



Lodge Rental Agreement

Recommended Seating Capacity	150 people
Maximum Seating Capacity	200 people
Lodge Rental Fee	\$1000 (includes up to 6 hours the day of the event)
Security Deposit	\$500 (due at contract signing)
Additional Hours	\$120/hour
Bartender Fee	\$60*

This agreement is made and entered into this _____ day of _____ by and between the Owners of, said facilities (hereinafter referred to as Black Mountain of Maine) and _____ (herein referred to as the User).

What type of event will this be? _____

What is the date of your event? _____

What time will your event begin? _____

What time will your event end? _____

How many guests do you anticipate attending? _____

Will you require a bar? _____ *

Lodge rental fee includes decorating time on the day of the event. Please review Decorations under "Policies".

Security deposit holds the date and is non-refundable if the event is cancelled.

Payments:

- Reservations cannot be held until the full \$500 deposit is provided to Black Mountain of Maine. Deposit checks shall be made payable to: Black Mountain of Maine. The security deposit will NOT be credited towards the use of the facility. If there is no damage, loss or destruction of the property sustained during the use of the facilities, a check from Black Mountain of Maine will be mailed once an inspection of the facilities have been completed by the coordinator or his/her designee. Please allow up to two weeks for the return of the security deposit.
- Payment in full of all use fees (including deposit) is due 2 weeks prior to the commencement of the event. Access to the facility will not be granted unless such payment is made in full.

Cancellations

- Cancellations by the User will result in the loss of their security deposit.

Decorations

- Nails, tape and other fasteners may not be used to attach decorations, signs or other items to the walls, windows, floors or other permanent parts of the structure. Decorations must be free standing.
- Any items that can be thrown (for example: **confetti, glitter, rice, flower petals etc**) are **NOT allowed**.
- No open flames are allowed in the facility.
- Fireworks are prohibited
- All decorations that the User wishes to keep **MUST** be removed from the facility upon completion of the event. Any decorations left behind will be discarded.
- The Lodge Rental Fee includes four hours to decorate the day before the event. This time must be scheduled in advance. If the User exceeds the allotted four hours an Additional Hours Fee of \$50/hour will be charged. If the User misses or arrives later than the scheduled decorating time, that time will be counted towards their four hours, and any extra time requested will result in an Additional Hours Fee.

Alcoholic Beverages

- **All alcoholic beverages must be purchased through Black Mountain of Maine. Absolutely no alcoholic beverages can be carried onto the Black Mountain of Maine property. The event will be terminated if this rule is not adhered to.**
- Use of alcoholic beverages is limited to applicable local, state and federal laws.

General Rules

- User agrees to pay Black Mountain of Maine on demand the cost of repairing or replacing any damages to the facility resulting from their use.
- All User property must be removed from the facility immediately following the close of the event. Any items left at the close of the event will be discarded.
- Lights will be turned off and doors locked upon completion of the event.
- Black Mountain of Maine is a Smoke-Free Facility.
- No persons are permitted to enter any unauthorized area of the facility.
- All catering must be done through Black Mountain of Maine.

User shall indemnify, defend, and hold harmless Black Mountain of Maine, its members, officers, trustees and agents from any and all losses, cost and claims of any kind whatsoever arising from or incidental to Users use of the Black Mountain of Maine facility.

I have read this contract in its entirety and understand the contents.

Date: _____

User signature _____

Printed Name _____

Address _____ City _____ State ____ Zip _____

Telephone (daytime) _____ (evening) _____

Email _____

Mail signed agreement and checks to:

Black Mountain of Maine
P.O. Box 296
Rumford, Maine 04276

Additional Notes
