



# OCEAN PARK ASSOCIATION

PO Box 7296, Ocean Park ME 04063-7296  
(207) 934-9068 Fax (207) 934-2823  
opa@oceanpark.org | www.oceanpark.org

# OPA Building Rental Contract

<b>Contact Person:</b> _____	<b>Building/Room:</b> _____
<b>Organization:</b> _____	<b>Function Type:</b> _____
<b>Address:</b> _____	<b>Function Date:</b> _____
<b>City, State, Zip:</b> _____	<b>Start Time / End Time:</b> _____ to _____
<b>Home Phone:</b> _____	<b>Work/Cell Phone:</b> _____

- Please complete, sign, and return both sides of this contract to the OPA with a deposit of \$150.00 *no fewer* than **sixty (60) days in advance** of your event. The balance of the fee is due *no later* than 30 days prior to your event.
- Additional or special set-up requests must be made to the Ocean Park Association *no fewer* than **10 business days in advance** of your event.
- Once the contract is approved, a photocopy will be returned to you and all additional requests will be handled by our Facilities Manager, who can be reached at (207) 934-9068 x202.

## Conditions for use of OPA Buildings and Facilities

1. Any person (s) or group using the facilities is responsible for any damage incurred.
2. Smoking and use of alcoholic beverages is prohibited in all facilities.
3. All facilities must be left the way they are found.
4. Only the room or rooms requested herein may be used, and only the specific equipment requested may be used.
5. Do not nail, drill into, or mark in any way the buildings' floor, walls, or other elements.
6. Use of candles is prohibited without prior permission.
7. Use of smoke machines is prohibited.
8. Certification of liability insurance must be provided to the OPA office if requested.
9. CANCELLATION POLICY: a full refund will be given if we are notified no fewer than 30 days prior to your event. No refund will be given if we are notified within 29 days or less.

Facility	Member Fee	Non-Member Fee	Accommodates
The Temple*	\$ 300.00	\$ 600.00	850 w/o tables - 250 w/tables
The Bell Tower	100.00	200.00	5 adults on the platform
Porter Hall	175.00	350.00	70 w/o tables - 50 w/ tables
Jordan Hall	150.00	300.00	125 w/o tables
Rec. Hall	225.00	450.00	125 w/ tables - 150 w/o tables

\*Should you require assistance to set and/or reset the Temple an additional \$100 fee will be assessed.

*Rental fees may be waived for community and civic groups at the discretion of the OPA.*

I/WE AGREE TO ABIDE BY THE CONDITIONS AND FEES AS SET FORTH BY THE OCEAN PARK ASSOCIATION:

\_\_\_\_\_ Date: \_\_\_\_\_

(Name: Printed) (Signature)

OFFICE USE ONLY: Approved: \_\_\_\_\_ Amount: \_\_\_\_\_ | Paid: \_\_\_\_\_ updated 6/2011



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## Technical Needs and Setup

Please complete: Event Date/Time: \_\_\_\_\_ Building: \_\_\_\_\_

Please check all that apply:

- |                         |                          |
|-------------------------|--------------------------|
| Microphone (#) _____    | Piano _____              |
| TV/VCR/DVD cart _____   | Organ (Temple) _____*    |
| LCD Projector _____     | Carillon (Temple) _____* |
| Projection Screen _____ | Altar Table _____        |
| Podium _____            | Cross/Candlesticks _____ |

*\* The use of the organ and/or carillon requires prior permission. The carillon must be operated by a person designated by OPA, and requires an additional fee. If you have any questions, please call the OPA office at (207) 934-9068.*

Lighting Requirements: \_\_\_\_\_

Sound Requirements: \_\_\_\_\_

Bench / Chair Set-Up: \_\_\_\_\_

Table(s) Set-Up: \_\_\_\_\_

Other: \_\_\_\_\_

On a separate sheet of paper, please draw/describe how you would like the space to be set up and where you would like the above items (if any) to be placed. If you have any questions, please call the OPA office at (207) 934-9068.