



# OCEAN PARK ASSOCIATION

PO Box 7296, Ocean Park ME 04063-7296  
(207) 934-9068 Fax (207) 934-2823

# OPA Building Rental Contract

<b>Applicant:</b> _____	<b>Function Date:</b> _____
<b>Address:</b> _____	<b>Function Type:</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, photocopy will be returned to you and all additional requests will be handled by our Facilities Manager, who can be reached at (207) 9334-9068 x202.

### Conditions for use of OPA Buildings

1. Any person, persons, or group using the facilities is responsible for any damage incurred.
2. Do not nail, drill into, or mark in any way the buildings' floor, walls, or other elements.
3. Smoking and use of alcoholic beverages is prohibited in all facilities.
4. Use of smoke machines is prohibited.
5. Use of candles is prohibited without prior permission.
6. All facilities must be left the way they are found.
7. Certification of liability insurance must be provided to the OPA office upon request.
8. Only the room or rooms requested herein may be used, and only the specific equipment requested may be used.
9. \*Should you require assistance to set and/or reset the Temple an additional \$100 fee will be assessed.

Facility	Member Fee	Non-Member Fee	Accommodates
The Temple*	\$ 300.00	\$ 600.00	850 w/o tables - 250 w/tables
Porter Hall†	175.00	350.00	70 w/o tables - 50 w/ tables
Jordan Hall	150.00	300.00	125 w/o tables (no kitchen)
Rec. Hall	225.00	450.00	125 w/ tables - 150 w/o tables

† Tableware (plates, cutlery, etc.) is available to rent for an additional charge of \$25.00.

*In some cases involving community and social action groups, rental fees may be waived.*

BY SIGNING BELOW, I/WE AGREE TO ABIDE BY THE CONDITIONS AND FEES AS SET FORTH BY THE OCEAN PARK ASSOCIATION.

\_\_\_\_\_ Date: \_\_\_\_\_  
 (Name: Printed) (Signature)

<b>FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE:</b>			
Approved by: _____	Amount: _____	Paid: _____	Fee Waived? Y N



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## Technical Needs and Setup

(Please check all that apply)

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

\* *The use of the organ and/or carillon requires prior permission*

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Chairs & Tables: \_\_\_\_\_

\_\_\_\_\_

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.