



The sponsoring organization or individual must sign an agreement to defend, indemnify and hold harmless the Town, its officers, agents and employees from any consequences that may arise from the consumption of alcohol ["see attached agreement"].

Each sponsoring organization or individual must abide by the Federal and State laws regarding alcohol possession, service and consumption, and no sponsoring organization or individual shall allow alcohol to be served or consumed by any underage persons or intoxicated persons.

The sponsoring organization or individual will be required to provide on premise law enforcement protection at any event where alcohol will be consumed. A minimum of 2 officers will be required. [Town Constable and County Deputy or 2 County Deputies]

The Town, at its own discretion, reserves the right to select users and events for the Community Center.

#### **RESPONSIBILITIES OF SPONSORING ORGANIZATION OR INDIVIDUAL:**

1. The sponsoring organization or individual will be responsible for all costs for repairs resulting from damages to the facility as a result of occupancy and use by the sponsoring organization or individual.
2. Any decorating that is done will be done in a manner that will not cause damage and after removal of said decorations the condition of the Center will be as it was before the Center was rented. Prior approval is required before items can be removed from the walls or items put up on the walls.
3. Beano machine is not to be moved or used.
4. Trash compactor in the kitchen is not to be used.
5. Tables and chairs are to be cleaned and returned to at least the same condition as it was prior to rental.
6. After the event the Center will be cleaned up and all trash removed. The Center must be returned to at least the same condition as it was prior to rental. Brooms, mop, mop bucket and floor clean detergents to be provided by Town, Dish washing detergent, wash cloths, dish wiping cloths and vacuum cleaner and other cleaning supplies to be provided by sponsoring organization or individual.

**Contract:**

It is mutually agreed, by the sponsoring organization, or individual and the Town that either party may by letter terminate this agreement.

The undersigned agree to all conditions stipulated in this agreement and to observe all State, Federal and local laws and ordinances and all policies, rules and regulations of the Town.

**Signed:**

**SPONSORING ORGANIZATION OR INDIVIDUAL**

Authorized person: \_\_\_\_\_ Sign  
\_\_\_\_\_ Print

**Date signed:**

**TOWN OF ADDISON**

Authorized person: \_\_\_\_\_ Sign  
\_\_\_\_\_ Print

**Date signed:**

**Town of Addison**  
**Release and Indemnification**  
*For Alcohol – Related Liability on Town Property*

In Consideration of the Town of Addison, Maine permitting the undersigned to use or occupy the following town property, Addison Town Hall, for the following purpose, \_\_\_\_\_, on the following date(s), \_\_\_\_\_, 20\_\_\_\_, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or her heirs or assigns may ever have for any personal bodily injury, death or property damage arising out of or resulting from, in whole or in part, the sale, service, use or possession, lawful or otherwise, of alcoholic beverages during the undersigned's use of the premises as above described.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officials, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this Release and Indemnification and that it constitutes neither permission for nor foreknowledge of the unlawful sale, service, use or possession of alcoholic beverages on the premises, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

For \_\_\_\_\_

**Maine Dept of  
Public Safety**

Licensing & Inspection  
Unit-Liquor  
164 State House  
Station  
Augusta ME  
04333-0154

Tel. (207) 624-8745

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**APPLICATION FOR B.Y.O.B. FUNCTION**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Telephone (Day) \_\_\_\_\_

If Organization, name of person responsible \_\_\_\_\_

Birth Date of Applicant(s) \_\_\_\_\_

Location of Function \_\_\_\_\_

Address \_\_\_\_\_

Describe specific area to be licensed \_\_\_\_\_

Date of Function \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Number of Persons attending \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Responsible Dated \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE!**

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**FOR USE ONLY BY DEPT. OF PUBLIC SAFETY - LIQUOR UNIT**

**[ ] APPROVED - PERMIT # \_\_\_\_\_**

**[ ] NOT APPROVED**

This permit is not assignable and is valid for use only by the applicant named hereon for the date and time and location indicated above. This permit is issued subject to the laws of this State.

NOTE: THIS APPLICATION MUST BE SIGNED BY THE INDIVIDUAL OR DULY AUTHORIZED OFFICER OF THE CORPORATION EXECUTING THE APPLICATION AND APPROVED BY THE MUNICIPAL OFFICER AND FILED WITH THE DEPARTMENT OF PUBLIC SAFETY, LICENSING AND INSPECTION UNIT - LIQUOR 72 HOURS IN ADVANCE OF SAID EVENT OR GATHERING ACCOMPANIED BY A FEE OF \$10.00 PER DAY.

\_\_\_\_\_ ss Dated at \_\_\_\_\_, Maine

On \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Municipal Officers, City  
\_\_\_\_\_ Town  
The undersigned County Commissioners, Plantation of \_\_\_\_\_  
\_\_\_\_\_ Unincorporated Place

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N.B. If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact.