-up and Clean-up times must be in the hours)

From \_\_\_\_\_ To\_\_\_\_\_ Event Start Time\_\_\_\_\_

Please check rooms requested: \_\_\_ Gallery \_\_\_ Performance Hall \_\_\_ Art Room

Approximate Number of Attendees:\_\_\_\_\_

**RATES: Non-Profit/Individual**

Monday – Thursday (during regular office hours) : \$50/hr rental fee

Friday-Sunday and all Federal Holidays : \$65/hr rental fee

**RATES: For-Profit/Business**

Monday – Thursday (during regular office hours) : \$65/hr rental fee

Friday-Sunday and all Federal Holidays : \$75/hr rental fee

(50% of rental fee is required for deposit at time of booking) RENTAL FEE: \$\_\_\_\_\_

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For Office Use Only	
Rental OK'd by: _____	Date: _____
Confirmation notice sent to renter: _____	
Deposit \$_____	Date paid: _____

**RENTAL POLICIES**

- Renters provide their own linens, utensils, glassware, decorations, art supplies etc.
- Forms of accepted payment: Cash, Checks, Debit, Credit Cards (MC or VISA)
- Checks are made payable to: River Tree Arts
- A 50% deposit is required at the time of booking the event
- Balance of rental fee is due on the day of the event
- Cancellations: A full refund will be given if the cancellation notice has been received at least 14 days prior to the event. The deposit will not be refunded for less than 14 days notice.
- Any damage to equipment or facilities, other than for normal use, shall be the responsibility of those renting the facility.

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**CHECKLIST: failure to follow the checklist will incur further charges**

- Rooms must be returned to their original state.
- All garbage to be placed in garbage cans and trash bags to be tied closed.
- Chairs must be folded and put away.
- Brown metal chairs must be returned to basement closet.
- Tables must be folded & put away.
- Kitchen must be left clean: no leftover food or drinks, sink empty, trash removed.
- All windows closed.
- Heat turned down to 62.
- Air conditioners turned off.

\_\_\_\_\_  
Renters Printed Name

\_\_\_\_\_  
Renters Signature

\_\_\_\_\_  
Date

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RTA Staff

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Date