Chappaquiddick Community Center
Post Office Box 2966
Edgartown, MA 02539

The island of Chappaquiddick is so fortunate to have such a beautiful community center building. Built by the community, for the community. In that spirit the CCC has set in place policies and a flexible fee structure to encourage the use and access for all in our community.

Rental Application

Name of Renter/Organization with Contact name:

_____

Address: _____

Phone:_____

Mobile Phone:_____

Email: _____

CCC Subscriber: Yes/No Non-Subscriber's Sponsor:_____

Type of Event (please be specific – i.e. sit down dinner/cocktail party/fundraiser etc)

Date of Event:_____

Time: Start-End:_____Set-up Date/Time:_____Clean-up Date/Time: _____

Estimated Attendance:_____ Age Group: _____ Minors present: Yes/No

Caterer's Name/Contact:_____

Rental Equipment Drop-off Date/Time: _____ Rental Equipment Pick-up Date/Time: _____

Will Liquor be served*: Yes/No

*For CCC events only Beer & Wine allowed; please see # 9 in Building Use Guidelines for further information.

Equipment available:

(9) 8ft tables (8) Arm Chairs
(2) Card Tables (2) Large Wooden Tables
(100) Chairs (2) Sofas
(1) Projection Screen
Limited Kitchen Facility: refrigerator, microwave, dishwasher, gas stove NO COMMERCIAL KITCHEN CAPABILITIES

Will you be using Audio/Video? Yes/No (must provide own equipment)

Will you be using the projection screen? Yes/No

Will you be using the kitchen? Yes/No If yes, in what capacity? _____

Rental Rate Guidelines:

All Rental applications will be reviewed by the CCC Building Use Committee and such committee will make a recommendation to the CCC Board for approval/denial. The CCC reserves to right to deny an application. Wedding and Rehearsal dinners require a $500 per event refundable security deposit. All other rentals require an additional $100 refundable security deposit in the form of a separate check to be kept with the rental agreement.

- Weddings: $800
- Rehearsal Dinners: $400
- Children's Birthday Party: $25
- Advertised Public Event open to the Chappy Community: No fee
- Non-Profit Event: No fee but donations to the CCC recommended and much appreciated
- Events charging admission (concerts, etc): CCC will receive 30% of admission fee NOT to exceed $200
- Memorial Services: No fee
- Other: Fees determined by event & CCC Building Use Committee

Optional Services/Fees:

- Cleaning: $40/hour billed to renter
- Mosquito Spraying, etc: billed to renter

Renter hereby agrees to indemnify, defend and hold harmless the CCC, and its employees from and against any and all losses, claims, damage, liability, injury, compensation, expenses including attorneys' fees incurred by the CCC arising from the use of the facilities by Renter or Renter's guests or invitees that results in injury or property damage.

Your rental application will be reviewed by the CCC Building Use Committee and approval returned to you within 2 weeks. Rental will be considered confirmed with a signed agreement, security deposit and 50% of rental fee. Please make checks payable to CCC. Your signature below acknowledges that you have read, understood and will abide by the CCC's Building Use Policy and Guidelines.

_____

CCC Signature Date

_____

Renter Signature Date