



Municipal Building Rental Application

Applications must be received no later than one (1) week before the event

Name of Applicant: _____

Mailing Address: _____

Contact Person if different from Applicant: _____

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

Phone/cell: _____

Date of Activity: _____ Type of Activity: _____

Time of Activity: _____ Length in hours of Activity: _____

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

Type of Event: Public Private (circle one)

If Public Event: Will there be alcohol on the premises? *Yes No

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

Smoking of any kind is prohibited anywhere in the Town Hall or on the town hall premises, including the playground and ball field! Smokers may smoke in their own vehicles if necessary.

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 into the agreement. **There is a one-time deposit fee of \$50 for the Big Room rental (\$25 for conference room rental)** to be paid with separate payment from rental payment. This 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. If this is a Town Club or Organization, the rental fee is \$20 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 0419-085. The link to the insurance rider is on the town's website next to the rental application form. Or go to <https://app.gatherguard.com/?v=0419-085> , choose "Get a Quote" and follow the steps.

3) **If a public function, the user shall:**

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

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

4) **The building and grounds shall be vacated no later than 1:00 a.m.** on the date of your event. Entrance to the building for decorating, etc., prior to the scheduled function will be allowed if no other activity is scheduled. There is no smoking allowed anywhere on campus.

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 by 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 agrees that there will be **no parking in the front of the Fire Department and Public Works garage bay doors**, and that all overhead doors will be free from any blockages.

7) Seating capacity shall be limited to 130.

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: _____

Make checks payable to Town of Portage Lake

Rental fees as set by the Select Board:

Security Deposit for all events (refundable): \$50 Pay with separate check or cash

Facility: (Big Room & Book Room)

Parties of 30 or more people \$100

Parties less than 30 people \$50

Children's or small Birthday Parties \$25

Portage Clubs/Organizations \$20, no deposit required

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

Conference Room: \$25

Conference Room Security Deposit (refundable): \$25 Pay with separate check or cash

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

Facility Rental Fee: \$ _____

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.

Office Use Only

Approved: Denied: Reason: _____

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

Deposit Returned Date: _____

