

BELGRADE VILLAGE GREEN PARK

USAGE CONTRACT

This contract relates to the use of the Belgrade Village Green for public events not sponsored by the Town and for private uses of the park's gazebo and seating area.

Name of person/organization/lessor: _____

Address: _____

Telephone number: (C) _____ (W) _____

Type of organization: _____ Type of event: _____

Date requested: _____ Hours requested: _____ a.m. / p.m. to _____ a.m. / p.m.

(Hours include setup and cleanup times. Lessees are limited to two-hour blocs unless otherwise approved by the Recreation Director.)

Circle one:

Belgrade taxpayer/resident

Non-Belgrade taxpayer/resident

Are you a Belgrade community service or nonprofit, or RSU 18 school? _____

Fee structure: (Circle those that apply and fill in amount)

Belgrade resident/taxpayer: \$50 for 2 hours \$ _____

Non-Belgrade resident/taxpayer: \$100 for 2 hours \$ _____

(INCLUDES out-of-town companies and organizations)

Guests expected _____

Total rental fee \$ _____

A separate cleaning/damage deposit check in the amount of \$100 is required at the time this contract is submitted. It will be returned if the park grounds and gazebo are left in an undamaged and clean condition. We have a carry-in/carry-out trash policy. (Please write one check for the park usage fee and a second \$100 check for the cleaning/damage deposit.)

2 SEPARATE checks payable to: Town of Belgrade

Send to: Belgrade Community Center for All Seasons

1 Center Drive

Belgrade, ME 04917

I acknowledge and agree to the following:

- The Belgrade Village Green park must remain open to the public at all times.
- Gatherings of more than 300 people are subject to the Town's mass gathering ordinance requiring a permit.
- The Town may prohibit a group or individual from using the Belgrade Village Green and gazebo.
- This rental agreement serves as the lessee's permit. Have it with you during your event as proof of your right to use the park grounds and gazebo during the assigned time.
- Usage of the park grounds and gazebo is restricted to the hours of 8 a.m.-10 p.m.
- Bookings are not accepted more than one year in advance.

- Payment of the \$100 cleaning/damage deposit secures reservations. Requested rentals will be held for only 48 hours without payment.
- Your \$100 cleaning/damage deposit will NOT be cashed **unless** the park grounds and gazebo are not left in the same state in which they were entered OR there is negligent damage during your rental.
- Rental fees must be received at least 21 days prior to events. Cleaning/damage deposits will be refunded if event is cancelled at least 14 days prior to the event. Rental fees will not be refunded.
- If the park grounds and gazebo are left in a clean, undamaged and orderly state, the cleaning/damage deposit check will be shredded (or returned to you).
- The check can be returned within 14 days after the scheduled event, if requested.
- All renters are responsible for any damages to the park grounds, gazebo or other park facilities during their event
- **If applicable**, all renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) and must be provided at least 10 days prior to the event.
- Smoking in any form, alcohol, glass containers and animals are prohibited in the gazebo and on the park property.
- Park only in the Belgrade Village Green parking lot accessible off of West Road or along Town streets. Please do not park on park lawn areas or in local merchants' lots.
- Failure to adhere to this contract may result in denial of future use of the facility to lessees and/or the organizations they represent.
- **EMERGENCIES: Call Dan McGlashing 207-351-5485**

_____	X	_____	X
Recreation Director		Date	Renter
		Date	

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____