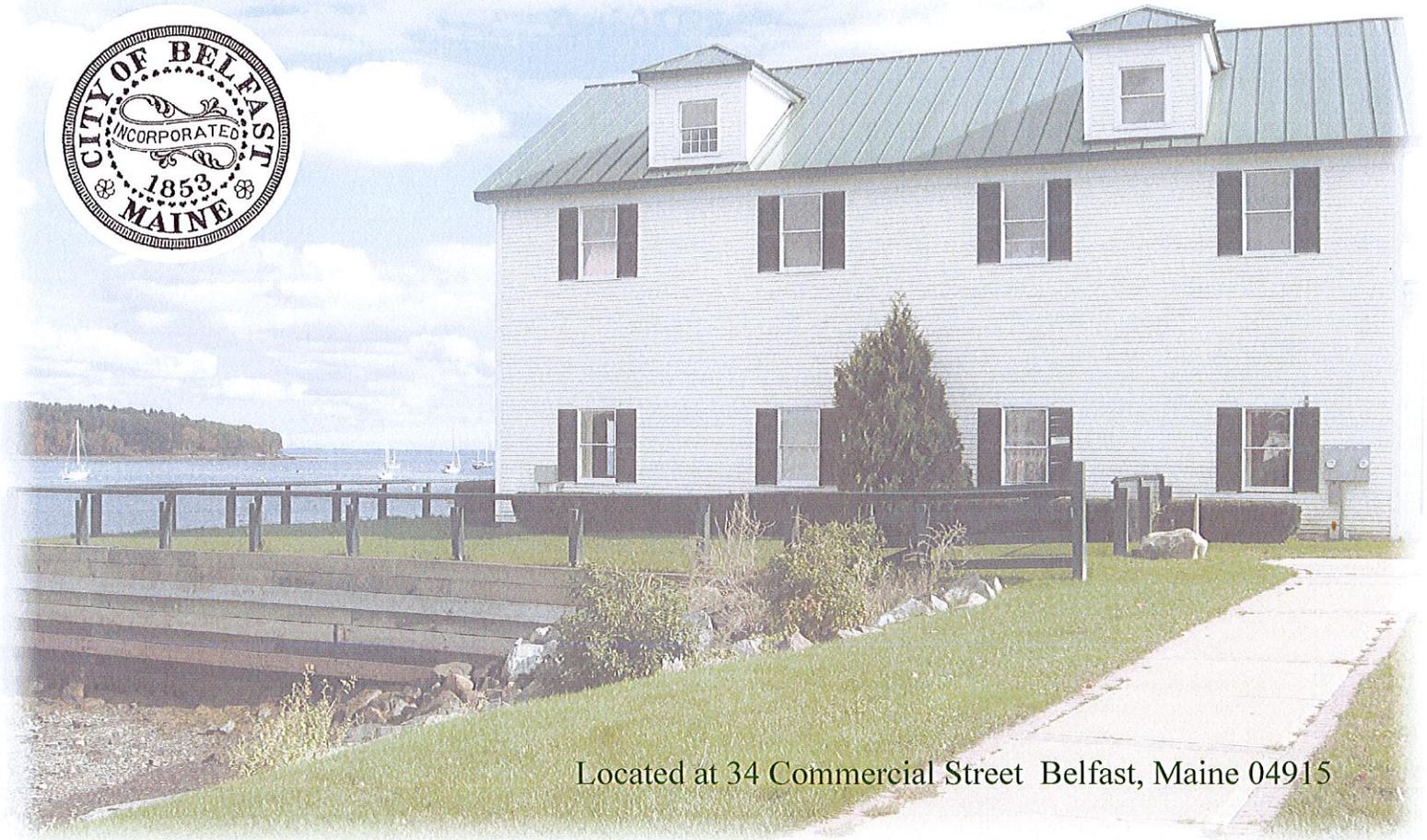


BELFAST BOATHOUSE



Located at 34 Commercial Street Belfast, Maine 04915

RENTAL AGENT CONTACT INFORMATION:

NORM POIRIER

-EMAILS ARE PREFERRED METHOD: parksandrec@cityofbelfast.org

-OR SCHEDULE AN APPOINTMENT M - F 9AM - 5PM: (207) 338-3370 x 27

Find more information at the City of Belfast's Website:

www.cityofbelfast.org

Place cursor over "City Government" tab for drop down box; choose "Facilities" then "Boathouse"



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Joseph J. Slocum
City Manager

E-mail: jslocum@cityofbelfast.org

Tel: (207) 338-3370 ext. 10

Fax: (207) 338-2419

To: Prospective Renters of the Belfast Boathouse,

Thank you for expressing an interest in renting this facility. The City of Belfast rents the Boathouse out as a public service to a broad variety of users for a broad variety of uses. It is not a moneymaking venture for the City and the City is not in the conference or event business.

To be honest, everything about renting the boathouse is limited.

1. We have limited time to show you the facility and to work out the lease arrangements.
2. Everything is done through a part time independent rental agent so City staff is not involved.
3. We provide no services in preparation for the event and we do not staff the event.
4. Renter's use is limited to the foot print of the boathouse property only (Exhibit A, B,C).
5. We do not have a commercial kitchen.
6. You are completely responsible to clean up the boathouse to our standards and remove all trash after your event. (Exhibit E)
7. Seating is limited to the inside of the boathouse.
8. There is open park land (Steamboat Landing Park) on either side of the limited footprint you actually rent. This open parkland is open to the general public at all times. Any organized use of Steamboat Landing Park that limits complete public access to any portion of the Park or other City Land can only be arranged by permission from Belfast City Council. If you want to use the Park or other City Land to set up tents, or tables or decorations or section off any space whatsoever or set up more than 10 chairs then you should seek City Council approval through Parks and Recreation Director Norm Poirier. His contact information is 338-3370 ext 27 or parksandrec@cityofbelfast.org.

If you are looking for more than this then you may have to consider either a different facility or to hire additional support services. If you can live with these limitations and the attached rules and regulations that's great. Thanks again for your interest and we hope that your event is a success wherever it is.

Sincerely,


Joseph J. Slocum
Belfast's City Manager

BELFAST BOATHOUSE

Rental Fee Schedule

- Prime Season -

(Friday) Memorial Day Weekend through (Monday) Columbus/Indigenous People's Day Weekend

	<u>BELFAST RESIDENT *</u>	<u>NON- RESIDENT</u>
<u>Weekend Rate</u>	\$1,800.00	\$2,900.00
<u>Week Day Rate</u>	\$180.00	\$260.00
<u>Weekend Day Rate</u>	<u>NONE</u>	<u>NONE</u>

- Shoulder Seasons -

Spring: March 15 to Thursday, Memorial Day Weekend

Fall: Monday after Columbus/Indigenous People's' Day Weekend

	<u>BELFAST RESIDENT *</u>	<u>NON- RESIDENT</u>
<u>Weekend Rate</u>	\$1,400.00	\$2,000.00
<u>Weekend Day Rate</u>	\$525.00	\$725.00
<u>Week Day Rate</u>	\$140.00	\$200.00

** This means the City of Belfast, NOT Waldo County.*

Note: *Boathouse will be closed from January to mid-March for maintenance.*

- Payment of Rental Fee -

Rentals booked less than 90 days in advance :

-Full Payment must be made when booking (signing the Contract).

Rentals booked more than 90 days in advance :

- A deposit of 50% of the total rental fee will be due upon signature of Rental Agreement.

Remaining Rental Deposit:

-Remaining 50 % deposit will be due in full 90 days before the event.

A Security Fee is also required to be made, and should be a separate check. The amount is \$250 for rentals of 24 hours or more and \$75 for the Week Day Rate.

- Cancellation Policy -

The following cancellation penalties will apply:

-More than 120 days prior to the event	Full Refund of Rental Deposit
-45 to 119 days prior to the event	50% Refund of Rental Deposit
-44 days or less prior to the event	No Refund

Refunds due Renter:

Refunds will be paid by the City of Belfast by check within 30 days after written notice of cancellation of event.

BELFAST BOATHOUSE

RENTAL RULES & REGULATIONS

1. BOATHOUSE PROPERTY: (Limited to the Maps marked **Exhibit "A, B, & C"** at the end of this packet.)

The Boathouse property consists of the 3,690 sq. ft. building, and the fenced in grassed area that surrounds the building. There are a total of 14 parking spaces; 9 paved parking spaces located opposite to the approach to the main entrance, 3 on the left of the entrance, and 2 spaces next to the Boathouse kitchen. In addition, there are 2 handicapped spots in front of the main entrance to the building. City Park Property, on both sides of the Boathouse is open to the public at ALL times. The Boathouse property consists only of the area listed above.

2. ITEMS PROVIDED WITH RENTAL OF BOATHOUSE

Kitchen:

<u>Qty.</u>	
1	22 Cubic Ft. Refrigerator
1	4-Burner Electric Stove
1	1.9 Cubic Ft. Microwave
2	6 foot stainless steel tables (1 with casters)
4	32-Gallon Plastic Trash Containers

The kitchen, at the Boathouse, is not a commercial kitchen and is not suitable for extensive on-site food preparation. Any additional cooking or catering equipment must be approved by the Rental Agent. Caterers must be provided with the following information relating to the electricity supply at the Boathouse, so they do not bring in equipment that will overload the circuits. You don't want a blackout during your event.

*** ELECTRICITY INFORMATION FOR THE BOATHOUSE**

The power for the Boat House is a 200 amp service with all 20 amp breakers except for the restroom breakers and they are 15 amp. This is the proper amperage ratings for all duplex plug sockets. The electric stove has a breaker rated for 30amp, which is proper. If people are tripping any of the breakers in this building, it is because they are definitely overloading them. **Please use accordingly!**

3. Bathrooms:

There are two Bathrooms located inside the Boathouse that will be stocked with paper products and hand soap prior to your event.

4. Tables, Chairs, Etc.: **(It is the sole responsibility of the renter to set up and return tables & chairs to their racks)**

• 6 Ft. Folding Tables (rectangular with white poly finish)	12
• 8 Ft. Folding Tables (rectangular with white poly finish)	7
• 60 Inch Round Tables (seats 6-10 with white poly finish)	16
• Banquet Chairs with Cushion Seat (dark blue)	165
• Small Square Table (3' x 4') (gray)	1
• 4-Tier Shelving Unit	1
• Podium PA system with external speaker	1

UPHOLSTERED CHAIRS ARE NEVER TO BE USED OUTSIDE THE BUILDING

5. NOISE RESTRICTIONS

It is important to note that there is a noise ordinance in the City of Belfast, as well as numerous private homes located in the area of the Boathouse property. Out of respect for the homeowners and also visitors to the adjacent Belfast City Parks, a policy is in place if it is determined that noise becomes excessive at any time during your event, the local police department will be notified and called to the Boathouse to resolve the issue promptly.

City's Noise ordinance (partial): Sec. 34-34. - Prohibited acts in designated area. (1)*Noise generally.* Yelling, shouting, hooting, whistling, singing, or the production of any other **audible noise** between the hours of **10:00 p.m. and 6:00 a.m.** of the following morning, so as to annoy or disturb the quiet, comfort or repose of any reasonable person located within or upon the premises of any dwelling, hotel, or other type of residence or business establishment, is prohibited.

6. CONSUMER FIREWORKS & CANDLE USE

It is important to note that the use of consumer fireworks on Boathouse property during an event is NOT allowed.

The City of Belfast references City Code of Ordinances Chapter 34 Miscellaneous Offenses, Article III Sale & Use of Consumer Fireworks, Sections 34.100 through 34.104.

Candles are NOT allowed anywhere on the rented property. Flameless candles are acceptable.

7. STEAMBOAT LANDING PARK – USE OF HARBOR WALK

Steamboat Landing Park (including the gazebo) and the public beach landing is a complete and separate entity from the Boathouse and is open for use by the general public at large. The City of Belfast does not rent or authorize exclusive use of public facilities to individuals, without written permission from the Belfast City Council. The contact for this permission is Parks & Rec. Director, Norm Poirier at (207) 338 3370 ext. 27 or email: parksandrec@cityofbelfast.org.

(As a public park, under MRSA Title 25, Section 3801, **the consumption of alcoholic beverages or possession of an open container of alcoholic beverage in the Park is prohibited**). (Please refer to park map provided at the end of this packet for designated grounds on Boathouse rental area.)

It shall be the responsibility of the Renter and/or Caterer to ensure that alcoholic beverages served at any function held at the Boathouse is not taken off the Boathouse property as outlined in this document and map provided.

If you choose to rent the Boathouse at Steamboat Landing for a function, please be aware that the City Council, in its discretion, may allow a group to use Steamboat Landing Park at the same time you rent the Boathouse. The Boathouse Rental Agent will try to advise you of any potential conflicts with events scheduled within Steamboat Landing Park, however, this cannot be guaranteed.

**These 2 pages require your initials &
MUST be returned with your Rental Agreement**

1. OCCUPANCY CAPACITY

Regulation for Belfast Boathouse occupancy for any event is a maximum of **150** people seated or a maximum of **200** people standing.

1. Educational style seating with tables: **Maximum capacity: 150**
 2. Sit-down dinner with table rounds: **Maximum capacity: 150**
 3. Reception style events with standing room only: **Maximum capacity: 200**
 4. Auditorium style or sitting in rows kind of seating: **Maximum capacity: 175**
- *Please note that occupancy maximums DO NOT increase with the use of a tent.
*No tents are allowed on the forecourt.



2. CERTIFICATE OF LIABILITY INSURANCE

Liability insurance must be obtained to cover any function held at the Boathouse. (This can usually be obtained thru a home owner's insurance policy or various web sites including wedsafe.com and eventplanner.com.)

The **City of Belfast** (not the Boathouse) must be named as the Certificate Holder and;

The City of Belfast must be named as an additional insured in the coverage. **This means you need to name the City of Belfast with the language as an "additional insured" and that your insurance company will defend the City of Belfast against any claims. Insurance policies without this language included in the Certificate of Liability, will not be accepted by the City of Belfast.**

The coverage will be no less than \$1,000,000 and; a copy of the insurance coverage (Certificate of Liability) dating the event will be provided to the Boathouse Rental Agent at least 14 days prior to the event.

If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of **\$1,000,000**. A copy of the insurance coverage must be provided to the Boathouse Event Coordinator 14 days prior to the date of the event. An example of an acceptable form is found at Exhibit "D".

Renter's Initials

Date



3. DAMAGE, CLEANING & MAINTENANCE RULES

Renter must leave the Boathouse in the same exact condition it was in before your event, including bathrooms (as listed in Boathouse Cleaning Checklist marked as Exhibit "E"). No staples, nails or duct tape are to be used on the walls or floors. Floors and kitchen area must be cleaned. Tables/chairs are returned to storage area. Making sure no damage has been done to furniture, interior or exterior of the building. All food, garbage, decorations, etc. must be removed from Boathouse property. If Boathouse is **not** left in accordance to these rules, and after inspection by the Boathouse Maintenance Manager, **Renter will forfeit their Security Deposit and also be charged for the cost to repair damage.** The Renter shall also report any damages that occur to the property during their event to Boathouse Rental Agent as soon as practical.

UPHOLSTERED CHAIRS ARE NEVER TO BE USE OUTSIDE THE BUILDING

11. ADDITIONAL GUIDELINES

1. The Belfast Boathouse is a smoke-free environment.
2. After proper payment, acceptance of keys must be arranged with the City Manager's Office at (207) 338 3370 ext. 19 or by email at managersoffice@cityofbelfast.org.
3. Instructions on the thermostat, where mops and buckets are stored, and how to refill toilet paper and paper towel dispensers will be provided by the Rental Agent.
4. Please note that the Belfast Boathouse is an unstaffed facility.
5. Any additional cooking or catering equipment must be approved by the Rental Agent.
6. All requests for tents must be pre-approved by the Boathouse Manager. No tent can increase the seating capacity outlined for the Boathouse. No stakes can be driven into any paved surface.
7. Any additional equipment, staging, non-traditional decorations must be pre-approved by the Rental Agent.
8. No vehicles are permitted inside the Boathouse.
9. The Public is not permitted inside the Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
10. The City of Belfast cannot guarantee that there will not be any construction in the area, unsightly activity in the Harbor or the Events in the surrounding public spaces.

Renter's Initial

Date

RENTAL AGREEMENT FOR BOATHOUSE

Name of Business, Organization or Individual Renter: _____

Mailing Address: _____

City, State and Zip Code: _____

Telephone: _____ Alternate Telephone: _____

Email: _____

Rental Date(s): _____ Rental Time(s): _____

Type of Event: _____ Actual Event Takes Place Time: _____ Day: _____

If Wedding, Name of Bride & Groom: _____

Number of People Attending Event: _____

Do you plan to serve alcoholic beverages? Yes _____ No _____

-
1. This rental agreement also includes, and they are incorporated by reference here, all of the Boathouse Rental Rules and Regulations and their Exhibits.
 2. In signing this agreement you are saying that you accept the terms of all of these Boathouse rental rules and regulations, and their Exhibits, and all of your obligations that relate to them.
 3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
 4. In signing this agreement you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements.
 5. Insurance: An insurance liability policy must be obtained and submitted to Belfast City Hall for approval two weeks in advance of the event. A copy must be sent to Nora E. McGrath at Belfast City Hall for review and approval –managersoffice@cityofbelfast.org. It is very important that the policy be in the amount of one million dollars and that the City of Belfast (not the Boathouse) is named the additional insured.
 6. I specifically agree to leave the Boathouse in the same exact condition it was in when I pick up the key, before my event. This cleanliness standard that I agree to is spelled out in Exhibit “E”
 7. Security Deposit: In signing this agreement, I agree that the security deposit can be used by the City to offset loss or expense to the City of Belfast for damage to the Boathouse facility and grounds, failure to completely clean the facility as required, failure to return keys within 48 hours after the event and failure to follow any of the Boathouse rules and regulations, or other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Park or other City property will completely forfeit any right I may have had to a return of any portion of my security deposit.

If for any reason the amount of the security deposit is not sufficient to pay for these damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City within 30 days of receipt of the demand for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified, then I agree that I will also be responsible for the City’s legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City, then this balance will be returned to me by mail within 30 days after the event.

8. **Keys:** The Boathouse remains locked when not in use by a renter. You must make arrangements with Norm Poirier, Rental Agent for the Boathouse, to authorize the date and time for you the pick up the key prior to your event date. Keys will not be given out without this authorization. This key will be picked up and returned (within 48 hours after your event) from Belfast City Hall, at the City Manager's Office. \$50 will be deducted from the Security Deposit for any key not returned promptly.

RENTAL FEE \$ _____ (This should be a SEPARATE check from your Security Deposit check)

DEPOSIT \$ _____

BALANCE \$ _____ DUE ON: _____

TOTAL OF RENTAL FEE DUE \$ _____

SECURITY DEPOSIT (This should be a SEPARATE check)

AMOUNT \$ _____ DUE ON: _____

• **Checks should be made payable to the City of Belfast. Credit card payment is not accepted. Please mail signed Rental Agreement, initialed Rules & Regulations, and check payments to:**

Belfast City Hall
c/o Norm Poirier/ Belfast Boathouse
131 Church Street
Belfast, ME 04915

Payments, Security Deposits and Cancellation Policy:

Rentals booked less than 90 days in Advance:

Full payment required with signed Rental Agreement. No Refund applicable.

Rentals booked more than 90 days in advance:

50% Deposit due with signed Rental Agreement.

Balance due 90 days prior to the event with the appropriate Security Deposit.

Renters notifying City of Belfast in writing of a cancellation 120 days or more before the event will receive a full refund. Refunds will be paid by check within 30 days after written notice is received.

Security Deposit is required 30 days before event and will be refunded within 30 days after the event, less any charges as outlined above. **Fee is \$250 for 24 hours or more rental, and \$75 for day only events. This includes a key deposit of \$50 for keys not returned within 48 hours.**

I certify that I am at least eighteen (18) years of age. I have read and fully understand the Rental Agreement and also the rules & regulations for renting the Boathouse located at 34 Commercial Street in Belfast, Maine.

I am an authorized representative of above listed business, organization or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form, I myself, or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury received during the use of the Belfast Boathouse facilities.

Signed: _____
Renter

Date: _____

Signed: _____

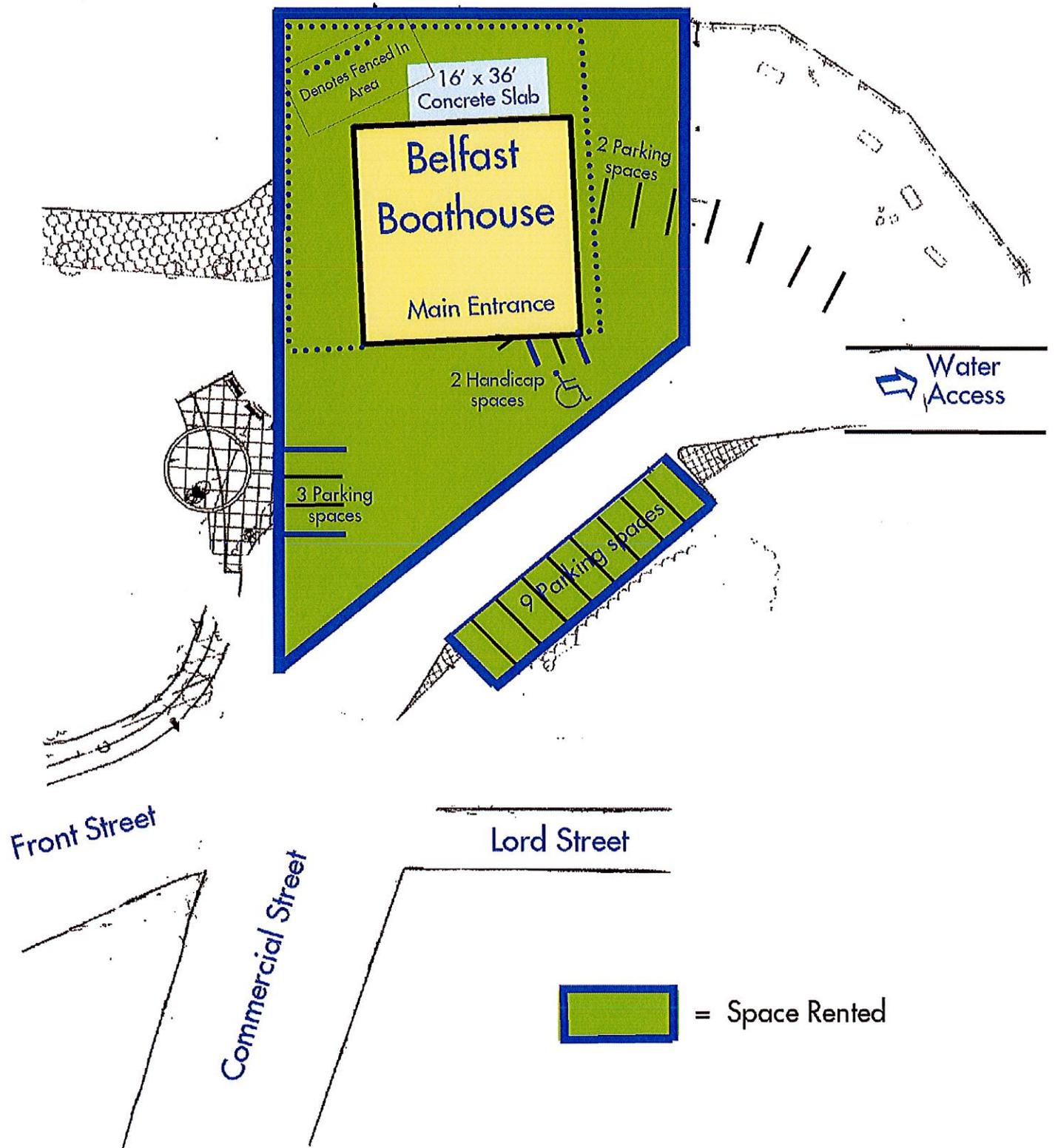
Norm Poirier
Belfast Boathouse, Rental Agent

Email: parks&andrec@cityofbelfast.org

Date: _____

Tel.: (207) 338-3370 x 27 - Please Leave Message

Exhibit A



Drawing is NOT to scale

Exhibit B

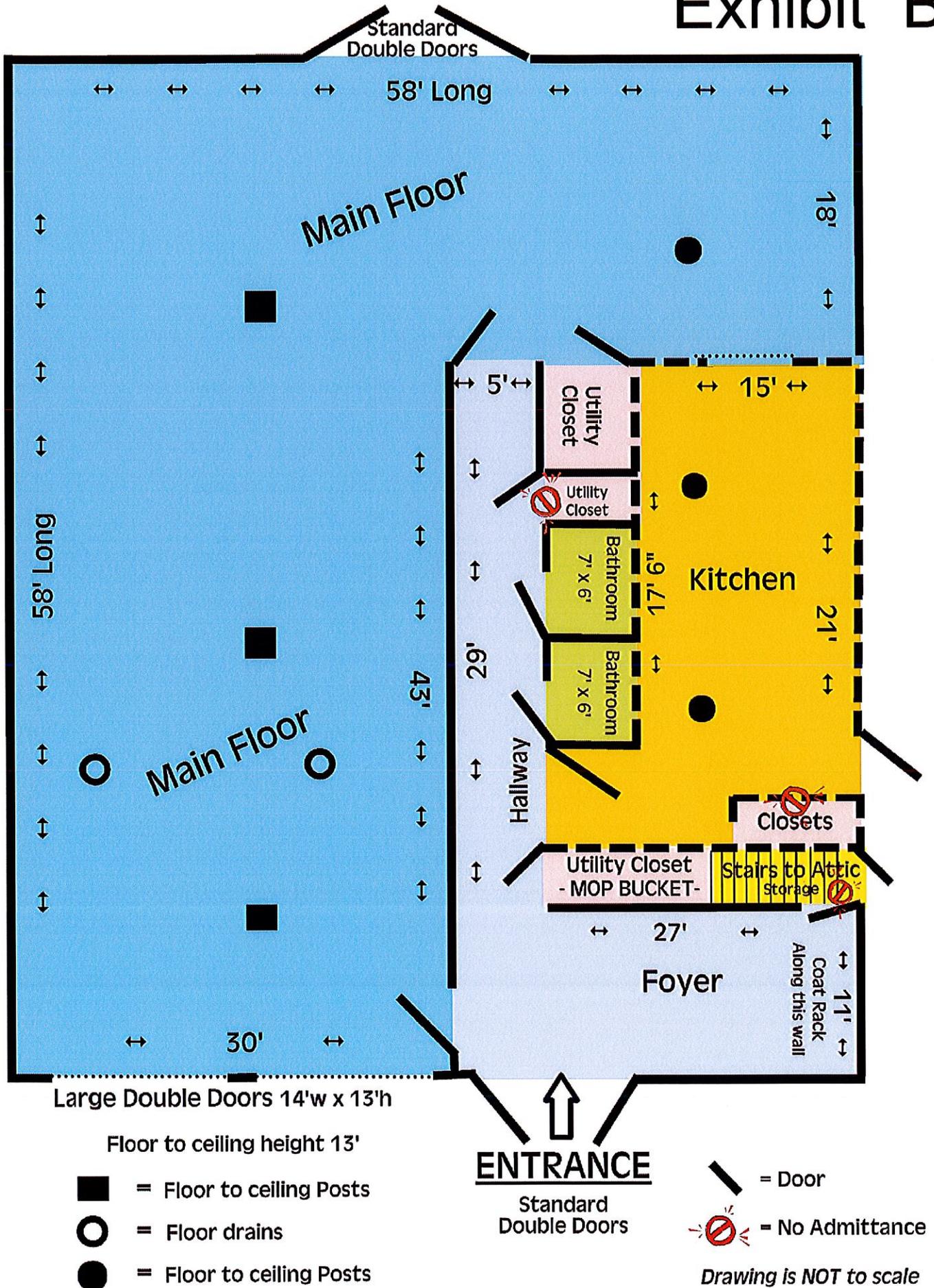


Exhibit C

When you have rented the Boathouse for an event, you are renting only the areas marked by blocks of color.



The red spaced lines indicate Steamboat Landing Park, which is not reserved or included as part of your rental.



The spaces in orange are the reserved parking spaces for the event.

The blue square is the Boathouse building itself, and the green area is the outdoor space.



Anything outside the color blocks are not part of your rental.

STEAMBOAT LANDING PARK

BOATHOUSE

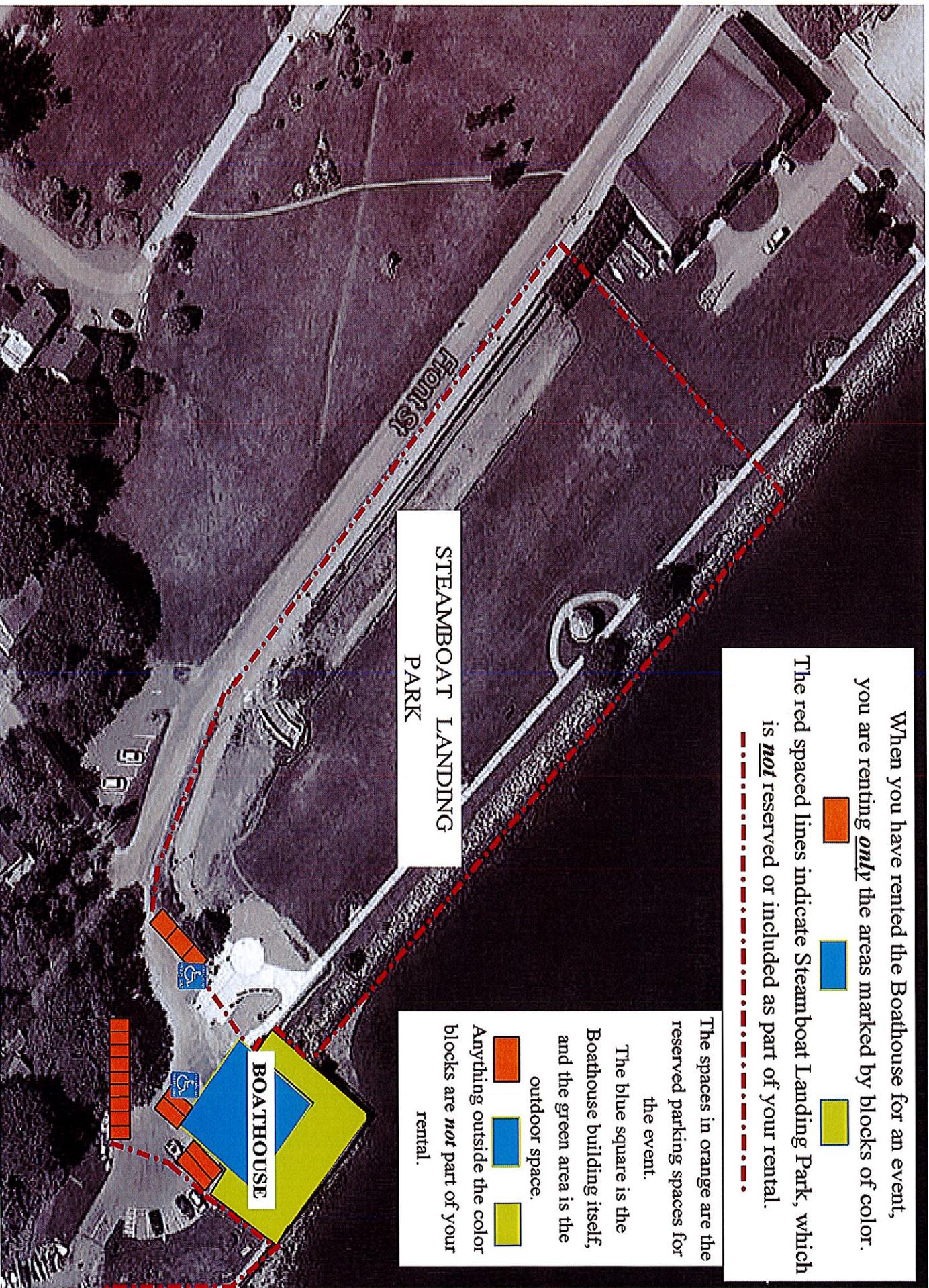


Exhibit E

-BOATHOUSE CLEAN UP CHECKLIST-

ALL CLEANING MATERIALS MAY BE FOUND IN THE Maintenance closet

HALL & ENTRANCE FOYER:

- Clean all table tops and return to storage racks
- Stack all chairs in storage areas
- Sweep mats
- Sweep and mop floors

MAIN ROOM:

- Sweep up all garbage
- Remove any tape from floor
- Wipe windowsills
- Sweep and mop floor

KITCHEN:

- Empty refrigerator and sponge out
- Clean stove top
- Wipe down all surfaces
- Remove all trash
- Sweep and Mop floor

BATHROOMS:

- Remove all trash from bathrooms
- Clean toilets and sinks
- Sweep and Mop floor

Cleaning Services available to you (at your own expense):

- Barb's Cleaning Service (207) 568-3396 or cell (207) 505-0139 ask for Basil or Barb
- Linda McCuen cell (207) 323-8411

Pictures are taken before and after every event