

COMMUNITY HALL RENTAL

CHECK LIST

- 1. Name Of Applicant: _____
- 2. Applicant Phone: _____
- 3. Date Hall is reserved _____
- 4. Rental Packet given to applicant Yes No
- 5. Application filled out and submitted Yes No
- 6. BYOB permit needed and signed? Yes No
- 7. \$10.00 BYOB permit fee paid? Yes No
- 8. BYOB permit approved by BOS? Yes No
- 9. \$500.00 fee/deposit paid Yes No Check#
- 10. Part time fee \$125.00 paid Yes No Check#
- 11. Insurance received via email Yes No
- 12. Community Hall key issued? Yes No
- 13. Hall Inspection approved? Yes No
- 14. Key returned? Yes No

Comments: _____

TOWN OF OTISFIELD

403 State Route 121, Otisfield, ME 04270
Voice: 207.539.2664 Fax: 207.539.2246



Community Hall Rental Rules/Agreement

1. Rental of Hall is to Otisfield Residents only
2. All requests of rentals are to be approved in advance. Call the Town Office to fill out form and date desired @ 207-539-2664 x 2
3. The fee for a single day of use will be **\$500.00**. This includes **\$300.00** for the rental and a deposit of **\$200.00** which is refundable upon inspection of the hall and return of the key.
4. Part time rental fee is available for 4 hours or less for a flat fee of **\$125.00**
5. Rental requires insurance, information is provided in application paperwork, with the exception of the part time rental.
6. In events where liquor is consumed a BYOB permit is required by the State of Maine with a **\$10.00** fee. Permit needs to be filled out and signed by the Select Board and submitted to the State of Maine prior to event. Permit is also provided in the packet.

PLEASE NOTE:

- a) An inventory of items will be taken before and after
 - b) The hall and grounds must be left in satisfactory condition before deposit will be returned. Privilege of the renter may be revoked in the future if Hall is left in an unsatisfactory condition.
 - c) Any and all damages will be charged against the deposit.
 - d) Please note: Oven/stove is for the heating up of foods only.
7. The hall may be used without a rental charge to Church, School or Civic Organizational groups such as, but limited to: Boy or Girl Scouts, Volunteer Firemen or Rescue, Health or Welfare Agencies (concerned directly with the citizens of Otisfield), Political Caucuses, literary, historical or educational groups, Otisfield PTA or other school concerned groups, such as may be specifically and individually permitted by the Select Board. All groups will be responsible for any damaged that occur while in their use. If the Hall is not left in satisfactory condition that group may lose their privilege of using the building.
 8. **NO PARKING** is allowed in the field across the road. You, as the renter are responsible for having any cars that parked there moved. Vehicles will be towed at their owner's expense.

9. Clean up includes:

- a. DO NOT SHUT OFF THE ELECTRIC CIRCUIT.
- b. Kitchen must be cleaned and refrigerator emptied and cleaned out.
- c. Turn of all lights and hot water heater.
- d. ALL trash is to be taken out with the renters.
- e. Floors are to be swept.
- f. 159 folding chairs and 18 folding tables are to be returned to racks and placed against the wall as they were found
- g. Please DO NOT touch or change any furnace controls and open all bathroom doors when you leave.
- h. During cold months please leave the cupboard doors open under kitchen sink so pipes do not freeze.

In order to assure the regulated use of the Community Hall, while permitting as much unofficial use as practical, with as little cost to the town as possible, the above policies wee established. Adopted November 25,1980 Amended March 1993., June 2006, September 2017, March 18.

I _____ have read the above policies and understand my responsibilities as the renter, and the “consequences if I do not follow the rules set forth.

Signature

Date

Phone Number

TOWN OF OTISFIELD

403 State Route 121, Otisfield, ME 04270
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**RELEASE AND INDEMNIFICATION FOR GENERAL LIABILITY
OF TOWN PROPERTY**

In consideration of the Town of Otisfield Maine permitting the undersigned to use or occupy the following property, _____,for the following purpose, _____,on the following date(s),_____20____, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, the undersigned's use of the premises as above described.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and demands by any third party, including invitees and others, and to save them forever harmless therefrom, and, upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this Release and Indemnification, and further represents that, if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity to be fully bound hereby.

Signature

Date

TOWN OF OTISFIELD

403 State Route 121, Otisfield, ME 04270
Phone: 207.539.2664 Fax: 207.539.2246
admin@otisfieldme.gov



INSURANCE FOR COMMUNITY HALL RENTAL

Your community has enrolled in a program which allows you the “user” of a municipal facility to secure cost-effective liability insurance that provides protections for you as well as your Municipality. Tenant User liability Program (Gather Guard Program) is a General Liability Policy written in the name of the tenants and the users of the public facility or venue.

The Town of Otisfield is a registered user of the Gather Guard program through Intact Insurance. Their assigned Entity ID Code is **0419-082**.

1. Go to: www.gatherguard.com
2. Enter Entity ID-Code: **0419-082**
3. Select the type of “Event” or “Activity” details.
4. Answer questions:

Have you held this event before?

If yes, were there any losses?

Will there be armed private security at this event? (off duty police not included)

5. Select Event Date
6. Get Quote
7. If you would like to proceed and purchase coverage, please complete the requested Contact & Credit Card information.
8. A Certificate of Insurance is issued in your name or Organizations name with a Certificate sent to your Municipality.

If you experience Technical difficulties or have questions about the eligibility or classification of your event, please contact Entertainment Brokers International at 1-800-507-8414 (8:30am – 5:00pm PST)

COMMUNITY HALL
CLOSING PROCEDURES:

1. Double check that stove top/oven is turned off.
2. Wipe down counters in kitchen and bathrooms.
3. Refrigerator/freezer emptied and completely cleaned out.
4. During cold months leave cabinet door open to kitchen sink so pipes do not freeze
5. Remove all trash, bathrooms trash also.
6. Sweep floors.
7. **Do not touch: furnace controls, electric heater controls in bathrooms, or Automatic External Defibrillator.**
8. Turn off all lights
8. All 159 folding chairs and 18 tables are to be returned to appropriate area/rack as they were found.
9. Make sure all four (4) doors are shut tightly and locked.
10. Remove all trash and bottles/returnables.
11. Return key to Town Office, if closed leave in mailbox to left of front door.



**Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement**

8 State House Station, Augusta, ME 04333-0008 (Regular Mail)
10 Water Street, Hallowell, ME 04347 (Overnight Mail)
Telephone: 207-624-7220 Fax: 207-287-3434
Email inquiries: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
Permit No:	
Deposit Date:	By:
Amt. Deposited:	
Cash Ck Mo:	

**Application for a BYOB Permit
\$10.00 (per day) Check Payable: Treasurer State of Maine**

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

Check One: Event Open to Public Private Event

Name of Applicant _____

Mailing Address: _____

Town/ City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

If Organization, name of responsible person: _____

Birth of Date of Applicant(s): _____

Location of Function: _____

Physical Address of Function: _____

Town/City: _____ State: _____ Zip Code: _____

Indoor Event Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: _____

Number of Persons attending: _____

Date of Function: _____ Time of Function: From: _____ To: _____

Name of Function: _____

(Note: By law, liquor can only be served from 5:00am to 1:00am of the next day, Sunday through Saturday. Function times cannot deviate from this statutory requirement.)

_____ Date

_____ Applicant Signature

_____ Print Name of Applicant

BYOB PERMIT DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

Submit completed forms to:

Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular mail)
10 Water Street, Hallowell, ME 04347 (Overnight mail)
Telephone inquiries: 207-624-7220
Fax line: 207-287-3434
Email inquiries: MaineLiquor@Maine.gov

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:

BYOB #: _____

APPROVED

DATED: _____

NOT APPROVED

ISSUED BY: _____

THE LAW

§163. B.Y.O.B. FUNCTION PERMIT

1. Permit required. A person may not hold a B.Y.O.B. function unless a permit is obtained from the bureau. The bureau may issue a permit that authorizes multiple B.Y.O.B. functions over a period of 12 months as long as the B.Y.O.B. functions are held at the same location. [2015, c. 106, §1 (AMD) .]

2. Application. A person must apply for a B.Y.O.B. function permit at least 24 hours prior to the proposed B.Y.O.B. function. The application must be on forms provided by the bureau and must be accompanied by a permit fee of \$10 for each day the function is to be held. The application must be signed by the B.Y.O.B. sponsor and must contain the following information:

A. Name and address of each person responsible for the B.Y.O.B. function; [1993, c. 266, §5 (NEW) .]

B. The date and the beginning and ending time of the B.Y.O.B. function; [1993, c. 266, §5 (NEW) .]

C. The location where the B.Y.O.B. function is to be held; [1993, c. 266, §5 (NEW) .]

D. The seating capacity of the location; [1993, c. 266, §5 (NEW) .]

E. Written approval of the municipal officers or a municipal official designated by the municipal officers, for the B.Y.O.B. function to be held at the location within the municipality; and [1993, c. 266, §5 (NEW) .]

F. Proof that the B.Y.O.B. sponsor is at least 21 years of age. [1993, c. 266, §5 (NEW) .]

[1997, c. 373, §36 (AMD) .]

3. Charges and fees. Charges paid by the general public for admission, food, mixers or other supplies used with liquor or storage or handling of liquor that belongs to the general public are not sales or gifts. [1993, c. 266, §5 (NEW) .]

4. Minors prohibited at B.Y.O.B. function. The B.Y.O.B. sponsor may not allow any minor not employed by the B.Y.O.B. sponsor or not accompanied by a parent, legal guardian or custodian, as defined in Title 22, section 4002, to remain at the premises of a B.Y.O.B. function.

A B.Y.O.B. sponsor may employ a minor only if the sponsor is present in a supervisory capacity.

[1993, c. 266, §5 (NEW) .]

5. Possession or consumption by minors. A B.Y.O.B. sponsor may not allow a minor to possess or consume liquor or imitation liquor on the premises of the B.Y.O.B. function. [1993, c. 266, §5 (NEW) .]

6. Consumption by intoxicated persons. A B.Y.O.B. sponsor may not allow a visibly intoxicated person to consume liquor on the premises of the B.Y.O.B. function. [1993, c. 266, §5 (NEW) .]

7. Violation of the state law. A B.Y.O.B. sponsor may not knowingly allow any violation of any state law on the premises of the B.Y.O.B. function. [1993, c. 266, §5 (NEW) .]

8. Right of access. A B.Y.O.B. sponsor shall allow a law enforcement officer to enter the premises of the B.Y.O.B. function at reasonable times for the purpose of investigating compliance with this Title.

Entry into the premises must be conducted in a reasonable manner so as not to disrupt the operation of the B.Y.O.B. function.

The investigation must be limited to those areas involved in the actual operation of the B.Y.O.B. function, including storage areas.

[1993, c. 266, §5 (NEW) .]

9. Violations. The following penalties apply to violations of this section.

A. A B.Y.O.B. sponsor that violates this section commits a civil violation for which a fine of not less than \$100 and not more than \$300 may be adjudged. [2003, c. 452, Pt. P, §2 (NEW); 2003, c. 452, Pt. X, §2 (AFF) .]