

TOWN OF LONG ISLAND

Long Island Memorial VFW Post 9605
Long Island, Maine 04050

2021

Rental Season and Rates

RENTAL/LEASE AGREEMENT FOR FUNCTION HALL AND GROUNDS

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

The Town of Long Island is pleased to make available the former VFW Post Home at nominal rates for Long Island residents and/or property owners as well as the public at large. This is done as a community service and to assist in the maintenance and upkeep of this unique waterfront island facility.

DUE TO UNCERTAIN FUTURE COVID RESTRICTIONS, RESERVATIONS ARE SUBJECT TO CANCELLATION AND WILL BE SUBJECT TO ALL STATE AND LOCAL DECISIONS REGARDING SAFETY OF GATHERINGS AND TRAVEL. Every attempt will be made to do this as far in advance as possible. Non-refundable deposits and fees will be refunded if the Town does cancellation, but no further costs, beyond your deposit and fees will be reimbursed.

Reservations may be made by calling Mark Greene at 831 6243 (or e-mail @ mlonggreene2@aol.com 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: Town of Long Island/VFW Hall and sent to Mark Greene, VFW Rental Agent 36 Eastern Ave., 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 rental capacity of the Hall is 125 persons. Larger groups may rent the hall, but must plan to use the porch areas or make arrangements for an outside tent and “porta-potti”.
- **Rates for Island residents and/or property owners** directly using the hall for non-commercial, community purposes are \$300 plus \$150 cleaning/management fee for the first day and \$150 for the second consecutive day (if no cleanup between days).
- **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 Management. Reduced or waived rental fees are available as determined by vote of the Managers and/or Selectmen at their regularly scheduled meetings. Please allow adequate application time for such consideration.
- Wedding rentals for Island residents and/or property owners are \$1250 (which includes a \$250 management/cleaning fee). A \$500 refundable deposit will be added to this to cover any responsibilities listed below that are not addressed. Additional days may be added at a rate of \$250/day if no cleanup needed between days.
- Non resident, non commercial weddings will be considered on a case-by-case basis by the VFW Committee and/or The Selectmen. The rate for non-resident/non-property owners is \$2750 (which includes a \$250 management/cleaning fee. A \$500 refundable deposit will be added to this to cover any responsibilities listed below that are not addressed.
- The rate for non-island users is \$400 plus \$150 cleaning/management fee.
- All wedding rentals and non resident functions must be completed and hall secured to the satisfaction of the Building Managers 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 insure guests that are not staying on island for the night are not stranded.
- The rates for commercial use are negotiable with the Rental Agent and/or Selectmen.
- Note all cleaning fees are non-refundable.
- Though the cleaning fee covers general cleaning there are some responsibilities to be completed by you 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 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 Rental Agent and/or Selectmen may deal with emergency and/or short notice situations as needed.
- The Building Manager reserves the right to close off any portion of the Hall or grounds.
- No pets or smoking are allowed anywhere inside the Hall.
- Unless prior arrangement has been made, the Hall will close at or before midnight for island resident uses (non-wedding); cleanup and/or equipment removal will be completed on the day of the event.
- No nails, tacks or any decorations will be affixed which might damage the paint or walls.
- If the Hall is not ready for rental the next morning because of failure to cleanup 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.
- 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.
- No sublet of this facility is permitted. No games of chance without proper State license.
- If alcohol is to be consumed at a function, State and Town licenses must be secured by you the Renter. **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 Selectmen, upon advice from MMA and the Town’s insurance carrier will now require 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 in this case) 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 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 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 any or all Post property 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: TOWN OF LONG ISLAND/VFW HALL and mail to Mark Greene, 36 Eastern Ave. 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: _____

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

Application and deposit return date _____

Rental Fee _____ ***Ck #*** _____ ***Cleaning Fee*** _____

Balance due _____ ***Date Balance due:*** _____ ***Date Bal received*** _____ ***Ck#*** _____

Misc. Items: ***Winter Water*** _____ ***Chairs*** _____ ***Tables*** _____

Total Fees (including deposits and cleaning) _____ ***Balance due(less deposit)*** _____ ***Date Due*** _____

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.

Next page is 4 of 4 – Sample Liquor License. Check with Town Clerk for type of license needed.

Town of Long Island



P.O. Box 263 Long Island, Maine 04050 207-766-5820

FAX: 207-766-5400

Email: townoflongisland@myfairpoint.net

www.townoflongisland.us

FEE \$20 PER DAY

APPLICATION BYOB/LIQUOR SUPPLIED FUNCTION

Name of Applicant _____

Address _____

If Organization, name of person responsible _____

Birth Date of Applicant(s) _____

Location of Function _____

Address _____

Describe specific area to be licensed _____ Main Room/Porch/Grounds

Date of Function _____ Time: From _____ To _____

Number of Persons Attending _____

Signature of Person Responsible

Dated

NOTE: THIS APPLICATION MUST BE SIGNED BY THE INDIVIDUAL OR DULY AUTHORIZED OFFICER OF THE CORPORATION EXECUTING THE APPLICATION AND APPROVED BY THE MUNICIPAL OFFICERS AND FILED WITH THE "TOWN OF LONG ISLAND" 72 HOURS IN ADVANCE OF SAID EVENT OR GATHERING ACCOMPANIED BY A FEE OF \$20.00 PER DAY.

Cumberland County, ss Dated at: Long Island, Maine on _____ Date _____

The undersigned Municipal Officers, Town of Long Island, Maine 04050

TOWN SEAL

Town Clerk Signature