SEBAGO TOWN HALL/RECREATION CENTER
Facility Use Form

Date Submitted: _____

Name of Applicant/Organization: _____ Phone: _____

Address: _____

_____Sebago Resident/Property Owner _____Non-Resident

Nature of Event: _____

What portion(s) of the Town Hall and its facilities do you need to use? _____

Occupancy Time: _____ _____
Date & Time IN Date & Time OUT

NOTE: Any person or groups sponsoring events at which alcohol will be served sold or consumed must hire a Licensed Caterer in possession of a valid Liquor License. BYOB function and Bottle Clubs are not authorized on Town property. Alcoholic beverages may not be stored on town property except at authorized functions. Any person bringing alcoholic beverages on Town property shall hold the Town harmless and be responsible for his/her own actions.

Will alcohol be present at this function? _____Yes _____No

Name & Address of Licensed & Insured Caterer: _____
_____

Licensed Caterer's Certificate of Liquor Liability Insurance Attached: _____Yes _____No

Law Enforcement Professional (optional):
Name & Phone Number:_____
Address:_____
Affiliation:_____

The combination to the Town Hall door may be obtained by calling the Recreation Director at 787-3360 or 787-8884 at least 48 hours prior to the event.

I have read and understand the policies and regulations governing the use of the Town Hall/Recreation Center. I agree to abide by the terms included therein and accept full responsibility for the activities of the group(s) I am representing in this agreement.

Lessee: _____ _____
Signature Print Name

Deposit Due: $_____ Rental Fee Due: $_____
Deposit Paid: $_____ Rental Fee Paid: $_____

Recreation Director, and Town Manager, or Board of Selectmen
Approval: _____
_____
_____

Date Approved: _____

Marquee information to advertise the event: _____
(Please be brief; 15 letters per line maximum.) _____

The Board of Selectmen reserves the right to abrogate an agreement when it deems that extenuating circumstances exist or it would be in the best interest of the Town. In this situation all deposits/pre-payments made to the Town will be refunded in full.