

TOWN OF COLUMBIA FALLS

8 Point Street, PO Box 100

Columbia Falls, ME 04623

(207)483-4067

Fax: (207)483-3825

Monday – Thursday, 8:00 a.m. – 4:00 p.m.

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**UNION HALL POLICY / RENTAL AGREEMENT**

Thank you for your interest in the **UNION HALL** for your event. This guide has been created in order to maintain a safe, well-organized facility and to preserve this highly valued, historical local treasure for our community to use and enjoy well into the future. The Town of Columbia Falls Selectmen or their designee reserves the final right of approval for use of the building.

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**Order of Priority for use of the Town of Columbia Falls Union Hall is:**

**Town of Columbia Falls Municipal Departments**

**Town of Columbia Falls Municipal Boards and Committees**

**Town of Columbia Falls Resident/Group**

**Non-Resident/Group**

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Reservations may be made up to 12 months in advance only thru the Columbia Falls Town Office. Union Hall building hours are Saturday - Sunday, 8: 00 a.m. - 10:00 p.m.

- Signature on the rental application form will constitute agreement to abide by the rules for use.
- Failure to comply with the State of Maine Laws, Town Ordinances, or these contract rules will be considered sufficient grounds for refusal of further use of the Union Hall.
- The Town reserves the right to refuse the use of the Union Hall.
- The renter will be responsible for, and reimburse the Town of Columbia Falls for any damage to the building, its contents, grounds, or equipment.
- No furniture or equipment will be removed from the building or taken outside.
- The renter agrees to sign and return the attached Indemnification Form before the date of use of the Union Hall.
- The Town reserves the right to cancel a event at any time, even when it is in progress, should the renter, any guest, employee or agent of the renter violate any of the terms of this agreement.
- Space may be rented (weather permitting) from mid-April thru mid-November. Due to staffing constraints, the Union Hall will not be available on Easter, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, or Veteran’s Day.

**DEPOSIT/RENTAL FEES and RENTER LIABILITY:** This Agreement gives the contract holder (AKA: Renter) and event guests access to the Union Hall only. Use of other Town of Columbia Falls facilities or property is not permitted under this contract.

**RENTER MUST BE 21 YEARS OLD OR OLDER.**

**THE RENTER IS RESPONSIBLE AND WILL BE HELD ACCOUNTABLE FOR ANY AND ALL DAMAGES.**

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The renter or their designee must be present during preparation (facility decorating and/or catering set-up) and clean-up times.

The Town, their designee, and/or a Union Hall Committee Member will address any problems or concerns.

All personal property must be removed from the Union Hall as soon as possible at the end of the event as the Union Hall may be scheduled for use the next day. After the event, a Town designee will inspect the Union Hall for any damage and/or major clean-up and those costs will be deducted from the deposit if they were not satisfactory.

The renter must notify the Town of any damages accrued during this rental. In the event the damage and/or clean-up fees exceed the cost of the deposit, the contract holder will be liable and billed accordingly.

Caterers and or bands, DJ’s, bartenders, etc. will be noted on the rental agreement.

A certificate of **General Liability Insurance Coverage** listing the Town of Columbia Falls as an additional insured must be provided; this may be done as a rider on a homeowner’s policy. **A Release and Indemnification Form must be signed by the individual providing the General Liability Insurance Coverage.** The Certificate of Coverage **must** be faxed to the Town Office at 483-3825 prior to the event

**KEYS, FEES & DEPOSIT SCHEDULE:** A completed and signed application is required along with a 50% rental deposit to secure a date for the Union Hall. The rental deposit is non-refundable. Final payment is due seven (7) days prior to the event. A “clean-up” fee will be charged and returned only upon a “satisfactory” final inspection. **NOTE: All rates are subject to change.**

**For a weekend event (Friday- Sunday) -** All keys are to be picked up at the Town Office before the close of business on the Thursday prior to the event and are to be returned by 10:00 a.m. on the Monday immediately after the event.

**For an event during the week –** All keys are to be picked up at the Town Office, Monday – Thursday between 8:00 am – 4:00pm and returned the next day during the regular Town Office hours.

The Town of Columbia Falls Board of Selectmen may approve a waiver of the fees and deposit for residents and resident non-profit groups holding a benefit function where the fees/deposit would cause a hardship or substantially reduce the proceeds available for the benefit.

	DEPOSIT	RENTAL	TOTAL
Resident	\$25	\$25 per day	\$50.00
Non-Resident	\$50	\$50 per day	\$100.00

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**CANCELLATIONS:** Cancellation includes changing the agreed date to another. If cancellations are made within 10 days from the date of signing the rental agreement, half of the deposit will be refunded. After the 10<sup>th</sup> day, the total deposit is non-refundable. Deposit and rental fees are forfeited when events are cancelled with less than seven (7) days’ notice.

**CAPACITY:** The Union Hall has a seating capacity, with round tables, for approximately 120 people. Combined use of round and rectangular tables increases this to approximately 130 people. Seating without tables expands the capacity to approximately 200 people.

**PARKING IS VERY LIMITED:** Guests **may not** use the Handicapped entrance for event parking. The Handicapped entrance is to be used only to load and off-load handicapped guests. This access **MUST BE** kept open in the event there is an emergency to allow quick access for emergency response teams.

Renters and guests **may not** park at the United States Postal Office across the street from the Union Hall, Monday thru Saturday during the US Postal Office hours of operation.

**Vehicles left parked in the US Postal Office parking area during business hours or at the Handicapped entrance to the Union Hall will be towed at the owner’s expense.**

Parking is permitted in the US Postal Office parking lot after they are closed for the day. Vehicles may be parked on ONE SIDE only of Main Street and/or Point Street. Vehicles may also be parked down the Tibbettstown Road from US Rt-1 and also at the former Fire Station lot.

**SECURITY:** All exit lights must be on while the building is being used. All Union Hall exits must be kept unlocked, and clear and free from all obstructions while in use. At the Town’s option and at the Renter’s expense, the Renter may be required to provide one or more constable/police officers as may be determined by the occasion or the attendants. The Town shall make this determination after reviewing the application for reservation. If the renter desires constable/police supervision, arrangements must be made in advance and additional fees may apply.

**BEER/WINE/ALCHOLIC BEVERAGES (BWA):** BWA beverages may only be served inside the Union Hall. Under no circumstances may a bar be set-up outside, nor may drinks be taken outside the building for consumption.

If BWA beverages are to be consumed or served on the Union Hall premises, a Constable **must** be on duty at all times and proof of liability insurance must be attached to this application. A Maine State Tips Certified Bartender will need to be present to serve BWA beverages. Proof of certification must be presented and a copy on file with this application.

If required, a BYOB permit must be obtained from the Maine Bureau of Liquor Enforcement and a copy **must** also be attached to this application.

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**FIRE/SMOKING:** Smoking inside the Union Hall or within **50 feet** of the building is **PROHIBITED** (Maine Revised Statutes, Title 22). No open flame/fires are permitted (candles, etc. (exception: birthday cake candles on a birthday cake) either in or on the Union Hall property.

**UTILITIES:** If water or electricity is required for an event, outside the norm, (i.e. for an outdoor water slide or bouncy unity), there will be an additional charge of \$10.00 per utility, per day. Payment for these services is required in advance.

**DECORATING:** **3M COMMAND, SCOTCH WALLSAVER REMOVABLE TAPE, or PAINTER’S TAPE** are the only products allowed for decorating. **No string streamers, nails, screws, tacks, etc., are to be used.** Expenses incurred by damage caused by decorating will be deducted from your deposit. **NOTHING CAN BE HUNG FROM THE CEILINGS OR LIGHTS OR LIGHT FIXTURES.**

**MUSIC & SOUND EQUIPMENT:** No music is to be played after 10:00 pm. Renters **must** inform the band, DJ, etc. of this prior to the event.

**TABLES & CHAIRS:** Tables and chairs are NOT to be taken outside or from the building. Tables and chairs will be provided at no cost to the renter. The renter is responsible for set-up and take-down of all tables and chairs for their event. If more tables and/or chairs are needed for the event, the renter is permitted to bring their own. The Town of Columbia Falls is not responsible for any items left by the renter or guest(s) on the premises after an event.

**KITCHEN:** After the event, the Union Hall will be cleaned and all trash is to be removed from the premises. There are a limited number of janitorial supplies provided in the Union Hall janitor’s closet (i.e. mop, bucket, brooms). All other cleaning supplies (dish detergent, cloths, etc.) are to be provided by the renter.

**PETS/ANIMALS:** No pets/animals are allowed in the Union Hall. Certified service/support animals that are specifically trained to assist a person with disabilities are welcome.

**MISCELLANEOUS:**

- Bike riding, roller-blading, running and skateboarding are PROHIBITED on the Union Hall Handicapped drive or Union Hall premises.
- A responsible adult must accompany young children twelve (12) and under.
- Please do not touch artifacts or remove anything from the walls.
- Do not allow anyone to jump on or off the stage.
- Do not play the organ/piano with prior permission.



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any personal or bodily injury, death or property damages arising out of or resulting from, in whole or part, the sale, service, use or possession, lawful or otherwise, of alcoholic beverages during the undersigned’s use of the premises as above described.

The undersigned further agrees, for him/herself and his/her heirs and assigns to defend and indemnify the Town and its officials, agents and employees against all such suits, claims, and demands by any third party, including invitees and others, and to save them forever harmless therefore, and demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he/she has read and understands this Release and Indemnification and that it constitutes neither permission for nor foreknowledge of the unlawful sale, service, use, or possession of alcoholic beverages on the premises, and that if he/she is signing on behalf of another person or entity, he/she is authorized to do so and that such other person or entity intends to be fully bound hereby.

\_\_\_\_\_  
Town of Columbia Falls Representative

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Caterer and/or Bartender

\_\_\_\_\_  
Liability Insurance and License

LIABILITY INSURANCE MAY BE OBTAINED BY OBTAINING A RIDER ON YOUR HOME OWNERS POLICY OR THRU THE FOLLOWING:

[www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) and click on “Tulip Event Insurance – Purchase or Quote” and follow the prompts.

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REMINDERS

1. Check that all lights are off.
2. Check the bathrooms for cleanliness.
3. Remove all trash from kitchen and/or bathroom.
4. Wipe out the refrigerator/freezer.
5. Check and lock all windows and doors.
6. Sweep and wash all floors.
7. Ensure the thermostat is turned down to fifty (50) degrees during cold weather months. (November – April).
8. If the septic tank alarm sounds, please do the following:
  - a. Go to the breakers located in the hall to the right of the Rest Room,
  - b. Shut off the main breaker marked “Septic Tank Alarm”

This alarm does not mean the capacity of the tank has been reached.  
You may still use all plumbing for your event.

Please notify the Town Office after your event that the alarm sounded and is shut-off.