



Pavilion Rental Application

(Rental applications must be made at least two (1) week before the event)

www.townofportage.org

Name of Applicant: _____

Are you a non-profit organization: Yes No

Mailing Address: _____

Contact Person if different from applicant: _____

Phone/cell: _____

Date of Activity: _____ Type of Activity: _____

Time of Activity: _____ Length of Activity: _____ (hrs.)

Will there be alcohol on the premises? Yes * No

*If alcohol will be on premises for a *public* event, a BYOB permit or liquor license issued to a caterer is required. See # 3 below.

Conditions and Stipulations for the Use of Facility:

- 1) The rental fee shall be \$100 a day, plus a \$50 refundable security 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/Organization, rental fee is \$20 with no deposit necessary.
- 2) 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. The user shall, at his/her own expense, obtain Liability Insurance through the Gather-Guard Insurance Program, code 0419-084. The link to the insurance rider is on the town's website; view Facility Rentals under the Recreation tab. Or go to <https://app.gatherguard.com/?v=0419-084> , choose "Get a Quote" and follow the steps.
- 3) For Public Events, 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. Skip this step if your event is catered and the caterer has a liquor license (please have caterer provide copy of license to the Town Office) or if it is a *private only event*.
 - B) Applicant(s) must agree to abide by all State of Maine laws.
- 4) Entrance to the building for decorating, etc., prior to the scheduled function will be allowed if no other activity is scheduled. The building and grounds shall be vacated no later than 12:00 a.m.
- 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.

7) **Setting off 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: _____

Rental fees as set by the Board of Selectmen:

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

Security Deposit : \$_____ Please pay separately with cash or check

Facility Rental Fee: \$_____

Total Amount Paid: \$_____ Cash or Check (circle one)

Please make checks payable to: Town of Portage Lake
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Rental Fees and Deposits must be made at the same time, at least 1 week before event

Office Use Only

Approved:

Not Approved:

Reason: _____

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

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

Signature for Return of Deposit

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; 6/25/2024)