



Town of Portage Lake

Municipal Building Rental Application

(Applications for the building must be made no later than one (1) week before the event)

Name of Individual/organization: _____

Address: _____

Phone: _____

Organization Contact Person: _____

Date of Activity: _____ Type of Activity: _____

Time of Activity: _____ Length of Activity: _____

Are you a non-profit organization (check one): Yes No

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**.

Will kitchen facilities be used? Yes (Additional fee applies) No

Conditions and Stipulations for the Use of Facility

1) The rental fee shall be based on the size of the group using the facility (see page 2 for pricing). A refundable deposit fee may be returned to the user if the facility is left in the same condition as before it was used by the renter.

2) The user shall, at his/her own expense, obtain Liability Insurance thru the tenant Users Liability Insurance Program (TULIP). See attached 2 pages (1st page description of Insurance Program--2nd page is 1st page of website (www.ebi-ins.com/tulip) & code number needed

3) The user shall (if applicable):

A) Obtain a Liquor License from Maine Dept. of Public Safety if liquor/alcohol will be on site during function. This includes BYOB.

B) Provide a uniformed Law Enforcement Officer for all activities at which alcohol/liquor will be served and /or consumed. (Call Cyr Martin, Constable for Portage Lake at 207-435-6626 or 207-435-2311)

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

4) The building and grounds shall be vacated no later than 1:30 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 3:00 p.m. 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) The user agrees that there will be no parking in the front of the Fire Department and Public Works garages, and that all overhead doors will be free from any blockages.
- 8) Seating capacity shall be limited to 175.

The Board of Selectpersons of Portage Lake reserves the right to accept or reject any and/or all applications.

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: _____ Phone: _____

Rental fees as set by the Selectmen:

Facility: (large room)

Parties of 30 or more people	\$100
Parties less than 30 people	\$50
Children's or small Birthday Parties	\$25

Security Deposit for all events regardless of party size (refundable): \$50

Kitchen Use (if stoves will be used): \$25

Conference Room: \$25

Conference Room Security Deposit (refundable): \$25.00

Facility Rental Fee:	\$ _____
Security Deposit	\$ _____
Kitchen Use Fee:	\$ _____
Conference Room Fee:	\$ _____
Conference Room Deposit:	\$ _____
	===== Total owed

Rental Fee and Security Deposit must be paid at the same time, at least 1 week before event.

Make checks payable to Town of Portage Lake

Office Use Only

Approved: Denied: Reason: _____

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

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

(this rental policy set by Board of Selectpersons on April 15, 1987, with revisions and updates effective: 9/23/1998, 10/30/200, 3/5/2003,6/2013; 11/20/2019)