

**NORTH SHORE BEACH ASSOCIATION**  
**Community Building Usage Agreement**

**Please return completed form and deposit (check payable to NSBA)**  
**(\$250 for Nighttime event, \$100 for Daytime event.)**

1. User agrees to be responsible for any damages done to the premises during the event, including incidental damages done by caterers, etc.
2. NSBA WILL NOT be responsible for damages or loss of merchandise or articles left in the building or in guest's vehicles, or for the actions of any persons during or after the event.
3. NSBA Firehouse, Will not be responsible for delivers and pickups.
4. If the NSBA is unable to fulfill this contract because of reasons beyond their control (disaster, acts of God, etc.), payments will be refunded and neither party shall have any further responsibility or liability.
5. If your event is cancelled for personal reasons, \$100 of the deposit will be forfeited.
6. User agrees to abide by all rules and regulations including clean up procedure. Payment in full is due 7 days prior to event.

**CLEAN UP PROCEDURE**

1. \$100.00 of the deposit cannot be used towards payment of event. The \$100 will be refunded once cleanup procedures are completed and inspected.
  - A. NO CONFETTI OR RICE ARE TO BE USED INSIDE OR OUTSIDE THE BUILDING. (Bubbles are recommended for weddings)
  - B. Clean, fold and stack all tables and chairs in storage area. Use 2 people to fold and move the tables so as to not damage them.
  - C. Remove all food, personal items and decorations from the building.
  - D. Remove all trash from the premises (Inside and outside).  
Put in large trash cans outside the building.
  - E. Grounds must be cleaned as received.
  - F. Do not drive on grounds at any time, only park in parking areas.

**GENERAL RULES**

1. Air Conditioning or heating must not be adjusted by user.
2. Table or Chairs must NOT be removed from the building without permission in writing from building manager.
3. Seafood boils- water must be disposed of on the side of the building adjacent to the public beach in the rocks. Any other location will mean forfeiture of deposit.
4. No Frying of any kind shall be done inside the building or deposit will be forfeited.
5. Park in the lots provided or along the fence on the same side of the street as the building. Do not park across the street or in front of any residents' house.
6. Groups that exceed 50 people are required to have a Security Guard present.
7. NO SMOKING inside the building or risk forfeiture of deposit.

**AGREEMENT:**

**For the sum of \_\_\_\_\_ you will have access and use of:**

**Building:**  **Outside:**  **Table & Chairs:**

---

---

---

---

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ until  6pm Daytime event  
Estimated Attendance: \_\_\_\_\_  12am Nighttime event

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deposit Paid _____	Check Number _____	Date _____
Event Payment _____	Check Number _____	Date _____
Deposit Return _____	Check Number _____	Date _____