



# Pavilion Rental Application

(Rental applications must be made at least two (2) weeks before the event)

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

Type of Event: Public\* or Private (circle one)

**If a Public Event: 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.

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## Conditions and Stipulations for the Use of Facility:

1) **The rental fee shall be charged for each day of use required for your event and is based on the size of the group using the facility (see page 2 for pricing);** there is no charge for the day after the event until 1 pm as it is built in to the agreement for clean-up. **A one-time \$50 refundable security deposit is required** at the time the application is received by the town office; please pay with a separate payment/check. This deposit fee may be returned to the user if the facility is left in good & clean condition after the function. All fees are to be paid at the Town Office no later than *one week* before scheduled date of event.

Portage Lake Town Club/Organization rental fee is \$20 flat fee with no deposit necessary.

2) **The user shall be responsible for 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 ONLY, the User shall:**

A) **Hire a caterer who has a valid liquor license OR 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. If catered, please have caterer provide copy of license to the Town Office). NOTE: Liquor/BYOB permits are not required if this is a private event only!

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. the day of the event/function.

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: \_\_\_\_\_

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

Events with 35 or more people	\$200
Events 15-35 people	\$100
Events less than 15 people	\$50
Portage Clubs/Organizations	\$20, no deposit required
Funeral/memorial Services	Free of charge

Security Deposit: \$ \_\_\_\_\_ Cash or Check (circle one)

Rental Fee: Number of Days \_\_\_\_\_  
X Fee per Day \$ \_\_\_\_\_  
= Total Owed: \_\_\_\_\_

Make checks payable to "Town of Portage Lake."

As stated in #1, there will be an additional charge equal to the appropriate rental fee for every day the facility is needed for the event beyond the day-of and 1/d day after for clean-up.

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**Office Use Only**

Approved:  Denied:   
Reason: \_\_\_\_\_

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

Deposit Returned Date: \_\_\_\_\_

**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, 4/2025, 3/18/2026)