

**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 FACILITY THAT WILL BE RENTED?** -----

**BELGRADE COMMUNITY CENTER FOR ALL SEASONS** **NORTH BELGRADE COMMUNITY 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 - \$50.00 per hour /Center for All Seasons – Non-Resident - \$100.00 per hour

North Belgrade Community Center – Resident - \$25.00 per hour / North Belgrade Community Center – Non-Resident - \$50.00 per hour

**\*NOTE: Set up and Clean up –The regular non-alcohol fee of \$50.00 for the Center For All Seasons and \$25.00 per hour for North Belgrade Community Center 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 14 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:** **Valencia Schubert 314-2965 or Scott Damren 215-1021**

\_\_\_\_\_  
Unit Director                      Date                      X                      Renter                      X                      Date

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY  
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APPROVED                      \_\_\_\_\_  
DISAPPROVED                      \_\_\_\_\_