

## PROVISIONS for USE of the SPURWINK CHURCH

Revised September 1, 2015

Updated July 2017

### Rental Fees:

<b>Resident</b>	<b>\$ 250.00</b>
<b>Non-Resident</b>	<b>\$ 350.00</b>
<b>Security Deposit *(Refundable)</b>	<b>\$ 50.00</b>
<b>Church Opening</b>	<b>\$ 40.00</b>

The Spurwink Church of 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 obtain the resident rate for a wedding, 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.

**Full payment for use of the church must be received at the time of rental. Checks should be made payable to the Town of Cape Elizabeth. A security deposit of \$50.00 must be paid at the same time as the rental fee(s). The reservation form and payment must be returned within ten (10) days to secure the date and time of rental. After the ten-day period, the reservation will be considered null, void and cancelled.**

\*The security deposit will be refunded after the church use has been completed and a report of any damage, or lack of damage, to the Town Manager's Office has been received.

**Cancellation of the church reservation will result in the forfeiture of the \$50.00 security deposit if cancelled 6 months or more prior to the reservation date. If a church reservation is cancelled less than 6 months of the reservation date, all rental fees and security deposit will be forfeited.**

**A \$40.00 charge will be assessed at the time of any opening of the church and is payable at the time of opening.**

Because of inadequate heating, the building will be available for public use only from May 1<sup>st</sup> through October 31<sup>st</sup>. During October, all weddings, rehearsals and other events must begin no later than 6:00 p.m.

To maintain its non-denominational character, no regular services by any religious group will be approved.

Events shall be scheduled at 2-hour intervals. The church will opened one hour ahead of any scheduled event.

Rehearsals shall be at 1-hour intervals so they must begin promptly at the scheduled hour.

All flowers and possessions must be removed within the scheduled time period and automobiles removed from the church parking area. **Please remember that there are other weddings and functions scheduled that 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, rose petals or any similar material may not be used in or near 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 shall be in the lot across the street from the church. **Parking in front of the church, along side of 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.**

**The capacity of the church is 150 persons maximum. This level shall not be exceeded due to 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.

A representative of the Town of Cape Elizabeth will be present at all events to assist those using the Church, to answer any questions about the Church and insure compliance with the above regulations.

It is requested that parties renting the Church call the Town Representative, Theresa Hannigan, at (207) 767-6587 one week before their scheduled event to confirm times and dates.

**Organists:**

Sylvia Infantine	774-8078
Shirley Curry	883-2320