



# OCEAN PARK ASSOCIATION

PO Box 7296, Ocean Park ME 04063-7296  
 (207) 934-9068 Fax (207) 934-2823  
 opa@oceanpark.org | www.oceanpark.org

# 2017 OPA Building Rental Contract - Weddings

<b>Primary Contact:</b> _____	<b>Building(s):</b> _____
<b>Address:</b> _____	<b>Function Date:</b> _____
<b>City, State, Zip:</b> _____	<b>Function Start / End Time:</b> _____ to _____
<b>Home Phone:</b> _____	<b>Ceremony</b> _____ <b>Reception</b> _____ <b># Guests</b> _____
<b>Work/Cell Phone:</b> _____	
<b>Email:</b> _____	
<b>Name of Spouse:</b> _____	<b>Name of Spouse:</b> _____
<b>Cell/Email:</b> _____	<b>Cell/Email:</b> _____

- Please complete, sign where indicated, and return **all pages** of this contract to the OPA office. A 50% deposit is due at that time and is refundable up to 30 days prior to the event. The balance is due *no later* than 10 days prior to your event. *Total charges for the event will be shown on page 2.*
- Additional or special set-up requests must be made to the Ocean Park Association *no fewer than 10 business days in advance* of your event and could result in additional charges.
- The building(s) being rented will be made available the evening before the event for decorating or set-up. No additional use of or access to the building(s) is permitted.
- Once the contract is approved, a confirmation photocopy will be returned to you. All additional requests will be handled by our Facilities Manager, who can be reached at (207) 934-9068, voice option 3.

### Conditions for Use of OPA Buildings and Facilities

1. Any person, persons, or group using the facilities is responsible for any damage incurred.
2. Smoking and use of alcoholic beverages is **prohibited in all facilities**.
3. All facilities must be left the way they are found.
4. Only the building(s) requested herein may be used, and only the specific equipment requested may be used.
5. Only wild birdseed may be thrown (no rice, confetti, etc.)
6. The chairs/benches in The Temple cannot be rearranged for weddings during the summer season (last week in June through first week in September) nor can the wedding platform be used during this time.
7. Do not nail, drill into, or mark in any way the buildings' floor, walls, or other elements.
8. Use of candles, with the exception of altar table candlesticks, is prohibited *without prior permission*.
9. Use of smoke machines is prohibited.
10. Certification of liability insurance (with OPA named as additional insured) must be provided if requested.

<b><u>DAILY RENTAL RATES</u></b>			
<b><u>Facility</u></b>	<b><u>OPA Member</u></b>	<b><u>Non-Member</u></b>	<b><u>Accommodates</u></b>
The Temple	\$900	\$1000	650 w/o tables - 250 w/tables
The Bell Tower *	\$ 35	\$ 45	5 adults on the platform
Porter Hall	\$400	\$450	70 w/o tables - 50 w/tables
Jordan Hall	\$400	\$450	80-90 w/o tables
Rec Hall	\$400	\$450	125 w/tables – 150 w/o tables
Grove/Outdoor Areas/Pergola *	\$400	\$450	
Other: Use of Temple Organ	\$ 40	\$ 50	
Use of Carillon	\$ 40	\$ 50	

\*Included in Temple rental

All fees include set-up/clean-up by OPA staff

Special Requests will be handled on a case-by-case basis and at the discretion of the Facilities Manager.

Rate for special requests is \$50.00/hour

SEE PAGE 2



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## COSTS FOR THE EVENT (see rates on page 1)

Cost

Name of Facility/Building Rental: _____	
2 <sup>nd</sup> Building Rental, if applicable: _____	
Temple Carillon Fee:	
Temple Use of Organ:	
Additional Hourly Cost: _____ hrs @ \$50.00	
Other: _____	
<b>TOTAL RENTAL COST:</b>	
<b>LESS DEPOSIT:</b>	
<b>BALANCE DUE NO LATER THAN 10 DAYS PRIOR TO THE DATE OF THE EVENT:</b>	

\_\_\_\_\_  
*initial/acknowledge costs*

## Technical Needs (please check all that apply)

<i>Technical Needs</i>	Building 1	Building 2
Microphone (#)		
TV/VCR/DVD Cart		
LCD Projector		
Projection Screen		
Podium		
Cross/Candlesticks		

<i>Technical Needs (continued)</i>	Building 1	Building 2
Piano		
Organ (Temple) *		
Carillon (Temple) *		
Altar Table		
Wedding Platform (Temple) **		
Other: _____		

\* The use of the organ and carillon require prior permission and an additional fee. The carillon must be operated by a person designated by OPA.

\*\* The wedding platform is **not** available for use during the summer season (last week in June through the first week in September).

Below, please describe any additional items or set-up needs you will need for your ceremony. The OPA can provide 6' rectangular tables and wooden folding chairs if needed.

Audio/Video Requirements: \_\_\_\_\_

Bench/Chair Set-Up: \_\_\_\_\_

Table(s) Set-Up: \_\_\_\_\_

Other: \_\_\_\_\_



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## OCEAN PARK ASSOCIATION WEDDING POLICY

1. The Scheduling of weddings in the Ocean Park Temple is constrained by the following conditions:
  - a) The Temple is unheated, so it is generally not available for use *before* May 15<sup>th</sup> or *after* October 15.
  - b) The Temple is open to all ceremonies which are legal under Maine law.
2. Summer season services and other events in the Temple and adjacent buildings begin **June 25, 2017**, and continue through the Sunday of Labor Day weekend. Weddings held in the Temple during the summer season are restricted in the arrangement of the Temple interior.
3. The standard setup provided for weddings **outside** the summer season is:
  - a) The OPA will provide, set up, and remove the wedding platform in the Temple (if requested);
  - b) The OPA is responsible for arranging the chairs and/or benches to the desired layout. All chairs/benches *must* be reset by the OPA staff or under their supervision;
  - c) the altar table with cross and two candlesticks are available for use;
  - d) use of the piano is permitted but it cannot be moved;
  - e) no changes can be made to any existing sound system;
  - f) use of the organ in The Temple may be allowed *with prior permission*,\* and for an additional fee
  - g) use of the electronic carillon for a brief peal (5 minutes or less) is allowed for an additional fee; *the carillon must be operated by a person designated by OPA.\**
4. The standard setup provided for weddings **during** the summer season at The Temple is *restricted* as follows:
  - a) Parts (b) through (h) above apply here
  - b) the wedding platform is *not* available for use;
  - c) weddings *must* conclude by 3:00 pm Saturday and the Temple (including all chairs and benches and the stage) *must* be returned to pre-wedding setup by the OPA staff;
  - d) note that noise from programs and events scheduled in buildings adjacent to the Temple may be audible from within the Temple (same applies with adjacent buildings);
  - e) outdoor noise from the event should respect the privacy of the adjacent neighborhood.
5. The Conditions for Use of OPA Buildings and Facilities set out on page 1 are incorporated herein.

\* please contact the OPA office **well in advance** of your event to make arrangements.

I/WE AGREE TO THE CONDITIONS, COSTS AND FEES, AND THE WEDDING POLICY AS SET FORTH ON THE PRECEDING PAGES.		
_____	_____	Date: _____
(Spouse: Printed Name)	(Signature)	
_____	_____	Date: _____
(Spouse: Printed Name)	(Signature)	
On Behalf of Ocean Park Association:		
_____	_____	Date: _____
(Name: Printed)	(Signature)	



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**WAIVER, RELEASE, AND INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

I/We, the undersigned, as part consideration and as a precondition to my/our rental of certain facilities owned by the Ocean Park Association (herein referred to as the OPA,) namely: \_\_\_\_\_  
Building name(s)  
\_\_\_\_\_, hereby unconditionally release the OPA, its agents, employees, officers, and directors, of and from any and all liability associated with my/our use of said facilities for the duration of my/our use. I/We understand that the premises is being rented on an “as is”/“where is” basis will all defects and I/we agree to indemnify and hold the OPA, its agents, employees, officers, and directors, harmless of and from all liability and costs, including reasonable attorneys’ fees, that may result from claims or demands made upon or through me/us or the OPA as a result of my/our use of the facilities.

This instrument is intended to specifically cover my/our use of the premises for the purposes stated and all other related activities including, but not limited to, the moving of furniture, musical equipment or instruments, and other fixtures and amenities located on or in said facilities.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_:

\_\_\_\_\_  
Spouse: Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Spouse: Printed Name

\_\_\_\_\_  
Signature