



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

AGREEMENT FOR RENTAL OR USE OF CITY HALL FACILITIES

This agreement is made this 15th day of March, 2016

between the City of Hallowell and The Scolded Dogs (band)

for the following purpose: A CD release party (concert)

1. Category of Renter: Musical concert
2. Category of "no cost" user: Not sure?
3. Dates of Rental: One evening only, May 27, 2016 at about 8 PM
4. Dates of Use at "no cost": _____

5. Facility: (do you want any chairs or tables set up and if so how do you want them?)

OK, so I'm not quite sure how this works. It would be nice if we had some chairs like around the wall of the auditorium so people could take a break to sit down. What would the occupancy limit be in this case? We do want as many to go as possible, but also need some spaces for people to sit, maybe 20-30 chairs or something.

A. Auditorium X

(Required set-up - # of chairs _____, arrangement of chairs Perhaps a few chairs in the back of the auditorium would be good. Is this self-set up? If so when can we be in to set up? We only want a few chairs on hand to give people the option to take a rest, we expect lots of dancing. So, whatever you guys suggest...

of tables _____, arrangement of tables _____ Tables with some chairs in the back would be good _____

Piano _____, Refrigerator _____, other _____)

B. City Council Chambers _____

C. First Floor Assembly Area _____

D. Other _____

6. Time Frame:

- A. Morning: _____
- B. Afternoon: _____
- C. Evening: ___ 8 PM ___
- D. All Day: _____

7. Fees:

A. Auditorium: _____ \$100.00 _____

(If Non-Profit a copy of Federal Exemption Certificate 501(c) (3) attached)

B. Police: _____ do you need police? ___ Nope.

C. Clean up: _____ are you going to clean up? ___ This depends- can we go in the following day or are we expected to clean that evening?

D. TOTAL FEES _____

E. 50% RENT DEPOSIT _____

F. AMOUNT DUE by 30-days prior to the scheduled event _____

G. Cancellation Refunds (see Policy 2015-01 "Limitations" 7,8, 9):

Amount Retained by City: _____ Amount Refunded to Renter: _____

By signing this agreement, the renter / or user agrees to the following stipulations:

1. Policy 2015-01 (City Hall Auditorium Rental and Use Policy) has been received, read and understood.
2. Policy 2015-01 will not be violated.

City Clerk or City Manager
For the City of Hallowell

_____ Sam Shain _____
Renter / User

Address: ___ 107 Water St. Apt. 2 _____
_____ Hallowell, ME. 04347 ___

Phone #: _____ 207-680-6796