



OCEAN PARK ASSOCIATION

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

2024 OPA Building Rental Contract - Weddings

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

- 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.* **CANCELLATION POLICY:** A full refund will be given if we are notified no fewer than 30 days prior to your event. No refund will be given if we are notified within 29 days or less.
- 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 rehearsal, decorating or set-up. No additional use of or access to the building(s) is permitted.

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 program season (last 2 weeks in June through first week in September).
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. No decorations or changes can be done at the Bandstand *without prior permission*.
11. Certification of liability insurance (with OPA named as additional insured) must be provided if requested.

RENTAL RATES

Facility	Current OPA Member		Non-Member		Accommodates
	Ceremony Only	Ceremony and Reception	Ceremony Only	Ceremony and Reception	
The Temple	\$500	\$1500	\$750	\$1750	650 w/o tables, 250 w/tables
The Bell Tower *	\$250	n/a	\$400	n/a	5 adults on platform
Grove/Pergola	\$250	n/a	\$400	n/a	
Bandstand	\$250	n/a	\$400	n/a	25 adults
Porter Hall	\$500	\$750	\$750	\$1000	70 w/o tables, 40 w/tables
Jordan Hall	\$500	\$750	\$750	\$1000	80 w/o tables, 50 w/tables
Rec Hall	\$600	\$850	\$850	\$1100	80 w/o tables, 60 w/tables
Other: Temple Piano - \$100					
Other: Carillon - \$50					

*Included if renting the Temple

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: \$100/hour



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COSTS FOR THE EVENT (see rates on page 1)

	Cost
Name of Facility/Building Rental: _____	
2 nd Building Rental, if applicable: _____	
Temple Carillon Fee (\$50):	
Temple Piano fee (\$100):	
Additional Hourly Cost: _____ hrs @ \$100.00	
Other: _____	
TOTAL RENTAL COST:	
LESS DEPOSIT:	
BALANCE DUE NO LATER THAN 10 DAYS PRIOR TO THE DATE OF THE EVENT:	

initial/acknowledge costs

Technical Needs *(please check all that apply)*

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

	Building 1	Building 2
<i>Technical Needs (continued)</i>		
Piano (Temple) *		
Carillon (Temple) *		
Altar Table		
Laptop – Mac or PC?		
Other: _____		

* Use of the piano at the Temple requires prior permission and an additional fee (\$100.00).

* Use of the Carillon requires prior permission and an additional fee (\$50.00). It must be operated by a person designated by OPA. If you have any questions, please call the OPA office at (207) 934-9068.

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 15th 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 19, 2023**, 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 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;
 - b) the altar table with cross and two candlesticks are available for use;
 - c) use of the piano is permitted but it cannot be moved (additional fee for piano at the Temple);
 - d) no changes can be made to any existing sound system;
 - e) 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*. Please contact the OPA office well in advance of your event to make arrangements.
4. The standard setup provided for weddings **during** the summer season at The Temple is *restricted* as follows:
 - a) Parts (a) through (e) above apply here
 - b) Weddings at the Temple *must* conclude by 3:00 pm Saturday and no alterations to the existing set-up are allowed;
 - c) 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);
 - d) outdoor noise from the event should respect the privacy of the adjacent neighborhood with quiet time beginning at 10:00 pm.
5. The Conditions for Use of OPA Buildings and Facilities set out on page 1 are incorporated herein.

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