



Town of Portage Lake

Rental Application for Pavilion

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

www.townofportage.org

Name of Individual/organization: _____

Are you a non-profit organization: Yes No

Mailing Address: _____

Phone/cell: _____

Contact Person: _____

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 \$50, 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 no later than one week before scheduled date of event.
- 2) The user shall, at his/her own expense, obtain Liability Insurance thru the Tenant Users Liability Insurance Program (TULIP) found on the Town website. This fee is not paid to the Town.
- 3) The user shall (if applicable):
 - A) Obtain a BYOB Liquor License 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 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 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) 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: _____

Rental fees as set by the Board of Selectmen:

Facility Rent: \$50
Cleaning Deposit: \$50 (refundable)

Facility Rental Fee/Donation: \$ _____
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

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)