



APPLICATION FOR ARMORY RENTAL

Armory: _____	Area Rented: _____	DVEM Rental Number: _____
Event: _____		
Organization Renting (Renter): _____		
Organization Representative: _____		E-mail: _____
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone: _____	Fax #: _____	

Date (1): _____	Date (2): _____	Date (3): _____	Date (4): _____
Time (1): _____	Time (2): _____	Time (3): _____	Time (4): _____
Alcohol to be Served: <input type="checkbox"/> Yes		<input type="checkbox"/> No	

(See Section I Paragraph (2) on Reverse)

MILITARY BUREAU RENTAL FEE:	Rate:	Days	@	=	\$ _____
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ESTIMATED EVENT SERVICES/EQUIPMENT FEES:					
<i>Security fees may change without notice</i>	Custodial:	Hrs	_____	@	\$20.00 = \$ _____
	Security:	Hrs	_____	@	\$20.00 = \$ _____
	Marquee:	Days	_____	@	\$25.00 = \$ _____
	Table Rental:	Qty	_____	@	\$5.00 = \$ _____
	Chair Rental:	Qty	_____	@	\$1.00 = \$ _____
Renter Will Be Billed For Actual Equipment Usage Within Two (2) Weeks of Event					

I Certify that I am at least eighteen (18) years of age. I have read, signed and agree to all conditions of this Armory Rental Contract. I understand that the Military Bureau is not contractually bound until an authorized representative of the Adjutant General signs this proposal.

Signed: _____

(Signature of Applicant) _____ (Date)

This rental is will not interfere with the use of the Armory for Military instruction or any other scheduled activity.

Signed: _____

(Armory Commander) _____ (Date)

This rental is approved by the Adjutant General by:

Signed: _____

(For The Commissioner) _____ (Date)

- A. Insurance certificates and checks for all rental costs shall accompany this application. NO rental application will be accepted without full payment and all necessary insurance certificates.**
- B. The Armory Commander or a designated representative, only, will determine security/clean-up requirements for each Armory Rental. The Commander must approve of the organization, group, or individual that will provide security/clean-up during the rental of the armory.**
- C. Setting up tables & chairs, security and cleanup of areas for the event are the responsibility of the renter. Decorations, if any, shall be nonflammable material and shall be installed under the direction of the Armory Commander.**
- D. Any need for special power, heat, equipment and/or service shall be provided by the Renter at their own expense. Work shall be completed by a licensed tradesperson with advance written notice to the Military Bureau and not started without written approval from the Military Bureau.**
- E. The Military Bureau or the National Guard organization at the Armory reserves the sole right to operate the cafeteria/concession area if desired by the Renter. Accordingly, the Renter will discuss this subject with the local National Guard personnel before making any plans concerning concessions.**
- F. All State and local ordinances will be strictly observed. It is agreed that if this application is approved, all the regulatory conditions herein will be observed. This includes coordination of local ordinances with police and fire departments, etc.**
- G. Attendance will not exceed the floor capacity stated on the license granted by the State Fire Marshall's Office.**
- H. The Renter agrees to comply with Title VI of the Civil Rights Act of 1964.**
- I. INSURANCE.**
 - (1) The Renter must obtain general liability insurance in an amount not less than (\$500,000) Dollars for any and all claims arising out of a single occurrence, and to hold harmless the State of Maine and Military Bureau against any damages or claims arising out of the Renter's use of the Armory.**
 - (2) Alcoholic beverages will not be consumed on these premises, unless the provisions of 2-A MRSA §1052 are observed and the caterer will be required to furnish evidence of dram shop insurance in an amount acceptable to the Military Bureau.**
 - (3) The Renter is required to make restitution to the State of Maine for any damage to the building, its contents, or grounds resulting from this rental. No holes shall be bored, or nails, screws, or bolts inserted into the floor or any part of the building. The State of Maine is not responsible for damage to or loss of Renter's personal property, or to the property of others.**
- J. The Renter accepts the Armory in the physical condition in which it is found upon inspection prior to the rental and agrees to return the premises to the same condition.**
- K. The Military Bureau, Department of Defense, Veterans and Emergency Management reserves the right to change the rental related fees with one month's notice prior to actual use, whether or not fees have been paid in advance. Rental costs are determined only by the Military Bureau, based upon a standard fee schedule developed by the Military Bureau. Furthermore, all rental costs are normally non-refundable.**
- L. The Military Bureau reserves the right to cancel this application at any time for failure to comply with any of the above conditions or due to any military emergency requirement or substantial curtailment of military activities at the Armory.**