



OCEAN PARK ASSOCIATION

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

2026 OPA Building Rental Contract

Contact Person: _____	Building/Room: _____
Organization: _____	Event Type: _____
Address: _____	Event Date: _____
City, State, Zip: _____	Event Start/ End Time: _____ to _____ *
Home Phone: _____	*This is the actual start/end time of your event
Work/Cell Phone: _____	Rental Start/End Time: _____ to _____ **
Email: _____	**This is the span of time you will be <i>using</i> the building /hourly rental applies. See rates below.

- Please complete, sign, and return both sides of this contract, along with the attached Waiver, to the OPA with a deposit of \$50.00 ASAP to hold your date on our calendar. The remaining balance is due *no later than 10 days prior* to your event. **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.

Conditions for use of OPA Buildings and Facilities

1. Any person (s) or group (s) using the facilities are 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 requested herein may be used, and *only* the specific equipment requested may be used.
5. Do not nail, drill into, or mark in any way the buildings' floor, walls, or other elements.
6. Use of candles is prohibited *without prior permission*.
7. Use of smoke machines is prohibited.
8. No decorations or changes can be done at the Bandstand *without prior permission*.
9. Certification of liability insurance (with OPA named as additional insured) must be provided if requested.
10. Outdoor noise from the event should respect the privacy of the adjacent neighborhood with quiet time beginning at 10:00 pm.

RENTAL RATES

	Current OPA Member	Non-Member	Accommodates
The Temple	\$100/hour or \$700/day	\$150/hour or \$1050/day	650 w/o tables, 250 w/tables
The Bell Tower	\$50/hour	\$75/hour	5 adults on platform
Bandstand	\$50/hour	\$75/hour	25 adults
Porter Hall	\$50/hour	\$75/hour	70 w/o tables, 40 w/tables
Jordan Hall	\$50/hour	\$75/hour	80 w/o tables, 50 w/tables
Rec Hall	\$100/hour	\$200/hour	80 w/o tables, 60 w/tables
Jakeman Hall	\$40/hour	\$50/hour	12 tables, 44 chairs
Other: Temple Piano - \$100			

*All fees include set-up/clean-up by OPA staff. Any waiver of this fee is at the discretion of the Executive Director. Rental fees may be waived for community and civic groups at the discretion of the OPA. Special requests are handled on a case-by-case basis and at the discretion of the Facilities Manager and/or Executive Director



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Technical Needs and Setup

Please complete: Event Date/Time: _____ Building: _____

Please check all that are requested for your event for the building being rented:

<i>JORDAN</i>	✓	<i>PORTER</i>	✓	<i>REC</i>	✓	<i>TEMPLE</i>	✓
Piano		Piano		Piano		Piano *	
Kitchenette		Kitchen (full)		Kitchen (full)		Carillon *	
LCD projector		Podium		DVD player		Altar table	
Projection screen		Projection screen		Air Hockey table		Cross/Candlesticks	
Podium				Bumper Pool table		Podium	
BluRay DVD player				Foosball table		PA System	
Laptop hookup				Ping Pong table			
Sound System				Pool table			
Stage with lighting				TV			

Portable Needs:

Outdoor Grill _____
TV/VCR/DVD cart _____
Microphone/Sound _____

LCD Projector _____
Laptop? PC or Mac _____
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.

Lighting Requirements: _____

Sound Requirements: _____

Bench / Chair Set-Up (include approximate number of guests expected): _____

Table(s) Set-Up: _____

Other: _____

On a separate sheet of paper, please draw/describe how you would like the space to be set up and where you would like the above items (if any) to be placed. If you have any questions, please call the OPA office at (207) 934-9068.

