



# Pavilion Rental Application

(Rental applications must be made no later than two (2) weeks before the event)

[www.townofportage.org](http://www.townofportage.org)

Name of Individual/organization: \_\_\_\_\_

Are you a non-profit organization: Yes ☐ No ☐

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/cell: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_ Length of Activity: \_\_\_\_\_(hrs)

**Will there be alcohol on the premises?** Yes ☐\* No ☐

\*All applications indicating alcohol will be on the premises must be signed by a **Law Enforcement Officer**.

## Conditions and Stipulations for the Use of Facility:

1) The rental fee shall be \$100, plus a \$50 refundable deposit fee which may be returned to the user if the facility is left in good & clean condition. All fees are to be paid at the Town Office no later than *one week* before scheduled date of event. If this is a Town Club or Organization, rental fee is \$20 with no deposit necessary.

2) At User's own expense, the User shall obtain a liability insurance rider through the Tenant Users Liability Insurance Program (TULIP) found on the Town website. This fee is not paid to the Town.

3) If applicable, the User shall:

A) Obtain a BYOB Liquor License at own expense from Maine Dept. of Public Safety if liquor/alcohol will be on site during function. Application link can be found on the Town website.

B) Provide a uniformed Law Enforcement Officer at own expense for all activities at which alcohol/liquor will be served and /or consumed. (Call Cyr Martin, Constable for Portage Lake at 207-435-6626)

D) Applicant(s) must agree to abide by all State of Maine laws.

4) The building and grounds shall be vacated no later than 12:00 a.m. Entrance to the building for decorating, etc., prior to the scheduled function will be allowed if no other activity is scheduled.

5) The User is responsible for providing a general clean-up of the building and grounds immediately following the event. All clean-up must be done before noon the day following the event, unless it is deemed necessary that the clean-up be done earlier due to the facility being used for another function.

6) The User shall be responsible for any and all liabilities associated with or as a result of this scheduled activity, including but not limited to property damages.

**7) Setting off of fireworks on the Pavilion grounds is prohibited.**

By affixing my signature to this application, I agree to all of the above conditions and stipulations, and I further agree to hold the Town of Portage Lake harmless and blameless in any possible litigation resulting from this activity.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Law Enforcement Officer's Signature (if BYOB): \_\_\_\_\_ Phone: \_\_\_\_\_

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**Rental fees** as set by the Board of Selectmen:

Cleaning Deposit:	\$50 (refundable)
Facility Rent:	\$100
Town Club/Organization	\$20, no deposit required

Facility Rental Fee : \$ \_\_\_\_\_  
Cleaning Deposit: \$ \_\_\_\_\_ (refundable)  
\_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_ Make checks payable to Town of Portage Lake

***Rental Fees and Deposits must be made at the same time, at least 1 week before event***

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**Office Use Only**

Approved: ☐ Not Approved: ☐  
Reason: \_\_\_\_\_

Deposit Amt.: \$ \_\_\_\_\_ Paid/Not Paid (circle one)

Deposit Amt. Returned: \$ \_\_\_\_\_ Date returned: \_\_\_\_\_

**If mailing information, send to Town of Portage Lake, PO Box 255, Portage Lake, ME 04768**

(This rental policy set by Board of Selectpersons with revisions and updates effective 6/2013; 8/19/2015, 1/18/2023, 2/15/2023)