

Cataumet Civic Associates, inc

PO Box 277, Cataumet, MA 02534

info@cataumetca.org

USE OF CATAUMET TRAIN DEPOT RESERVATION REQUEST

INDIVIDUAL OR ORGANIZATION _____

ORGANIZATION REPRESENTATIVE _____

ADDRESS _____

PHONE _____

EMAIL _____

TYPE OF FUNCTION _____

DATE REQUESTED _____ TIME EVENT BEGINS _____

TIME OF ACCESS TO BUILDING _____ APPROXIMATE FINISHING TIME _____

APPROX # OF ATTENDEES _____ WILL THERE BE A FEE FOR ATTENDING? NO ___ YES ___

(~~max occupancy 40~~) COVID GUIDELINE – maximum occupancy 10

IF YES, WHAT IS THE FEE? _____ IS THE PUBLIC INVITED? NO ___ YES ___

RENTAL FEE _____ cash _____ check _____ DATE _____

CCA INDIVIDUAL MEMBER--- \$25 NONMEMBER - \$50

BUSINESS/PROFESSIONAL RENTAL MEMBER RATE: \$50 FOR 3.5 HOURS; \$75 FOR OVER 3.5 HOURS

NONMEMBER (\$75- UP TO 3.5 HOUR EVENT; \$125- OVER 3.5 HOURS.)

NOTE: If children are to be present, there must be at least one adult responsible for their supervision.

ALL INSURED ORGANIZATIONS MUST PROVIDE US WITH A PHOTOCOPY OF THEIR CERTIFICATE OF INSURANCE.

EQUIPMENT AVAILABLE: (8) 6 FT tables and (30) chairs, bench seats 4/5; refrigerator, coffee pot

I have read the rules for use of the Cataumet Train Depot, and agree to abide by them and to the payment of all fees. I further agree to leave all facilities in the same condition as found. Groups and individuals using the depot do so at their own risk. Neither the Cataumet Civic Associates, Inc. nor the Bourne Conservation Trust assume and responsibility for injury to persons or property incurred while using the Depot facilities.

_____ Date ____/____/____

Signature

PLEASE CONFIRM YOUR RESERVATION WITH STEVEMSULLIVAN, FACILITIES CHAIR AT MADROSE36@GMAIL.COM OR BY CALLING 508-954-4454. THANK YOU.

CATAUMET TRAIN DEPOT USE OF SPACE POLICIES/RESPONSIBILITIES CHECKLIST

1. Arrange for building access.
2. Group is responsible for the setup of tables, chairs, etc.
3. Group leader is responsible for the proper behavior and noise level of attendees along with the care of the Depot /equipment.
4. Group will return equipment to its proper place, clean up and remove trash from the Depot.
5. Group will clean all surfaces used with disinfectant (provided)
6. Group will observe all Covid guidelines as mandated by state of MA and town of Bourne.
7. Group representative is liable for any damages to Depot or equipment.
8. The individual signing the application form assumes responsibility for the safety and security of those in attendance.
9. Occupancy is 40, although a maximum of 30 to 35 is recommended.
10 during Covid guideline
10. Smoking is not permitted in the Depot.
11. Access to the Utility Room is prohibited
12. Upon leaving, turn off lights, return thermostat to 50 degrees. .
13. Upon leaving, key is to be returned to the lock box, combination jumbled, and door is to be locked

Contact: Steve Sullivan, Facilities Chair
508-954-4454