



# 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 - Weddings

|  |   |
|--|---|
| <b>Primary Contact:</b> _____<br><b>Address:</b> _____<br><b>City, State, Zip:</b> _____<br><b>Home Phone:</b> _____<br><b>Work/Cell Phone:</b> _____<br><b>Email:</b> _____ | <b>Building(s):</b> _____<br><b>Function Date:</b> _____<br><b>Function Start / End Time:</b> _____ to _____<br><b>Ceremony</b> _____ <b>Reception</b> _____ <b># Guests</b> _____<br><b>Name of Bride/Groom:</b> _____<br><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 45 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 45 days prior to your event. No refund will be given if we are notified within 44 days or less.
- Additional or special set-up requests must be made to the Ocean Park Association *no fewer* than **14 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 <sup>nd</sup> Building Rental, if applicable: _____                                 |      |
| Temple Carillon Fee (\$50):   |      |
| Temple Piano fee (\$100):   |      |
| Additional Hourly Cost: _____ hrs @ \$100.00  |      |
| Other: _____  |      |
| <b>TOTAL RENTAL COST:</b>   |      |
| <b>LESS DEPOSIT:</b>  |      |
| <b>BALANCE DUE NO LATER THAN 10 DAYS<br/>         PRIOR TO THE DATE OF THE EVENT:</b> |      |

\_\_\_\_\_  
*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 20 6’ rectangular tables and 40-50 chairs if needed in addition to the existing set-up in the Temple.

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

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

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

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



