



**CITY OF BANGOR
PARKS & RECREATION**

BUILDING RENTAL APPLICATION

647 Main Street, Bangor ME 04401

Phone: 992-4490 / Fax: 947-1605

Rental Applicant Information

Organization/Business/Family Name: _____

Contact Name: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Address: _____ City: _____

E-mail address: _____ 18 yrs. or older: ☐ Yes ☐ No

EVENT

Type:

- ☐ Meeting
- ☐ Birthday Party (*Gym & Kenduskeag Room*)
- ☐ Sports Tournament
- ☐ League Play
- ☐ Special Event
- ☐ Other: _____

Please describe the event:

-
-
-

Name of Event: _____

Areas to be used:

- ☐ Gymnasium ☐ Bleachers
- ☐ Hayford Room (upper floor) ☐ Kitchen
- ☐ Kenduskeag Room (main level)
- ☐ Cascade Conference Room (upper level)
- ☐ Other: _____

Proposed Days / Date (s): _____

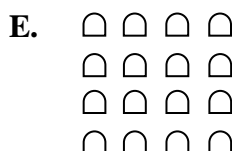
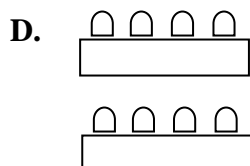
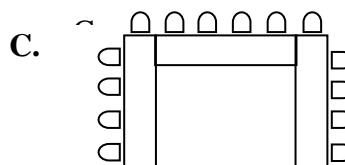
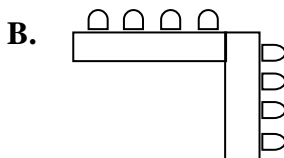
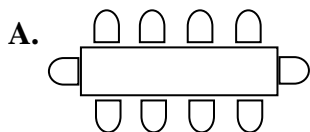
Proposed Time: _____

of Attendees: _____ (*Approx.*)

Seating Option (*see below*): **A** **B** **C** **D** **E**

Circle one

MEETING ROOM SET UP / SEATING OPTIONS:



A - 8' Table
B - L - Shaped
C - U - Shaped
D - Classroom Style
E - Theater Style

FEES - Multiple Day Use

☐ Program/League Play - Request a quote

Quoted price - \$ _____

Additional charges - \$ _____

Other: Additional expenses may be added as needed at the discretion of the Parks and Recreation Staff. Ex. Additional staff, maintenance work, etc...

FEES - One Day Rental (Single Use)

☐ Birthday Party - 2 hours (includes party host & set up)

☐ Weekday - \$125 ☐ Weekend - \$175

☐ Gymnasium - \$50.00/hr. - \$70.00/weekend

☐ Meeting Room - \$40.00/hr. - \$50.00/weekend

☐ FULL DAY / MULTI WEEK – Request a quote

☐ Other: _____ = \$ _____

PLEASE BE ADVISED: The City of Bangor requires proof of insurance for use of City property. The type of insurance must be comprehensive general liability or public liability insurance. The insurance should be specific to the proposed event or should cover all activities of the sponsoring organization. The insurance coverage must be, at a minimum, \$400,000 per claim / \$1,000,000 annual aggregate. In an appropriate case, a higher amount of insurance may be required. In order for an event permit application to be approved, a current insurance certificate must be supplied by the applicant with the completed application. The certificate must indicate that the city of Bangor is an additional named insured.

Applicant signature

Date

FOR OFFICE USE ONLY:

COMMENTS & OR CHANGES		Total Due
<ul style="list-style-type: none"> • • • 		\$ _____
Insurance Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Paid: \$ _____ Payment Type: _____

RENTAL

☐ Approved

☐ Denied

☐ Approved
w/changes

ADDITIONAL NOTES AND RESTRICTIONS:

- Tournament / game or practice schedule must be provided to Parks and Recreation before event day.
- No alcohol is allowed on the grounds or in our facility.
- Fire is not permitted in any park.
- Vending, peddling, or advertising will need to be approved by the Bangor Parks and Recreation Staff.
- All trash, decorations, etc. must be removed by the user immediately following your event.
- Down payment of at least ½ the fee must be given to Parks and Recreation before event date...unless otherwise noted.

Parks and Recreation Signature

Date