



## *Center Day Camp Rental Frequently Asked Questions*

1. *What services does the rental fee include?*

The rental fee includes usage of the property, including buildings being rented for the service and/or reception and other outdoor spaces (nature trails, fields etc.) Setup of up to 150 chairs for the ceremony is included for no additional fee. Recreational waterfront access requires a CDC-certified lifeguard; if you want to include swimming as part of your special day, please contact us for details. We also offer reception tables and chairs for up to 150 for an additional fee.

2. *Is it possible to rent for a night other than Saturday?*

During the peak season (June 1st-September 30th), the property can be rented for events taking place on Saturdays, with possible additional time available for setup on Friday night and/or cleanup on Sunday morning. During the low season (October-May), the property can be rented any day subject to availability, and additional setup/cleanup time may also be arranged. Contact us for additional information.

3. *Are other events scheduled on the same day?*

No. We rent the facility for one event at a time.

4. *How long will I have use of the event space(s) I reserve? Is there a minimum or maximum time?*

Rentals are available for specific blocks of time. During peak season, the full facility can be rented, which includes the Shwartz building. The rental fee includes on-site support from a maintenance director, as well as a parking attendant and chairs/setup for your ceremony (indoor or outdoor) for up to 150 people. For an additional fee, you may also rent the facility on the Friday before the event for setup, and/or on the Sunday following the event for cleanup for an additional fee. Rental group is responsible for cleanup. Please contact us for fees for additional time use.

5. *Do you offer on-site coordination for an additional fee? Will the coordinator supervise day-of? How much assistance can I get with setup/décor?*

A staff member will be on-site throughout the rental period to familiarize you with the property and help ensure you can use the space successfully. This is included in the price of the property rental. The renter is responsible for installing and removing all personal belongings and decorations.

6. *Can I hire my own vendors (caterer, coordinator, DJ etc.) or must I select from a preferred vendor list?*

Yes, you may hire your own vendors. Center Day Camp does not require renters to use particular vendors. You may bring in your own food or hire any caterer of your choice; all we require is a copy of their state Caterer's license and Certification of Liability insurance.

7. *Are there restrictions regarding what kind of music I can play? Can a live band be accommodated?*

There are no music restrictions and you are welcome to hire a band; they would need to bring and setup/take down their own sound equipment.



8. *Are tables, linens, chairs, plates, silverware and glassware provided, or will I have to rent them myself or get them through my caterer?*

Chairs for a ceremony for up to 150 people are provided and will be set up. We also have round tables and chairs for up to 150 for the reception, which can be rented from CDC. We do not provide linens, silverware, glassware etc.

9. *Are there adequate restroom facilities?*

Yes; the Shwartz building offers accessible restrooms and we also have a bathhouse with restroom facilities a short walk from the beach.

10. *Can you accommodate physically challenged guests?*

The Shwartz building is accessible. The setting is rustic (there are no paved trails) but please contact us about your specific needs and we are happy to discuss ways we might support the transportation of someone who needs assistance around the property.

11. *What overnight accommodations do you provide?*

We do not offer overnight accommodations; we can recommend local hotels in the Portland area, and there is a Windham Microtel nearby.

12. *Do you have signage or other aids to direct guests to my event?*

Yes, and you are welcome to put up more, as long as signs are removed during cleanup.

13. *What is your alcohol policy?*

Alcohol is permitted on the premises, you can bring your own or have it served by a licensed caterer supplying a valid Maine Liquor Permit. In either case, we require a copy of a valid Certificate of liquor Liability Insurance with a minimum of \$1,000,000.00 coverage naming the Jewish Community Alliance as the additional insured.

14. *What is your payment and cancellation policy?*

Reservations for specific dates and times are secured when a signed contract and 50% non-refundable reservation deposit are both received. The remaining balance, along with insurance verification, is due 60 days prior to your event date.

15. *What type of insurance is needed?*

All renters must obtain general commercial liability insurance naming the Jewish Community Alliance as an additional insured, in the amount of \$500,000.00. In addition, if alcohol is served, the liquor liability insurance policy noted above is required.

16. *What is available for parking?*

There is enough parking onsite for approximately 30-35 cars; there is also a large parking lot at the top of the hill that can be used for parking and your guests can be bussed to the property. If you prefer guests arrive at the same time, a bus can also be rented to bring guests to camp from further away. During our camp season, we use Hudson Bus Lines to transport kids from Portland, and are happy to provide you with contact information.