

About the Facility

The Brick Store Museum's Program Center is located just behind the Museum at 4 Dane Street. The structure began its life as a home in the 1850s. As the Museum grew, founder Edith Barry purchased the building to create the New Art Center Workshop; and later it became the Museum's Program Center. The front of the building is dedicated rental space for local businesses.

The Museum offers its Program Center for business-related events and small personal celebrations, in accordance with the following guidelines and subject to availability. With a flexible auditorium layout – which can offer comfortable theater-style seating for up to 65 people or tables for up to 40, this space is ideal for business retreats, meetings, small-format presentations, training sessions, and small personal celebrations (like birthdays or retirement parties).

Please review the following guidelines before submitting your application.

Rental Details

The use of the facility includes: Wi-Fi, a small stage, wall-mounted audio-visual screen, podium (no microphone), heat/air-conditioning, a breakout room, two restrooms, and a small prep kitchen. Users are responsible for providing any other audio-visual equipment they might need.

- WiFi
- Small stage
- Heat/Air Conditioning
- Two restrooms
- Podium
- Presentation screen
- Maximum of 75 chairs

The Museum can provide the following if they are requested ahead of time, depending on availability:

- Digital projector (VGA and HDMI connections)
- Portable microphone and speaker (small)
- Staff assistance (for additional fee; day-of requests cannot be accommodated)

Fees

Use of the Program Center is subject to a modest rental fee. This revenue helps the Museum defray costs associated with setup, heating/cooling, electricity, and maintaining the space. These fees also support the nonprofit work of the Brick Store Museum's mission. Thank you for your support!

Area Rental	Cost
Auditorium (only)	\$20/hour (<i>max: \$120/Day</i>)
Full Center rental (auditorium, gallery, kitchen) in off-hours/off season	\$25/hour (<i>max: \$150/Day</i>)
Full Center rental (auditorium, gallery, kitchen) during business hours/open season	\$35/hour (<i>max: \$210/Day</i>)
Tent Rental (summer months only)	\$75 daily set up fee

501(c)(3) non-profits are offered a discount by request. This discount includes 40% off the rental of indoor space. Discount excludes tent set-up fee and the following additional fees.

Additional Fees (if applicable):

Fee Type	Cost	Description
<i>Additional help for your event:</i>		
Set up for event	\$10	The Program Center typically features auditorium-style seating (rows of chairs). If you would like a staff member to set up the room to your needs (and save you some set up time), please select this option. Otherwise, you are welcome to set up the room yourself.
Staff Assistance and/or Presence at your event	\$20/hour	Are you in need of museum staff assistance and/or presence at your event? Please let us know. We look forward to assisting you.
Table linens (white or cream)	\$10 per table	Round or rectangular table linens (all you have to bring is the decoration!)
<i>Issue-based fees:</i>		
Excess Waste	\$20	Please remove all trash that does not adequately fit into the trash cans provided. Decorations left hanging are included in this fee.
Alarm Event	\$25	Early entry will result in a burglar alarm, requiring staff and/or KPD response.
Early Access	\$50	Do <i>not</i> enter the facility before your scheduled time, even if it is unlocked.
Lights/Units Left On	\$15	Renters are asked to turn off ALL indoor lights, and any power used during rental (i.e., air-conditioning unit). Heat must be turned down to 65 degrees.
Lock/Door	\$75	For after-hours meetings, if the entry key is taken with you instead of replaced in the lockbox; and/or if any door is left unlocked after your exit.

Rental Rules & Guidelines

Please read the rules thoroughly and let us know if you have any questions.

General Rules:

- 1) Holding Your Reservation: A valid credit card is required to hold your reservation and to cover any damages done to the Program Center (fees listed on page 2). You will not be charged otherwise.
- 2) Cancellation: You may cancel your reservation for a full refund until one-month before your rental date. After this deadline, you will receive a refund minus a \$25 fee per rental day.
- 3) Open Flame: Due to the nature of our historic buildings and collections contained within: smoking, open flames, sterno burners, etc., are *strictly prohibited*.
- 4) Alcohol: Alcohol is *strictly prohibited* without permits provided to the Museum in advance.
- 5) Use of gardens: Use of the Museum's outdoor gardens and spaces is strictly prohibited unless specifically approved by Museum staff.

Preparing for Your Rental:

- 1) It is the responsibility of the person/group using the Program Center to make arrangements for all set up and tear down work. Please make sure to include time for both in your request for rental time.
 - a. It is understandable that you may need extra set up time on the day prior. Because it restricts use of the space by other groups/the Museum, rent will be charged for the time you need.
 - b. The Museum *does not* set up the facility for you, unless you request this additionally (an hourly staff fee will be charged).
- 2) Please *do not* enter the Program Center prior to your stated arrival time. Early entry can interrupt other rental groups using the facility, and/or set off the Museum's alarm system. Fees may be charged.
- 3) A certificate of insurance is required for all private and commercial events.
 - a. The Certificate of Liability Insurance must state under Description of Operation: Brick Store Museum is an Additional Insured as respects the [function] being held at the Brick Store Museum Program Center at 4 Dane Street, Kennebunk, Maine. One million dollars (\$1,000,000) will be considered the minimum amount of liability coverage acceptable to the Museum. Every renter (private, commercial, nonprofit, etc.) will be required to sign an agreement holding the Museum harmless for liability from the activity taking place in the Program Center.
- 4) The Museum and its staff members/volunteers are *not* responsible for any advertising, press releases, or signage for your event. Staff is responsible for opening/closing the Program Center *only*. If you are interested in an official Museum Partnership event, please contact us.

During Your Rental:

- 1) There is NO stapling, nailing or hanging of any kind. Tape is only allowed if it is blue painters tape or Scotch tape. *The Museum cannot supply this for you.*
- 2) Everything brought into the Program Center must be taken with you upon departure. This includes equipment, decorations, and trash bags (excluding bathroom trash cans). Disposal of restroom trash (not overflowing) is included in your rental fee. All other trash must be taken with you, or you will be charged a cleaning fee of \$50.
- 3) Please leave the space as you found it, unless otherwise directed by Museum staff.
- 4) NO OPEN FLAMES, CANDLES, INCENSE or any other materials that require fire/matches/open flames. Please keep in mind that you are renting an historic building!
- 5) The Museum is a smoke-free campus. There is no smoking in any part of the facility or grounds.
- 6) *Do NOT* leave the door open and unattended during your event. We have friendly animals living in the downtown area and they *will* walk into the Program Center when the door is open.

IMPORTANT INFORMATION FOR YOUR EVENT:

Insurance:

Renter is required to provide a copy of his/her homeowner's insurance naming the Brick Store Museum as an additional insured prior to the event. The policy must provide at least \$1,000,000 damage limit to insure against *all* liability of renter, the Brick Store Museum, and its representatives, arising out of and in connection with the renter's use of the facility.

Use of the Museum's Name:

Please *do not* use "Brick Store Museum" in your event name, advertising, or invitations. It confuses your guests and participants, resulting in calls and questions to the Museum that we are unable to answer properly. In your invitations/announcements/directions, please clearly state "At the Brick Store Museum's Program Center at 4 Dane Street."

Parking:

Parking is available on Dane Street (parallel parking, on same side of street as the Program Center). *Do NOT* park on the opposite side of the street, you *will* be ticketed and/or towed); the Town Hall parking lot (especially on nights and weekends); and on Main Street (parallel and in municipal lots).

Arrival and Departure:

Renters are NOT allowed to enter the facility prior to the time stated on the rental contract. This will set off the Museum's alarm system and the police will be called. If you need to adjust your rental hours, please contact the Museum ASAP at (207)985-4802. Time change requests immediately prior to your event are not guaranteed.

After-Hours Policy:

If your rental takes place outside of the Museum's business hours (Tuesday – Friday 10:00am – 5:00pm; Saturday, 10:00am – 4:00pm; Sunday, 12:00pm – 4:00pm), you will be sent a document titled *After-Hours Rental Guidelines* to outline rules for accessing and departing the facility.

Alcohol Policy:

Please request the Museum's *Alcohol Policy* if you are planning on including service of alcohol at your event.

Health and Facility Emergencies:

In case of emergency, please call Kennebunk Police Department at 985-6121 (or 911 in any emergency)

Lock Out/Damage/Facility Issues:

In case of lockout, damage, or other facility issues that occur after business hours, please contact the Museum's Director (with contact information you will be provided).

To Prepare for Your Event:

- Please provide your guests/participants with the correct time, address, and directions to the Program Center; and directions for acceptable parking areas (as described above).
- In your invitations/announcements/directions, please clearly state “At the Brick Store Museum’s Program Center at 4 Dane Street.” On your invitations/announcements, make sure to include:
 - Your name/event name
 - Contact information for attendees with questions
 - Directions to the Program Center:

The Program Center is the yellow building located behind the Brick Store Museum at 4 Dane Street in Kennebunk. From the Museum's front sidewalk, walk down the path to the left of the Brick Store building. Follow the stone steps and the brick pathway to the Program Center.

- Please bring clearly-printed signage for your event. An A-Frame sign will be provided to you to secure signage. You will need 4 signs total:
 - One sign for the Main Street sidewalk
 - Two signs for the A-Frame outside the Program Center entrance
 - One sign for the fence between the parking lot and the Program Center
- Please bring your “Closing Checklist” with you (attached to this packet), to check off important items and leave in the room after your departure.
- Winter Warning: If you are renting in the winter months, please be aware that ice and snow accumulates around the Program Center (we love Maine!). Museum staff will make every effort to clear snow and ice; however, some pathways may not be open/accessible during the winter.



117 Main Street | Kennebunk, ME 04043
(207)985-4802 | brickstoremuseum.org
Release & Indemnity Agreement

In consideration of the permission given, to the undersigned, by the Brick Store Museum, allowing use of the Program Center, for the year of _____, the undersigned, _____ (name of organization/individual) does forever release, discharge and covenant to hold harmless the Brick Store Museum and any other person, or agent of said Museum charges or chargeable with responsibility or liability for the Brick Store Museum Program Center their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages, costs, expenses, costs, expenses, loss of services, actions and causes of action, arising out of any act or occurrence up to the present time, and particularly on account of all personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter be sustained, in consequence of the use by _____ (organization/individual) of said Program Center on the year specified above.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement, that it shall apply to all unknown and unanticipated injuries and damages directly and indirectly resulting from the said use, as well as to those, which are presently foreseeable.

Signature of Responsible Party

Date



117 Main Street | Kennebunk, ME 04043
(207)985-4802 | brickstoremuseum.org
Rental Application

Scheduling for the Program Center is managed by Alex Fletcher, Museum Services Associate. If you have questions or would like to submit your application, please contact Alex at afletcher@brickstoremuseum.org or (207)985-4802.

You are encouraged to contact the Museum at the above contact information *prior to* submitting your application to ensure that your requested date is available.

Contact Information

Organization: _____ Contact Person: _____

Phone: _____ Email: _____

Event Information

Date(s) requested: _____

Time in: _____ Time out: _____ (*Times must be inclusive of set-up and tear-down.*)

Type of Event: _____

Planned room set up (*how will you be using any facility furniture?*): _____

Notes on event: _____

Anticipated number of attendees: _____

Total number of hours rented: _____

Additional services requested (check all that apply):

Full Center Rental during Museum hours (Bauman Gallery *closed* to public)

Tent Rental (\$75 set up fee)

Staff assistance for event, \$20/hr. (Detail: _____)

After Hours rental (After Hours Policy needed)

___ Alcohol served (Alcohol Policy needed)

___ Courtyard use (staff acceptance required)

___ Technology, A/V tools (Details: _____)

___ Table linens (\$10 per) (amount and type requested: _____)

___ Museum Member discount* (\$10 off)

___ Nonprofit Discount (40% off) *Applicable to 501(c)(3) non-profits only. Available by request.*

___ Other: _____

** The Member discount is applicable only to the renting party; i.e., individuals renting can apply their individual member benefit, and business/organizational members can apply their Business Member benefit to the rental. Due to IRS and insurance guidelines, we cannot offer discounts to individuals renting on behalf of an organization or business.*

TOTAL rental fee (hourly rental + additional services): _____

Credit Card Information:

The Brick Store Museum requires that all renters provide a valid credit card in the event of damage to the facility. The Museum *does not* charge a security deposit.

Please check here if you would like your Rental Fee to be processed using this card: ___

Card Number: _____ Exp. Date: _____ CVV: _____

Name on Card: _____ Billing Zip Code: _____

Payment in full is requested with your application. Please send your completed application, payment, signed Indemnity Agreement, and any insurance forms to:

Brick Store Museum, 117 Main Street, Kennebunk, ME 04043

By signing this document, I understand that the above named party will be responsible for any damages to the facility during its use. I agree that the Brick Store Museum will not be held liable for any personal injuries that might occur and agree to indemnify and hold the Museum, its members, employees, officers and directors harmless from any and all demands, claims and actions relating thereto.

Signature (& title, if applicable)

Date

CLOSING CHECKLIST

As you are packing up, please use this checklist to ensure the facility is closed properly. As you are ready to depart, please leave your filled-out checklist in the box on the Kitchen Counter.

NAME/Organization: _____

Date Rented: _____ Time In: _____ Time Out: _____

Please check all that apply:

- Heat turned down to 65 degrees
- Air conditioning turned off
- All indoor lights turned off
- All windows are closed and locked
- Water/toilets are not running
- Food/beverage in refrigerator or freezer are taken out
- Extra trash is taken with me
- Auditorium has been picked up and swept (cleaning supplies in Kitchen)
- Chairs folded and stacked (unless otherwise noted by Museum Staff)
- Doors closed and locked:
 - Dane Street (auditorium)
 - Kitchen door (facing Museum)
 - Courtyard door (lock after departing)
- Any physical damage or facilities issues? If yes, what? _____

NOTICE:

If damage is found and/or issue-based fees (*see fee schedule*) are required, the renter will be liable for these costs. Your credit card will be charged unless you request a different payment type within 36 hours of your rental.