Town of Belgrade
CONTRACT FOR FACILITY USAGE
(Serving Alcohol)

Name of individual/organization responsible: _____
Address: _____
Telephone Number: (H) _____ (W) _____ (Mobile) _____
Type of organization: _____ Type of Event: _____
Date requested: _____ Set up Hours requested: _____ Rental Hours: (serving alcohol): _____ Clean up Hours: _____
Circle One:
Belgrade Resident Non Belgrade Resident

---------- CIRCLE FACLILTY THAT WILL BE RENTED?----------
BELGRADE COMMUNITY CENTER FOR ALL SEASONS **NORTH BELGRADECOMMUNITY CENTER**

Fee Structure: (Choose Low, Moderate or High) These fees AS WELL AS *REGULAR FACILITY USE FEES will be applied to the rental.

Risk	**Low**	**Moderate**	**High**
Type of Alcohol	**Champagne Beer, Wine**	**Champagne, Beer, Wine**	**Champagne, Beer, Wine**
Number of people	**1 - 50**	**51 - 100**	**101 - 200**
Security (in addition to one Center Staff member hired by the Lessee)	1 **security officer or 'bouncer' with ***TIPS training	1 **security officer and 'bouncer' with ***TIPS training	2 **security officers and 1 'bouncer' with ***TIPS training
Rental Fee * (in addition to regular facility use fees)	$30/hour	$80/hour	$130/hour
Damage/Clean-up deposit **	$250	$500	$1,000
Servers/Caterer (TIPS training or equivalent)	Min. 1 ***TIPS trained server	Min. 1 ***TIPS trained server	Min. 2 ***TIPS trained servers

*Regular Facility Use Rental fees for Community Centers are as follows:
Center For All Seasons – Resident - $35.00 per hour /Center For All Seasons – Non-Resident - $70.00 per hour
North Belgrade Community Center – Resident - $10.00 per hour / North Belgrade Community Center – Non-Resident - $20.00 per hour

***NOTE: Set up and Clean up –The regular non-alcohol fee of $35.00 for the Center For All Seasons and $10.00 per hour will be charged to residents during the set-up and clean-up of each rental facility. The regular non-alcohol fees will be charged to non- residents during set-up and clean-up.**

** **Security will not be required during the rental set-up and clean-up periods.**

*** **Tips trained OR training equivalent**

*****Non-profit Organizations operating within the Town of Belgrade are exempt from being charged a rental fee for events serving alcohol.**

Number of people

Security (in addition to one Center Staff member hired by the Lessee)

Rental Fee * (in addition to regular facility use fees)

Damage/Clean-up deposit **

Servers/Caterer
(TIPS training or equivalent)

I WOULD LIKE TO USE THE STAGE AND HAVE IT SET UP FOR USE: $10 ____

Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) ____

Rental Fee _____

Checks payable to: **Town of Belgrade**
Send to: **Belgrade Community Center for All Seasons**
1 Center Drive
Belgrade, ME. 04917
207-495-3481

I acknowledge and agree to the following:

- Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 21 days prior to the event.
- If the facility is left in a clean and in orderly condition**,** the cleaning deposit will be returned within 14 days after the scheduled event**.**
- All renters will be responsible for any damages incurred to the facility during their event.
- Caterers must provide proof of insurance and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- **FIRE PLACE**: The fire place is not to be used, unless approved by the Recreation Director.
- **EMERGENCIES CALL: Jessica Moore 649-9573 or Scott Damren 215-1021**

_____ _____ **X** _____ **X**_____

Unit Director **Date** **Renter** **Date**

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

APPROVED _____
DISAPPROVED _____

Approved by the Board of Selectpersons on March 3, 2009 / u/files/park&rec