

## TOWN OF LONG ISLAND

### Rental Agreement for Town Buildings Long Island, Maine 04050

#### 2018 Rental Season Rates

#### RENTAL/LEASE AGREEMENT FOR VFW FUNCTION HALL AND GROUNDS and ISLAND COMMUNITY CENTER

**Please print and keep a second copy of this for your reference**

The Town of Long Island is pleased to make available Town facilities at nominal rates for Long Island residents and/or property owners as well as the public at large when possible. This is done as a community service and to assist in the maintenance and upkeep of these unique waterfront island facilities.

Reservations may be made by calling Town Hall 766-5820 or email [clerk@townoflongisland.us](mailto:clerk@townoflongisland.us) to receive the contact information for the current VFW manager or Community Center Coordinator. **A non-refundable deposit of \$100 (\$200 for resident weddings and \$500 for non-resident weddings) per day is needed to bind a date.**

This should be made payable to the: "Treasurer, Town\_of\_Long\_Island" and sent to:  
Treasurer, Box 263, Long Island, ME 04050

- **The balance (less deposit) is due in hand no later than 90 days before the scheduled event.** In the event of cancellation within the 90-day period before the rental date, balance will only be refunded if a suitable replacement rental is found.
- Please note that the comfortable inside capacity of the Community Center is 134 persons. With permission of the Long Island Fire Chief, a "Special Permit" can be issued to allow additional capacity, for an additional fee. Larger groups may rent the VFW Hall, but must plan to use the porch and/or outside areas, and make arrangements for an outside tent and "porta-potti".
- **Rates for use of all Town Buildings are determined annually by Town Meeting vote. A copy of this year's rental schedule is attached.**
- Municipal, goodwill, charity, and other community-benefit functions may request a fee reduction by completing this application and attaching a brief description of the nature of your request for consideration by the Town Select Board. Reduced or waived rental fees are available as approved by the Manager/Coordinator or Select Board. Please allow adequate time for such consideration. Wedding rentals and non-resident functions must end, and facilities secured to the satisfaction of the Building Manager/Coordinator, well before the final ferry departure of the day (normally 9 – 10 PM) unless a prior specific, written and signed agreement has been executed. You must have firm plans and reservations (if water taxi) to ensure that guests not staying on island for the night are not stranded. The cost of an emergency evacuation for ill-planned strandings can exceed hundreds of dollars.
- The rates for commercial use are negotiable with the Building Manager/Coordinator or Select Board.
- Note that all cleaning fees are non-refundable.
- Though the cleaning fee covers general cleaning there are some responsibilities to be completed by the renter.
  - *All food must be removed from the refrigerator and freezer.*
  - *All trash, food, and drink must be removed from tabletops and counters.*
  - *Any dishes or trays must be washed and in proper order.*

- *All equipment, stages, tents or coolers must be removed from the premises.*
- For November to April VFW Hall rentals, an additional charge may be added if water needs to be turned on and/or off and for extra heat to do so. As for deep winter months Dec-Feb, running water may not be possible at all.
- The Building Manager/Coordinator or Select Board may deal with emergency and/or short notice situations as needed.
- The Building Manager/Coordinator reserves the right to close off any portion of the building or grounds.
- No pets or smoking are allowed anywhere inside the facilities.
- Unless prior arrangement has been made, the facilities will close at or before midnight for island resident use (non-wedding); cleanup and/or equipment removal will be completed on the day of the event.
- No nails, tacks or any decorations may be affixed which might damage the paint or walls.
- If the facility is not ready for rental the next morning because of failure to clean up belongings or other reasons not the fault of the Town, a second days rental fee of \$250 will be charged, unless prior arrangements have been made with the Building Manager/Coordinator.
- Table and chair setup is the responsibility of the Renter and such setup will be returned to the way it was prior to the rental unless other arrangements are made with the Building Manager/Coordinator.
- No sublet of this facility is permitted. No games of chance without proper State license.
- A Town BYOB License must be secured by the Renter. Upon advice from the Town Clerk, a State BYOB may also be required. **Allow at least two weeks for this process. You must see or call the Town Clerk at 766 5820.**
- **Application for BYOB is attached – Fill in now and submit to Town Hall. Additional licenses may be needed for sale of liquor or BYOB. Check with Town Clerk far in advance.**
- **Rental of Town Buildings and Liquor Liability Coverage for Town Buildings - Rental Agreement**
- The Select Board, upon advice from MMA and the Town's insurance carrier, now requires that the Town of Long Island be an additional named insured on all coverage provided by a renter of any public facility. This certificate/binder is needed only for those events at which liquor is to be consumed, brought in, given out, or sold.
- Please contact your insurance carrier regarding this. The person renting the building (VFW Hall/Community Center) should provide a certificate of insurance showing coverage for liquor and liquor liability, which would name the Town of Long Island as an additional insured. This certificate/binder should be submitted to the Town Clerk, Box 263, Long Island, ME 04050 at the time of application for a liquor license.
- Additional note: Most homeowner's and renter's policies include incidental liquor liability and a binder/certificate can be issued by the insurance company stating this. If the renter is unable to obtain coverage under their homeowners/business/renter's insurance policy, a special event policy can be purchased to secure coverage.
- If a catered event, your caterer should be able to provide a certificate to the Town showing their coverage and naming the Town as an additional insured.

The Representative and/or Renter who signs this rental agreement does so with the knowledge that he/she assumes on behalf of their group or organization the full responsibility/liability for any and all damage to the Town Building including the removal of property. These costs shall be the sole responsibility of the person signing this agreement. **Please print clearly**

Day(s)/ date(s) of event \_\_\_\_\_ (No rental is confirmed until deposit received)

Renter/Lessee(Organization) \_\_\_\_\_

Day, Date(s) and Times of Event \_\_\_\_\_ Maximum # of attendees \_\_\_\_\_

Mailing address of Renter: \_\_\_\_\_

e-mail \_\_\_\_\_

Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Description of the Event (size, duration, entertainment, caterer, kitchen needs, tents, event planner, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make checks payable to the: Treasurer, TOWN OF LONG ISLAND and mail to Treasurer, Town of Long Island, Box 263, Long Island, ME 04050**

I agree to the terms, conditions, and fees outlined above and have enclosed the deposit in the amount of \_\_\_\_\_ for \_\_\_\_\_ day(s) rental.

Signed name (of person responsible) \_\_\_\_\_ date \_\_\_\_\_

Print name \_\_\_\_\_ Please **return this application signed with your deposit check in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ day(s) rental.**

Rental Committee Approval: signature \_\_\_\_\_ date \_\_\_\_\_

Additional notes and conditions: \_\_\_\_\_

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**This section will be filled in by the Rental Committee**  
**after your deposit and needs are received**

**Application receipt date** \_\_\_\_\_

**Deposit Fee received \$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Rental Fee \$** \_\_\_\_\_ **Cleaning Fee \$** \_\_\_\_\_

**Balance due \$** \_\_\_\_\_ **Date Balance due:** \_\_\_\_\_ **Date Bal received** \_\_\_\_\_ **Ck#** \_\_\_\_\_

**Misc. Items:** **Winter Water** \_\_\_\_\_ **Chairs** \_\_\_\_\_ **Tables** \_\_\_\_\_

**Total Fees (including deposits and cleaning)** \_\_\_\_\_

See attached sample BYOB application which must be filed separately with the Town Clerk, Town of Long Island, Box 263, Long Island, Maine 04050.

Insurance liability waiver should be included with final payment 90 days prior to the event.

**FEE SCHEDULE FOR RENTAL OF TOWN BUILDINGS:**

Updated by Town Meeting and effective July 1, 2018

**TOWN VFW HALL & COMMUNITY CENTER**

The following fees may be waived or reduced by the Board of Selectmen for charity/community events:

**Non-Commercial/Community Purposes**

Rental \$300 1st Day/\$150 Additional Days

Cleaning/Mgt. \$150/Day

**Wedding – Resident/Property Owner**

Rental \$1,000/\$250 Additional Days

Cleaning/Mgt. \$250

**Wedding – Non-Resident/Non-Property Owner**

Rental \$2,500/\$250 Additional Days

Cleaning/Mgt. \$250

**Non-Island Users**

Rental \$400/\$150 Additional Days

Cleaning/Mgt. \$250

**Commercial Users**

\$1,000/Day

Cleaning/Mgt. \$250

Late cleanup fee \$150

**Additional Fees:**

Optional Table & Chair	
Set up/breakdown fee	\$75
Tables (per table)	\$5
Metal Chairs (per chair)	\$1
Padded Chairs (per chair)	\$2