

CONTRACT FOR RENTAL OF PORTLAND FRIENDS MEETING HOUSE

Name of group or person _____

Name of event _____

Number of people expected _____

Contact person _____ Phone _____

Address _____

E-Mail Address _____

Date(s) of rental Time Area of Meeting House Needed _____

Rental Fee _____

I have read the page titled “RESPONSIBILITIES FOR RENTERS OF PORTLAND FRIENDS MEETING HOUSE” and agree to abide by its requirements. I understand that if the Meeting House is not left in the condition as on arrival, I (we) will be charged for any necessary cleaning or damage beyond normal wear and tear. Portland Friends Meeting’s liability insurance does not cover use of the Meeting House by outside groups. You may want to arrange for your own insurance coverage.

Please ensure that both doors are locked when you leave by checking both front and back doors from the outside, even if you have used only one. Make sure that the key is returned to the lock box at the back door and that the code is scrambled.

We remind you that payment is due on or before the day of use unless other arrangement is made. Check should be made out to PORTLAND FRIENDS MEETING, with Rental in the memo line. You can leave the check in the donations box on the front table.

Thank you for your cooperation.

Signature _____ Date _____

Please sign and return to: **Muriel Allen**, 23 Penwood Drive, Portland, Maine 04102
207-420-1021; murielpfm@gmail.com