

Cataumet Civic Associates, inc

PO Box 277, Cataumet, MA 02534

Facilities@CataumetCA.org

RESERVATION REQUEST FOR USE OF CATAUMET TRAIN DEPOT

INDIVIDUAL OR ORGANIZATION _____

ORGANIZATION REPRESENTATIVE _____

ADDRESS _____

_____ PHONE _____

EMAIL _____

TYPE OF FUNCTION _____ IS THE PUBLIC INVITED? NO___ YES ___

DATE OF FUNCTION _____ TIME EVENT BEGINS _____

TIME OF ACCESS TO DEPOT _____ APPROX END TIME _____

APPROX # OF ATTENDEES _____ (maximum allowed occupancy is 40)

IS THERE A FEE FOR ATTENDING? NO___ YES ___ IF YES, WHAT IS THE FEE? _____

RENTAL FEE _____ cash_____ check_____ DATE _____

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

BUSINESS/PROFESSIONAL RATES: MEMBER --- \$50 UP TO 3.5 HOURS; \$75 FOR OVER 3.5 HOURS

NONMEMBER --- \$75 UP TO 3.5 HOURS; \$125 FOR OVER 3.5 HOURS

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

EQUIPMENT AVAILABLE: Eight 6-FT tables, 30 chairs, 4 bench seats, sink, refrigerator, and coffee pot

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

Neither the Cataumet Civic Associates, Inc. nor the Bourne Conservation Trust assume any responsibility for injury to persons or property incurred while using the Depot facilities. 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. I acknowledge that groups and individuals using the Depot do so at their own risk.

_____ Date ____/____/____

Signature

PLEASE CONFIRM YOUR RESERVATION WITH STEVE SULLIVAN, FACILITIES CHAIR, AT

FACILITIES@CATAUMETCA.ORG OR BY CALLING 508-954-4454. THANK YOU.

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**CATAUMET TRAIN DEPOT USE OF SPACE POLICIES/REPONSIBILITIES
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 and equipment.
4. Group will return equipment to its proper place, clean up ,and remove trash from the Depot.
5. Group representative is liable for any damages to Depot or equipment.
6. The individual signing the application form assumes responsibility for the safety and security of those in attendance.
7. Allowed occupancy is 40, although a maximum of 30 is recommended.
8. Smoking is not permitted in the Depot.
9. Access to the Utility Room is prohibited.
10. Upon leaving, turn off lights, return thermostat to 50 degrees.
11. Upon leaving, door is to be locked, key is to be returned to the lock box, and lock box combination jumbled.

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