

TOWN OF ADDISON

Incorporated 1797

Town Hall Rental

A **\$25.00 save the date deposit** is required at the time of reservation and will be credited toward the hall rental fee. Reservations cannot be made without this deposit. There are no deposit fees if the event is to raise funds for the Town.

Cancellation Policy: The save the date deposit will be refunded if the reservation is cancelled by giving at least two weeks notice. If the event is cancelled giving less than two weeks notice the deposit will not be returned.

If the event is held during town office hours, the back door must be used.

Security Deposit: \$50.00 non-alcoholic functions
\$100.00 alcohol related functions

Security Deposit Policy: The security deposit will be refunded if the hall has been cleaned and there was no damage discovered.

A Certificate of Liability Insurance is required naming the Town as Additionally Insured, including the date/time of the event. Alcohol Related functions require Liquor Liability Coverage in addition to the Certificate of Liability Insurance.

Failure to provide the required insurance will result in a cancellation of the event.

Rental Fees	Hall	Kitchen
Town Resident	\$50.00	\$10.00
Non-Resident	\$65.00	\$15.00
For-Profit Organization	\$100.00	\$25.00
Non-Profit Organization	No Charge	\$10.00
Town Committee or AFD Auxiliary Member (for Personal or Non-Profit Use) one time only per year	No Charge	No Charge No save the date deposit (A security deposit is required)

Celebration of Life Events require \$25 to hold the date, along with the \$50 security deposit, and a Certificate of Insurance.

334 Water Street, PO Box 142, Addison ME 04606
{T} 207-483-4678 {F} 207-483-2153 {E} townoffice@addisonmaine.org
{W} www.addisonmaine.org

TOWN OF ADDISON

Incorporated 1797

Request for Town Hall Rental

Date of Agreement: _____

Sponsoring Individual/Organization: _____

Address: _____

Phone: _____

Email Address: _____

Contact Person: _____

Date of rental/use: _____ Security Code: _____

(4 Digit Numeric Code - *Must have before 1 week prior to event*)

Event/Use Description: _____

Approximate number of persons attending: _____

Open to the public: yes___ no___

Admission Fee Charged: yes___ no___

Selling Products/Services: yes___ no___

Space Required: Hall___ Hall & Kitchen___ Parking Lot Only___

Alcohol Served: yes___ no___

BYOB Function: yes___ no___

The sponsoring individual or organization must obtain prior authorization from the Addison Volunteer Fire Department Auxiliary to use cooking/serving supplies. The sponsoring individual or organization must clean the areas used after the event and use common sense by limiting the hours and noise from their event so as not to disturb the surrounding neighborhood. The sponsor takes full responsibility for the conduct of its friends, members, and guests.

Smoking is not allowed inside of the building.

TOWN OF ADDISON

Incorporated 1797

Alcoholic Beverages

Each organization or individual has to make its own choice about allowing alcohol to be consumed at its functions. If an organization or individual decides to allow the consumption of alcohol by BYOB or the organization or individual provides alcohol without charging a fee at a function to be held at the Town Hall Community Center, they will be required to provide proof of Liquor Liability Insurance and a Maine Department of Safety Permit for BYOB function. If the organization or individual decides to provide the alcohol for a fee, the organization or individual must do so only through a Licensed Provider who is Insured and in Compliance with the terms of his/her License and to provide Proof on Insurance. Provider will be required to provide proof of Liquor Liability Insurance.

The sponsoring organization or individual must sign the Release and Indemnification Agreement to defend, indemnify and hold harmless the Town, its Officers, Agents, and Employees from any consequences that may arise from the consumption of alcohol (see attached agreement).

The sponsoring organization or individual will be required to provide on premise law enforcement protection at any event where alcohol will be consumed. A minimum of two officers will be required.

The Town, at its own discretion, reserves the right to select users and events for the Town Hall Community Center.

Responsibilities of Sponsoring Organization or Individual

1. The sponsoring organization or individual will be responsible for all costs for repairs resulting from damages to the facility as a result of occupancy and use by the sponsoring organization or individual.
2. Any decorating that is done will be done in a manner that will not cause damage and after removal of said decoration the condition of the Town Hall Community Center will be as it was before the Hall was rented. Prior approval is required before items can be removed from the walls or items put up on the walls.
3. The BEANO machine is not to be moved or used.
4. Trash compactor is not to be used.
5. Tables and Chairs are to be cleaned and returned to the same location that they were located prior to the event.
6. After the event, the Town Hall Community Center will be cleaned, and all trash removed. The Hall must be returned to at least the same condition as it was prior to the event. Broom, mop and bucket, and floor cleaning detergents are provided by the Town. Dish washing detergent, cleaning cloths, vacuum cleaner, and other cleaning supplies are to be provided by the sponsoring organization or individual.

334 Water Street, PO Box 142, Addison ME 04606

{T} 207-483-4678 {F} 207-483-2153 {E} townoffice@addisonmaine.org

{W} www.addisonmaine.org

TOWN OF ADDISON

Incorporated 1797

Contract

It is mutually agreed, by the Sponsoring Organization or Individual and the Town that either party may by letter terminate this agreement.

The undersigned agree to all conditions stipulated in this agreement and to observe all State, Federal and Local laws and ordinance and all policies, rules and regulations of the Town.

I have received one set of keys, which I will return after the function during regular business hours. I take full responsibility for the safe keeping of the keys, making sure everything is turned off, arming/unarming the security system upon entering/leaving the building and locking up the town hall after the function.

(Please arrive 24 hours in advance to receive a set of keys and instructions to arm/unarm the security system. A four (4) digit code is required and if the key becomes lost, a \$200 replacement fee is required.)

Sponsoring Organization or Individual

Authorized Person: _____

(sign)

(print)

Date: _____

For Office Use Only

Proof of Liability Insurance Received: yes___ no___

If Alcohol Related

Proof of Liquor Liability Insurance Received: yes___ no___

Release and Indemnification Signed: yes___ no___

Maine Department of Public Safety Permit for BYOB Function Received: yes___
no___

Clerk Initials _____ Date _____