

Charles L. Waite, III, Chair
Robert N. Winn, Jr., Vice Chair
John M. Daley
Richard A. Dolliver
Madeline S. Mooney



AGENDA
MEETING OF THE OGUNQUIT SELECT BOARD
TUESDAY, FEBRUARY 6, 2018

5:00PM - COMMITTEE WORKSHOP

- A. Performing Arts Committee - 5:00pm
- B. Heritage Museum Committee - 5:30pm

1.0 CALL TO ORDER: 6:00PM

- 1.1 Roll Call of Members
- 1.2 Pledge of Allegiance

2.0 LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS

- 2.1 Barnacle Billy's, Etc. - Malt, Vinous & Spirituous Liquor License Renewal Application
- 2.2 Barnacle Billy's, Etc. - Amusement License Renewal Application
- 2.3 Barnacle Billy's, Inc. - Malt, Vinous & Spirituous Liquor License Renewal Application
- 2.4 Perkins Cove Lobster Shack - Malt & Vinous Liquor License Renewal Application
- 2.5 The Trap - Malt & Vinous Liquor License Renewal Application

3.0 APPOINTMENTS & RESIGNATIONS

- 3.1 Performing Arts Committee
- 3.2 Board of Assessment Review

4.0 TOWN MANAGER'S REPORT

5.0 PRESENTATIONS, PROCLAMATIONS & RESOLUTIONS

- 5.1 Ogunquit Chamber of Commerce Special Event Permits - Sarah Potter, President
- 5.2 Ogunquit Sewer District - Phil Pickering, Superintendent

6.0 PUBLIC HEARINGS

7.0 UNFINISHED BUSINESS

8.0 NEW BUSINESS

- 8.1 Ogunquit Chamber of Commerce Special Event Permit Applications- Sarah Potter, President

Select Board Review and Action on the following Special Event Permit Applications:

- a. Patriot's Day
- b. Ogunquit's Day in the Park
- c. Labor Day Weekend Sidewalk Sale

- d. OgunquitFest
- e. Christmas by the Sea

8.2 Discussion of Dunaway Community Center Fee Schedule

8.3 Select Board Meeting Calendar

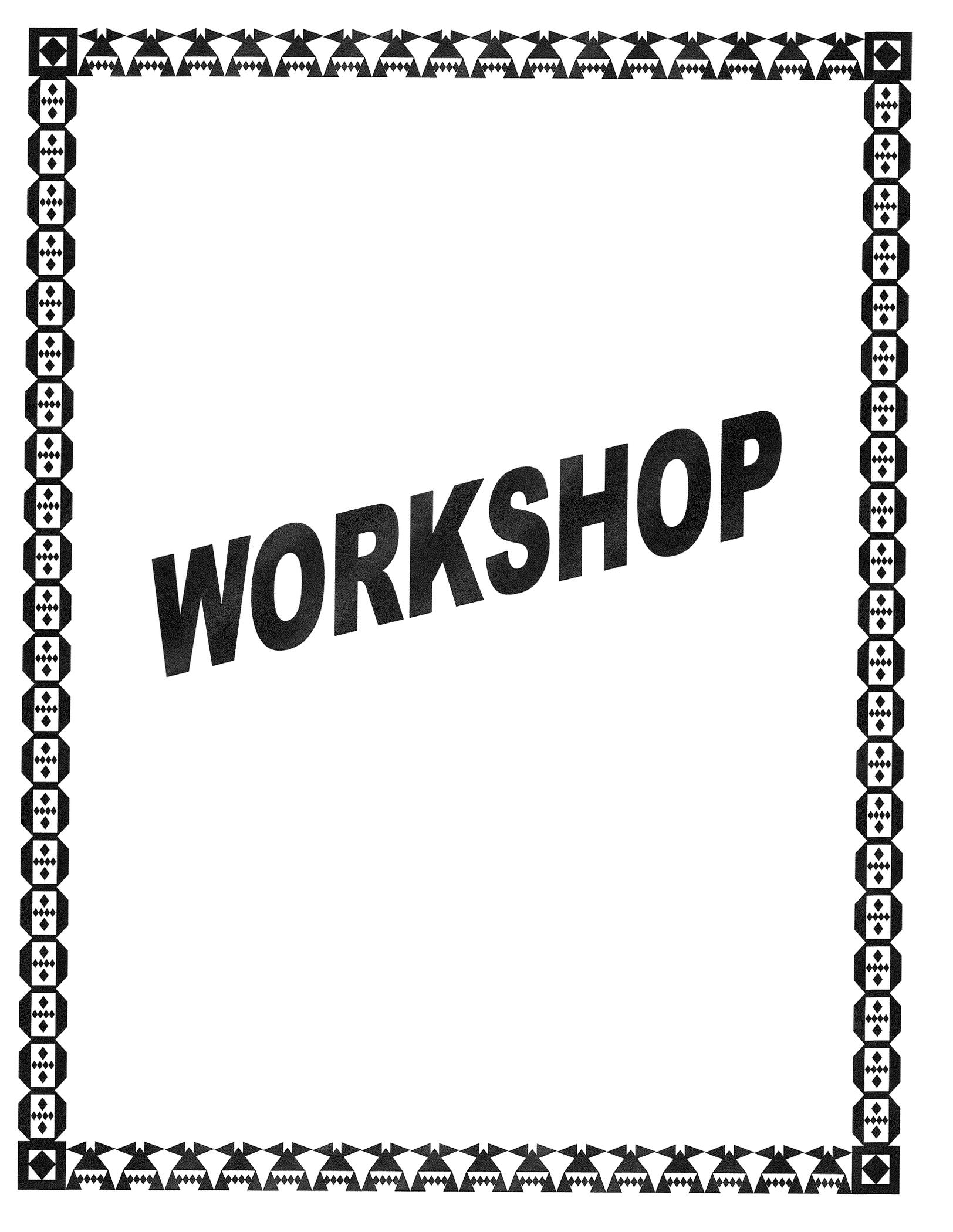
9.0 **CITIZEN COMMENTS (For town topics not on the agenda)**

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

10.0 **OTHER BUSINESS**

9.1 Select Board Reports and Announcements

11.0 **ADJOURNMENT**



WORKSHOP

PERFORMING ARTS COMMITTEE

Steve Einstein	2018 Member
Edwin Seppa	2018 Member
Judith Yates	2018 Member
Lesley Mathews	2019 Member
Janel Lundgren	2019 Member
Miki Ann Boyd	2020 Member
Patricia Mason	2020 Member
Eva Nudelman	2020 Member
Vacant	2019 Member
Vacant	2020 Member
Vacant	2018 1st Alternate
Vacant	2018 2nd Alternate
Charles L. Waite, III	2020 Liason

OGUNQUIT PERFORMING ARTS COMMITTEE BY-LAWS

COMMITTEE:

The Ogunquit Performing Arts Committee shall serve as a volunteer committee of ten (10) regular voting members, and two alternate members who shall be appointed by the Ogunquit Select Board to serve staggered three-year terms. The Committee membership shall consist of at least five (5) regular members who are legal residents of Ogunquit and up to a maximum of five (5) regular members from the surrounding area who possess the talents and skills essential for optimum functioning of the Committee, and two (2) alternate members, without regard to residency. Alternate members shall participate in all meetings and discussion, and shall vote only when appointed by the Chairperson in the absence of a regular member.

The Committee is an advisory group which shall have the authority to design and execute programs subject to the control of the Select Board and subject to whatever policies that may from time-to-time be enacted by the Select Board consistent with the purposes of the grant. Six (6) members of the Committee present and voting shall constitute a quorum for conducting business.

The Committee shall submit annually to the Select Board an outline of a proposed program of activities for the ensuing calendar year, and a proposed budget for the year. The Committee shall also submit an Annual Report to the Select Board covering the past year's activities of the Ogunquit Performing Arts Committee. The Committee shall also submit at least one midyear Report to the Select Board.

OFFICERS:

The Committee shall select one of its members annually to serve as Chairperson. The Chairperson of the Committee must be selected from those members of the Committee who are legal residents of Ogunquit. The Chairperson shall be responsible for the general direction of the Committee and shall call for and preside at Committee meetings. In the absence of the Chairperson, the secretary shall preside. The Chairperson shall also serve as the principal liaison between the Committee, the Select Board, and other officials of the Town.

The Committee shall select one of its members annually to serve as Secretary. The Secretary shall be responsible for notifying members of meetings, posting agendas, and recording Minutes of Committee meetings.

The Committee shall select one of its members annually to serve as Treasurer. The Treasurer of the Committee must be selected from those members of the Ogunquit who are legal residents of Ogunquit. The treasurer shall keep a record of the Committee's income and expenditures. He/she will keep in touch with the Town Treasurer concerning the Committee's financial standing with the Town, and will report periodically to the Committee about its financial standing. Bills addressed to the Committee will be forwarded to the Treasurer, who will arrange for their payment pending his/her approval and the approval of the Chairperson.

The Treasurer will advise the Committee about drawing up a budget and about other financial matters pertaining to the work of the Committee.

The Committee may, at its discretion establish additional officer positions, i.e., vice chair, assistant treasurer, assistant secretary, etc., from among the membership without regard to residency as may be required to conduct its business.

FINANCIAL:

The Select Board and the Town Treasurer shall be overseers of all funds as required by law and the Chairperson shall monitor the income and expenditures of the funds during the year in order to make certain that they conform to the original terms of the bequest establishing the Center.

The Chairperson shall submit proposed expenditures through the Town Manager to the Select Board for approval unless the specific item for which an expenditure is proposed has been approved by the annual budget, in which case, the expenditure may be authorized by the Committee with the request for payment being submitted to the Town Manager for inclusion on a pay warrant in the usual manner.

The Chairperson shall sign all contracts at the direction of the Committee for items included in the approved budget following approval by the Board of Selectmen. Individual members of the Committee may initiate plans for specific programs subject to approval by the Committee.

Adopted by the Select Board: August 7, 2012

ATTEST:

A TRUE COPY


Judy S. Kagiliery, Town Clerk

Dated: September 17, 2012



TOWN OF OGUNQUIT FY 2017-2018 OPERATING BUDGET

JULY 1, 2017 - JUNE 30, 2018

LINE ITEM REQUEST FORM

DEPARTMENT: PERFORMING ARTS

NAME OF PERSON SUBMITTING REQUEST: JANEL LUNDGREN, PATRICIA MASON

TITLE/POSITION: COMMITTEE CO-CHAIRPERSONS

DOLLAR AMOUNT OF REQUEST: \$6500.

ACCOUNT NUMBER: 014132916-0088

TOTAL EXPENSES: \$23,250.

TALENT FEES: \$12,000. (9 Live Events featuring 50 Performers)

SPECIAL SERVICES: \$500. (Performance Technical)

PIANO MAINTENANCE/REPAIRS/TUNING: \$1000.

PROMOTIONAL PRINTING: \$3200. (1520 posters; 28 large/laminated posters;
3000 flyers; 1000 stickers)

ADVERTISING: \$2000.

RECEPTIONS: \$750.

INTERNET/WEBSITE, MAINTENANCE/FEES: \$1200.

TELEPHONE: \$250.

REGULAR MAILINGS/POSTAGE: \$1000.

EQUIPMENT: \$750. (Maintenance/replacement)

PO BOX/POSTAGE: \$100.

ADMINISTRATIVE SUPPLIES: \$500.

NOTE: Additional expenses, covered for us by in-kind donations of goods and services, estimated at \$18,500., are NOT included in the above figures. See attached.

TOWN OF OGUNQUIT
FY 2017-2018 OPERATING BUDGET
JULY 1, 2017, - JUNE 30, 2018
ESTIMATED REVENUE FORM

DEPARTMENT: PERFORMING ARTS

NAME OF PERSON SUBMITTING REQUEST: JANEL LUNDGREN, PATRICIA MASON

TITLE/POSITION: COMMITTEE CO-CHAIRPERSONS

SOURCE - TICKET SALES: \$9500.

SOURCE - ENDOWMENT INTEREST: \$2500.

SOURCE - FUNDRAISING: \$4750.

SOURCE - TOWN SUPPORT: \$6500.

TOTAL REVENUE: \$23,250.

NOTE: Our annual in-kind donations of goods and services is estimated at \$18,500. , an amount which is NOT included in the above figures! See attached.

10/16/2017 13:45
331johnq

| TOWN OF OGUNQUIT
| 2018 - YTD EXPENSE REPORT - GENL FUND
28.23% OF BUDGET 10/15/2017

| P 11
| glytdbud

FOR 2018 04

ACCOUNTS FOR: 01 GENERAL FUND
ORIGINAL APPROP

REVISED BUDGET

YTD EXPENDED

MTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

413 OGUNQUIT PERFORMING ARTS

916 EXPENSES

0991 INTERFUND TXFR - CIP	6,500.00	6,500.00	6,500.00	0.00	0.00	0.00	100.0%
TOTAL EXPENSES	6,500.00	6,500.00	6,500.00	0.00	0.00	0.00	100.0%
TOTAL OGUNQUIT PERFORMING ARTS	6,500.00	6,500.00	6,500.00	0.00	0.00	0.00	100.0%

Admin

From: tonerna@myfairpoint.net
Sent: Monday, October 23, 2017 10:32 PM
To: admin@townofogunquit.org
Cc: cwaite@townofogunquit.org
Subject: OPA Committee Applicants

October 23, 2017

Dear Cheryl,

Please let this email serve as a letter of endorsement for Charlotte Streeter and Vincent D'Errico, who have recently applied to serve as Alternates on the Ogunquit Performing Arts Committee. Both have already been working with us for several months, attending our meetings, and taking on the responsibilities of a committee member.

Charlotte is now in charge of ticket sales at our four sales venues, is a contributing writer for our printed programs, and of course is a working member of the team at performances.

Vinny has been a friend of OPA for decades, and is one of the original donors of our treasured Steinway. He and Frank Hanson were the team who originally donated their labor to rebuild the piano as a gift to OPA, and he has been its Master Technician ever since. He continues to donate his services in the care of the instrument, and is now joining the Committee to become more active in additional ways.

The Ogunquit Performing Arts Committee is fortunate and delighted to have these two people interested in joining us, and unanimously recommends approval of them both. We hope you will include this endorsement with their applications to the Select Board.

Many thanks,
Janel Lundgren
Patricia Mason
OPA Co-Chairpersons

TOWN OF OGUNQUIT, MAINE
Received in the
Town Clerk's Office
on October 20, 2017
at 10:47²

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE
23 School Street, PO Box 2122, Ogunquit, Maine 03907
Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by JM
Deputy Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: VINCENT T. D'ERRICO
RESIDENCE: OGUNQUIT MAINE
MAILING (If different) _____
E-MAIL ADDRESS _____

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input checked="" type="checkbox"/> Other <u>OGUNQUIT PERFORMANCE</u> |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other <u>COM.</u> |

RELATED EXPERIENCE (Including other Boards/Commissions) _____

I am a: (check those that apply)
 Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: POINTED TO
ALTERNATE BOARD MEMBER

Please Circle

I have/~~have not~~ attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

Vincent T. D'Errico
Signature of Applicant

10/19/17
Date

Received in the

Town Clerk's Office

on October 20, 2017

at 10:43 am

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by [Signature]
Deputy Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Charlotte Greeter

RESIDENCE: [Handwritten address]

MAILING (if different) same

E-MAIL ADDRESS _____ PHONE: _____

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input checked="" type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input checked="" type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) Wells Board of Trustees

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD:

To contribute to the cultural experience in our area of York City

Please Circle

I have/have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

[Signature]
Signature of Applicant

10-20-17
Date

HERITAGE MUSEUM COMMITTEE

Jay Smith	2018 Member
Robin L. Fagerlund	2018 Member
Susan Meffert	2018 Member
L.F. "Sonny" Perkins	2019 Member
Charlotte M. Tragard	2019 Member
Gary Littlefield	2020 Member
Eva Nudelman	2020 Member
Patricia Weare	2020 Member
Peter Woodbury	2020 Member
John Ross	2018 1st Alternate
Marc Saulnier	2018 2nd Alternate

The Ogunquit Heritage Museum Committee

MEMBERSHIP: APPOINTMENT/TERMS

The Heritage Museum Committee shall be composed of nine (9) members whom shall be appointed by the Board of Selectmen. In the first year, three (3) members shall be appointed to (3) three-year terms, three (3) members shall be appointed to (2) two-year terms and (3) members shall be appointed to (1) one-year terms. Thereafter, all appointments shall be for three (3) years

QUALIFICATIONS

The Committee will have a majority of residents from the Town of Ogunquit.

Skills needed for volunteer positions:

- Public Relations
 - Responsible for keeping the museum in the public eye.
- Brochure Design
 - Designing and executing a brochure for the museum.
- Exhibits
 - Setting up
 - Design
 - Labels
- Education
 - Someone with teaching abilities.
 - Setting up a curriculum for classroom visitations.
 - Learning the history of Ogunquit.
- Media Tech
 - Web site design
 - Covering “Do You Remember”.
- Secretary
 - Responsible for taking meeting minutes.
 - Send out agendas of meetings.
 - Keeping track of members, addresses, e-mail addresses and phone numbers.
- Librarian
 - Responsible for taking care of the Library.

By-Laws Of the Ogunquit Heritage Museum Committee

The Ogunquit Heritage Museum Committee is a town committee appointed by the Select Board to administer the activities/programs of the Ogunquit Heritage Museum. The Ogunquit Heritage Museum is an institution that collects, preserves and exhibits items and documents related to Ogunquit's heritage. The Museum commonly referred to as the Captain James Winn House, is located on Obeds Lane on the grounds of the Dorothea Jacobs Grant Commons. It is a town structure which the town physically maintains and in which the town protects its contents for the purpose of public access and education.

Article 1: Committee Membership/Appointments/Terms

The Ogunquit Heritage Museum Committee shall consist of a volunteer committee of 9 (nine) members and 2 (two) alternate members appointed by the Select Board to serve staggered three year terms. Should a vacancy occur for any reason, the Select Board will appoint new members. Alternate members will be given first refusal. The majority of the Museum Committee members shall be residents of Ogunquit,

Article 2: Committee Officers

Chairperson:

The Committee shall elect one of its members annually to serve as Chairperson. The Chairperson shall be responsible for the general direction of the Committee and shall preside at committee meetings. The Chairperson shall also serve as the principal liaison between the Committee, the Select Board and other town officials.

Vice Chairperson:

The Committee shall elect one of its members annually to serve as Vice Chairperson. In the absence of the Chairperson or if the Chairperson is unable to preside, the Vice Chairperson shall preside over Committee meetings, and become acting Chairperson of the committee with all the rights, privileges and power of the Chairperson.

Secretary:

The Committee shall elect one of its members annually to serve as Secretary. The Secretary shall be responsible for notifying members of meetings, posting agendas, and recording the minutes of the Committee meetings.

Treasurer:

The committee shall elect one of its members annually to serve as Treasurer. The Treasurer shall keep a record of the Committee's income and expenditures. The Treasurer shall keep in contact with the Town Treasurer concerning the Committee's financial standing with the Town, and will report periodically to the Committee about its financial standing. Bills addressed to the Committee will be forwarded to the Treasurer who will arrange for their payment pending his/her approval and the approval of the Chairperson. The Treasurer will advise the Committee about drawing up a budget and about other financial matters pertaining to the work of the Committee.

Article 3: Meetings

Meetings of the Committee membership will normally be held monthly. Written notice of said meeting shall be announced. Special meetings of the Committee members will be called by the Chairperson at the request of any one member, or may be called by the Chairperson at any time. There will also be an annual meeting. This will give the museum committee the opportunity to review the activities of the past year, and allow the committee to elect a slate of officers for the coming year. This meeting should be the first meeting in July. All meetings are open to the public and the agenda, date and place should be posted in the town hall before the meeting is held.

Article 4: Responsibilities

The Committee shall assume responsibility for the following:

- Preservation of the collection
- Documentation of photos/paintings/artifacts
- Reviewing and accepting or rejecting all accessions and loans
- Provision of legal documents for gifts and loans
- Presentation of exhibits, projects, education programs, tours, lectures etc.
- Interaction with public schools/ other museums and community organizations/receptions
- Presentation of the budget to Town Manager
- Provide support and direction, when appropriate, to the Museum Coordinator

Article 5: Sub-Committees

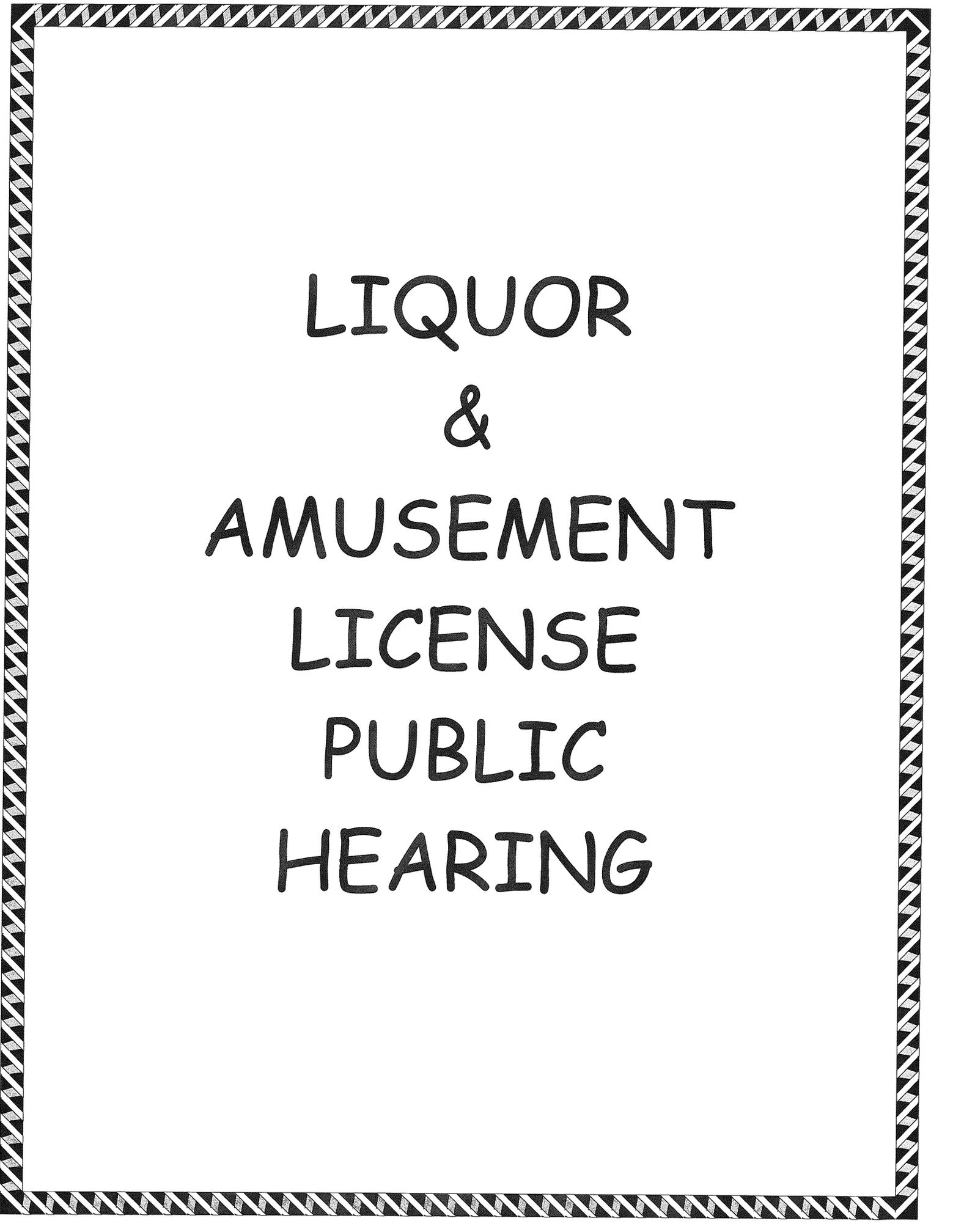
The museum committee can appoint either standing (permanent sub-committees) or special (for one short-term purpose) sub-committees as needed. A sub-committee shall be appointed by the museum committee chairman. At that time a chairman for this subcommittee will be appointed. After the appointment, the sub-committee may be called together by its chairman. A sub-committee should make recommendations to the museum committee about the subject referred to it, provided there is agreement by the majority of the committee. A special or standing sub-committee must investigate the facts and recommend action. It has no power to take action without the permission of the museum committee.

Article 6: Amendments

Amendments to the by-laws may be voted on at the monthly meetings. If a motion is made to present an amendment for a vote, all members must be provided with a copy of the amendment prior to the meeting, and 6 members of the board must vote in favor of the amendment in order to pass it. All amendments must be then voted on by the Select Board.

March 10th, 2011

Approved by the Ogunquit Select Board at their meeting on June 7, 2011.



LIQUOR
&
AMUSEMENT
LICENSE
PUBLIC
HEARING

OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

The Ogunquit Board of Selectmen will hold a Public Hearing on Tuesday, February 6, 2018, at 6:00 PM in the Auditorium of the Dunaway Community Center on School Street, Ogunquit, Maine for the following application(s):

MALT, SPIRITUOUS & VINOUS LICENSE (RENEWAL)

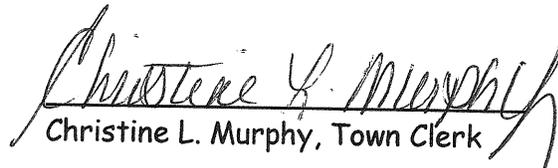
Barnacle Billy's, Etc. 50 Perkins Cove Road
Barnacle Billy's, Inc. 70 Perkins Cove Road

MALT, SPIRITUOUS & VINOUS LICENSE (RENEWAL)

Perkins Cove Lobster Shack, Inc. 110 Perkins Cove Road
The Trap 117 Perkins Cove Road

AMUSEMENT LICENSE (RENEWAL)

Barnacle Billy's, Etc. 50 Perkins Cove Road


Christine L. Murphy, Town Clerk

Posted by:


Patricia L. Arnaudin, Police Chief

Posted: January 30, 2018
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT

OGUNQUIT

Beautiful Place by the Sea

1/17/18
@ 9:00am

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2018</u>
CURRENT LICENSE EXPIRATION DATE: <u>5-5-2018</u>		

BUSINESS NAME: Barnacle Billy's etc.
 APPLICANT: Barnacle Billy's etc.
 EMAIL: billy@barnbilly.com
 BUSINESS REG #: 12-504 ISSUE DATE: _____ MAP: 3 LOT: 88
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia Bernardis</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-22-2018
Fire Chief	<i>Mark Burr</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-18
Code Officer	<i>SAH</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-19-18

ATTENDANCE AT PUBLIC HEARING IS REQUIRED
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200	Date Paid: <u>1/10/18</u>	Check/Cash	Check #: <u>8801</u>
Background Check Fee: \$ <u>63.00</u>	(\$21.00 per person listed on application)		
Business Reg. Fee: \$150.00	Paid prior to Liquor Application?	YES	<input checked="" type="radio"/> NO
TOTAL PAID WITH APPLICATION: \$ <u>413.00</u>	Received by: <u>JM</u>	(Town Clerk's Office)	
DATE POSTED: <u>1/30/2018</u>	DATE HEARD: <u>2/16/2018</u>	APPROVED: _____	DENIED: _____



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

January 17, 2018

BARNACLE BILLYS ETC
50 Perkins Cove RD
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Jan 17, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112

A handwritten signature in black ink, appearing to read "Branden Walker".

WALK01 Branden Walker
Inspector

A handwritten signature in black ink, appearing to read "Tim Tower".

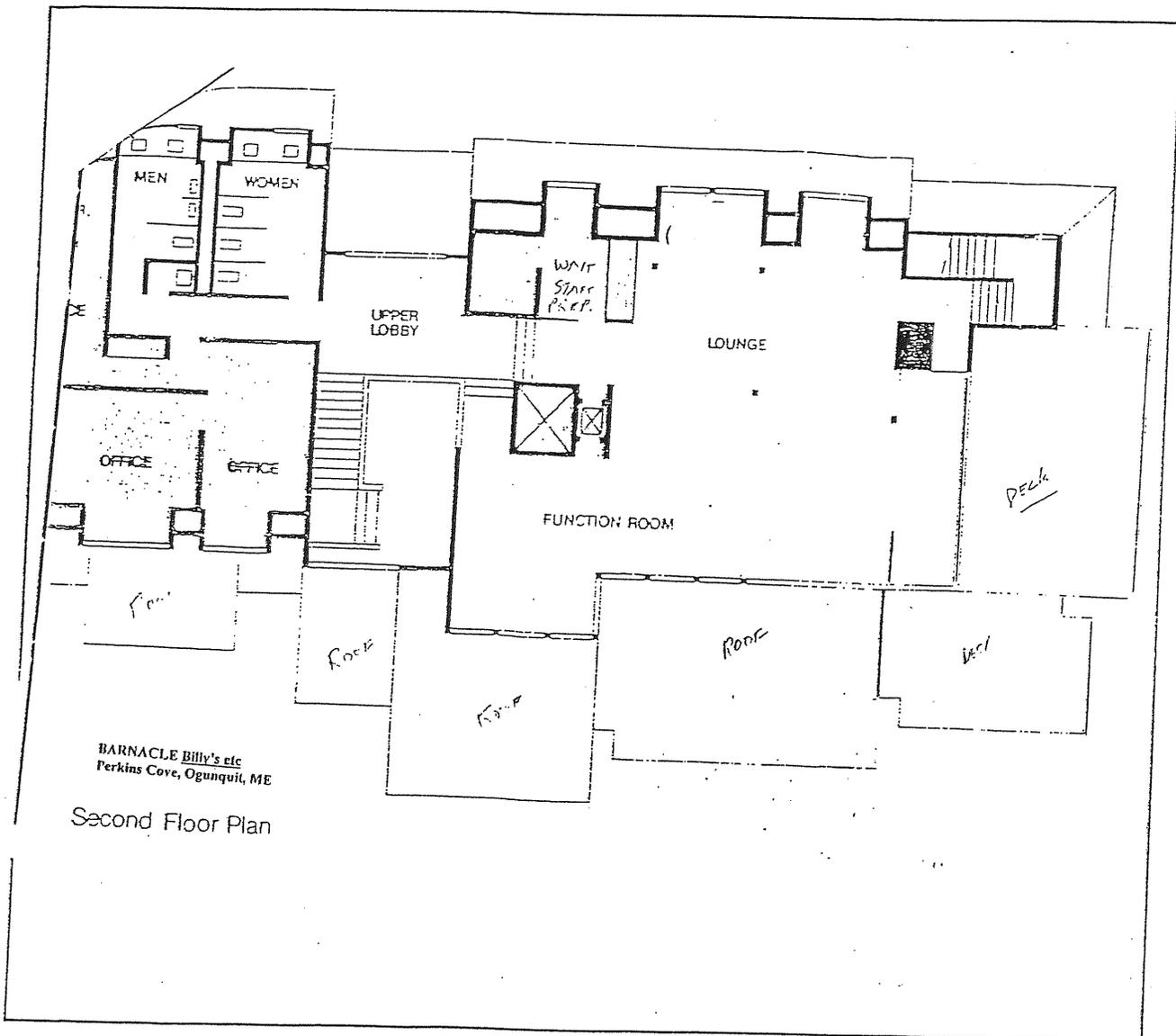
Tim Tower



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your licensed premise and the areas that consumption and storage of liquor is allowed, The Bureau of Liquor Enforcement is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Bureau for liquor consumption.



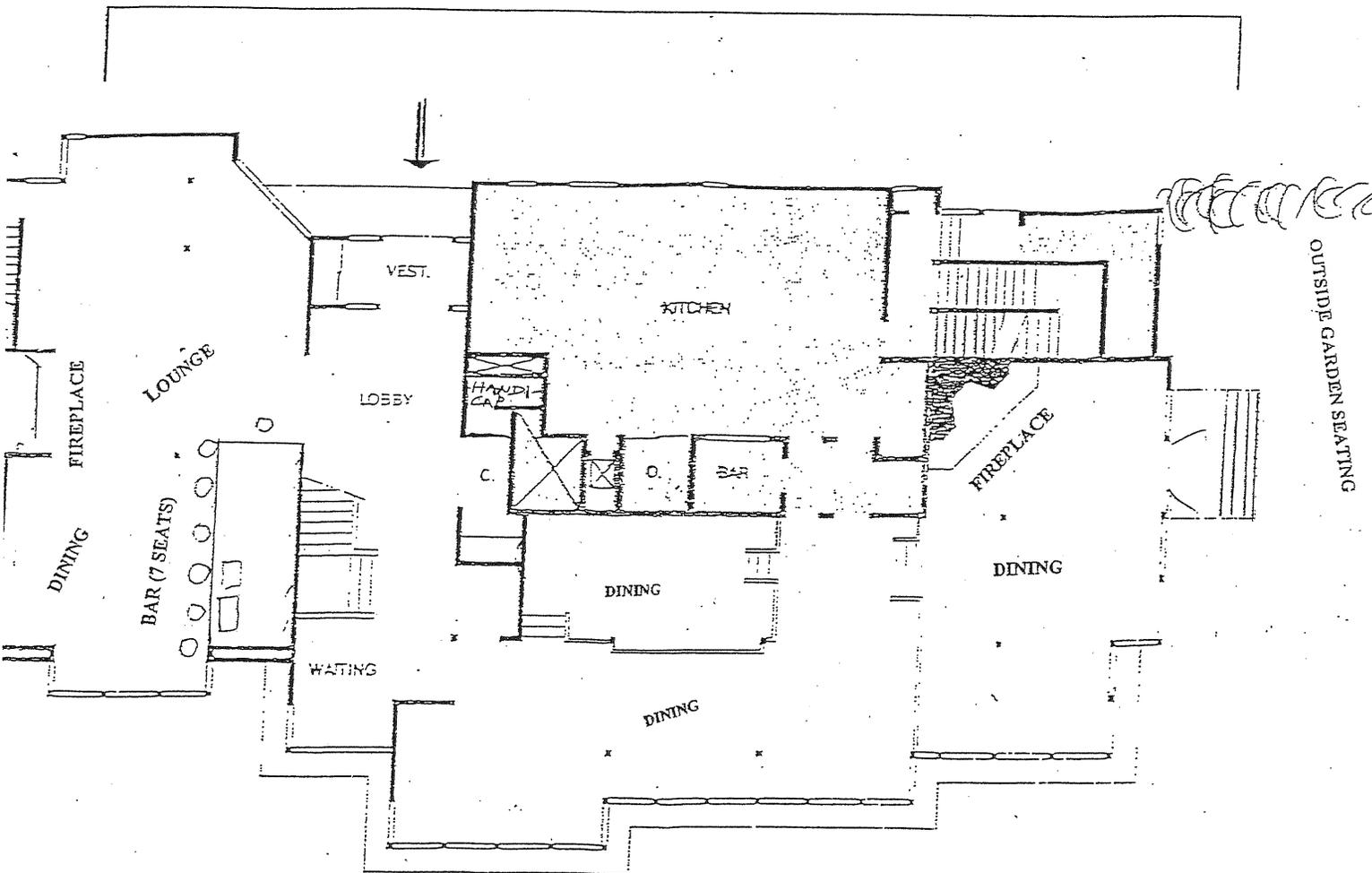
Etc



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your licensed premise and the areas that consumption and storage of liquor is allowed, The Bureau of Liquor Enforcement is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Bureau for liquor consumption.



First Floor Plan

BARNACLE Billv's etc
Perkins Cove, Ogunquit, ME

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2018

BUSINESS NAME: Earnacle Billy's etc

BUSINESS ADDRESS: 50 Perkins Cove Rd

BUSINESS PHONE # 207-646-4711 HOME PHONE # 207-646-5575

BUSINESS REG # 18-504 ISSUE DATE: - MAP: 3 LOT: 88

(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 373

NATURE OF BUSINESS: Restaurant, seafood, seasonal

FORM OF ENTERTAINMENT: (Please be specific) occasional piano, violin, guitar, bag pipe

APPLICANT: Tower Family Partnership ADDRESS: PO Box 837 Ogunquit, Me 03907

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?

YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

APPLICATION MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

Please consult Title IX, Chapter 3 of the Ogunquit Municipal Code for all provisions applicable to this license. "Entertainment" is defined as follows in said Code:

"Entertainment shall include dancing by and for patrons, any music, videogames, devices, machines and any other amusement, performance, exhibition, diversion or other activity with an entertainment value whether provided for or used by patrons, independent contractors, employees or proprietors.

Entertainment shall not include televisions or radios nor shall it include "background music" meaning music not involving live performers and not used for dancing and which music is only incidental to the primary activity offered."

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business since _____
(Insert date when change was made)

 PROPERTY OWNER'S SIGNATURE

 APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. All applications shall be accompanied by two (2) scale drawings at a scale of one (17") inch to ten (10') feet depicting the floors of the building in which the entertainment is to be located, all entrances and exits and all areas open to patrons indicating in each area the use made by patrons and indicating the floors and areas for which the applicant seeks a license.
2. Applicants for video game entertainment shall present, to scale, floor plans depicting the location and floor area of these devices and the location of the supervisor(s). Machines shall be listed by function and serial number.
3. Applicants for patron dancing entertainment shall present to scale floor plans depicting the location and size of the dance floor(s).
4. Each application shall constitute a new application and all required information must be included. **Licenses expire on May 31st of each year.**

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	<i>Peter L. ...</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-22-2018
Fire Chief	<i>Matt ...</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-18
Code Officer	<i>...</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-19-18

Received by: *JM* Fee \$ 100.00 Date Paid 1/10/18
(Town Clerk's Office)

Check / Cash 5801
 Filed with Liquor License Application

Date posted 1/30/2018 Date Heard: 2/6/2018 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

OGUNQUIT

Beautiful Place by the Sea

1/17/18
@ 9:00am

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2018</u>
CURRENT LICENSE EXPIRATION DATE: <u>5-5-2018</u>		

BUSINESS NAME: Barnacle Billy's Inc.

APPLICANT: Barnacle Billy's Inc.

EMAIL: billy@barnbilly.com

BUSINESS REG #: 18-563 ISSUE DATE: _____ MAP: 3 LOT: 87

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 180 in 180 out

NOTE - SPECIAL ATTENTION

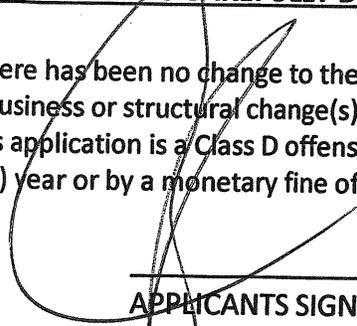
Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patrick J. Caspader</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-22-2018
Fire Chief	<i>Mike Oliver</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-22-18
Code Officer	<i>PHH</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-19-18

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.



 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$ <u>200</u>	Date Paid: <u>1/10/18</u>	Check/Cash Check #: <u>8801</u>
Background Check Fee: \$ _____	(\$21.00 per person listed on application)	
Business Reg. Fee: \$ <u>150.00</u>	Paid prior to Liquor Application? <input checked="" type="radio"/> YES <input type="radio"/> NO	
TOTAL PAID WITH APPLICATION: \$ <u>200.00</u>		Received by: <u>OM</u> (Town Clerk's Office)
DATE POSTED: <u>1/30/2018</u>	DATE HEARD: <u>2/6/2018</u>	APPROVED _____ DENIED _____



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

January 17, 2018

BARNACLE BILLYS
70 Perkins Cove RD
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Jan 17, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112

A handwritten signature in black ink, appearing to be 'David Moore'.

A handwritten note in black ink that says 'ON FILE'.

4220006 David Moore
Inspector

On file

Bar under Billy's Original

83

83' x 10'

62'

10'

EXIT

12'

CALL

DINING
12' x 34'

25'

34'

SERVICE BAR

SERVICE AREA

KITCHEN AREA

BATH 1

BATH 2

ENTRANCE

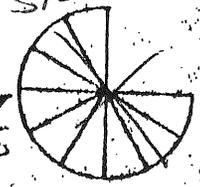
SIDEWALK

SIDEWALK

Billy's

CAMMARTIA ASSOCIATES
 ARCHITECTURAL FIRM
 12/2/83
 FLOOR PLAN
 BAR UNDER BILLY'S

NO spiral stairs
SPiral STAIRS
Regular staircase



OUTSIDE PATIO AREA
EXTENDS TO HIDDEN LINES
40' X 19'

OVERHEAD DECK
24' X 26'

PATIO ENCESS
26' X 7' APPROX.

PATIO ENCESS 36' X 4' APPROX

SIDEWALK

STREET

1/9/2018
 @ 9:00am

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/> RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2018</u>
CURRENT LICENSE EXPIRATION DATE: <u>4.11.18</u>	

BUSINESS NAME: Perkins Cove Lobster Shack Inc

APPLICANT: Jason Evens

EMAIL: thelobster Shack@gmail.com

BUSINESS REG # 2018-259 ISSUE DATE: 1.3.18 MAP: 3 LOT: 81

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 54

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia L. Anaudin</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-18-2018
Fire Chief	<i>Mark Birn</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-22-18
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-16-18

ATTENDANCE AT PUBLIC HEARING IS REQUIRED PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

[Signature]

 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200	Date Paid: <u>1/3/18</u>	Check/Cash	Check #: <u>10422</u>
Background Check Fee: \$ 20.00 <u>21.00</u>	(\$21.00 per person listed on application)		
Business Reg. Fee: \$150.00	Paid prior to Liquor Application?	YES	NO <input checked="" type="checkbox"/>
TOTAL PAID WITH APPLICATION: \$ <u>371.00</u>		Received by: <i>[Signature]</i> (Town Clerk's Office)	
DATE POSTED: <u>1/30/2018</u>	DATE HEARD: <u>2/6/2018</u>	APPROVED: _____	DENIED: _____



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

January 9, 2018

Lobster Shack
Perkins Cove RD
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Jan 9, 2018 revealed no violations.

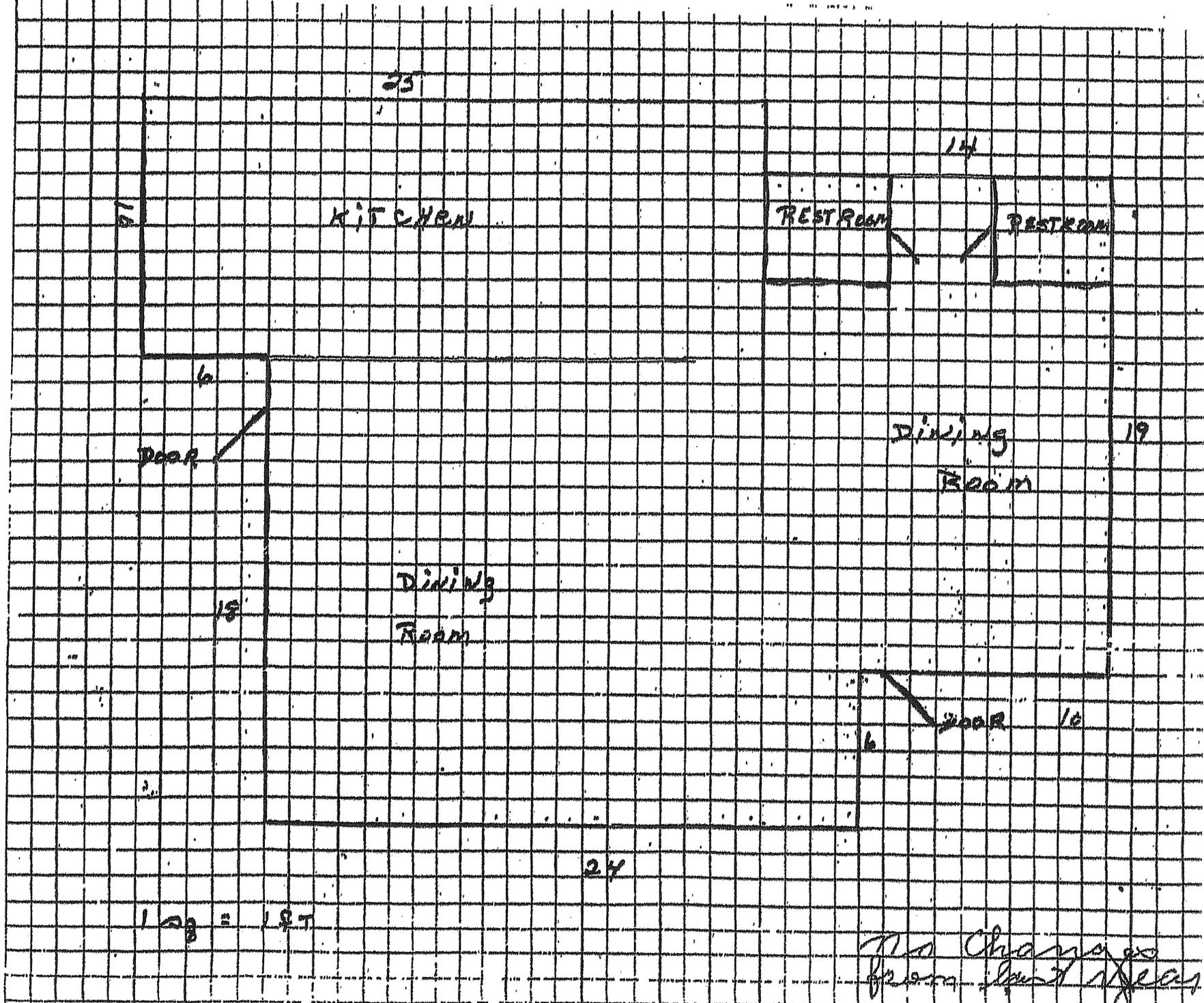
Firefighter/
Ogunquit Fire Department
(207) 646-5112

A handwritten signature in black ink, appearing to be "David Moore".

4220006 David Moore
Inspector

A handwritten signature in black ink, appearing to be "Evers".

Evens



2 x 2/6m
No. 4298-2



No changes from last year

OGUNQUIT

Beautiful Place by the Sea

1/9/2018
@ 9:00am

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2018</u>
CURRENT LICENSE EXPIRATION DATE: <u>6-7-18</u>		

BUSINESS NAME: The TRAP
 APPLICANT: Jason Evans
 EMAIL: perkinscove trap@gmail.com
 BUSINESS REG #: 2018-403 ISSUE DATE: 1.3.18 MAP: 003 LOT: 75

see memo

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 20 Inside 20 Outside
 NOTE - SPECIAL ATTENTION 12 MJD Fire chief

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief	<i>Patricia L. D'Amico</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-18-2018
Fire Chief	<i>Mark Bigner</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-18-18
Code Officer	<i>St. M.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1-17-18

ATTENDANCE AT PUBLIC HEARING IS REQUIRED
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$ <u>200</u>	Date Paid: <u>1/3/18</u>	Check/Cash Check #: <u>1142</u>
Background Check Fee: \$ <u> </u>	(\$21.00 per person listed on application)	
Business Reg. Fee: \$ <u>150.00</u>	Paid prior to Liquor Application? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
TOTAL PAID WITH APPLICATION: \$ <u>350.00</u> Received by: <i>JM Deputy Clerk</i> (Town Clerk's Office)		
DATE POSTED: <u>1/30/2018</u>	DATE HEARD: <u>2/6/2018</u>	APPROVED: <u> </u> DENIED: <u> </u>

Memorandum

To: Scott Heyland, CEO

From: Mark O'Brien, Fire Chief *MJO*

Date: January 18, 2018

Subject: Occupancy load for The Trap

The occupant load for "The Trap" restaurant in Perkins cove has some changes to it due to the awning area being smaller than the deck area and non-correct size of deck given on plans. After going out and taking actual measurement I find the actual deck size to be 21'-6" long by 13' wide. This would have allowed 19 persons in seated area of deck.

The deck has an awning over it with zip down sides which does not cover the entire deck area. There is also posts in about 2'-6" from the ocean side of deck which limits usable area as well. The Awning area measures 17'-2" long by 10'-6" wide. With the sides zipped down, this is the max usable area. With this stated the occupant load for the outside deck facing the ocean is 12 persons.

The inside dining area allows for 22 persons giving the total occupant load of 34.

Please contact me with any further questions.



Land Use Office
Post Office Box 875
Ogunquit, Maine 03907-0875

Tel: 207-646-9326
ceogt@townofogunquit.org

MEMORANDUM

Date: January 17, 2018
To: Ogunquit Select Board
From: Scott Heyland/ Land Use Director
RE: Annual Liquor License Application for "The Trap"

At the Planning Board meeting of August 14, 2017, the restaurant known as The Trap, located at 117 Perkins Cove Rd., received approval for a Change of Use from a Type 1 Restaurant to a Type 2 Restaurant. As part of that approval the Board required the following Condition of Approval. "Applicant will install materials to screen the exhaust fan from the abutter" As of the date of this memo that has not been completed. Therefore I have not approved the application.

Chapter 2 Alcohol and Licensing Review 201 Application

In addition to the information required by Title 28 of the Maine Revised Statutes and the rules and Regulations of the State Liquor Commission of an applicant to the Board of Selectmen for a liquor license, applicants shall also provide the Selectmen with written reports from the Code Enforcement Office, Police Chief, and Fire Chief stating that the premises to be licensed are in compliance with all applicable rules, regulations and ordinances which such officials are responsible for enforcing. In addition, the application shall be accompanied by a drawing at a scale of one inch (1") to ten feet (10') depicting the size and nature of all areas of the premises open to the general public.

Scott Heyland
CEO/ Land Use Director

A handwritten signature in black ink, appearing to be "S. Heyland", is written over a solid horizontal line.



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

January 9, 2018

THE TRAP
117 Perkins Cove Rd
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Jan 9, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112



4220006 David Moore
Inspector



Jason evens

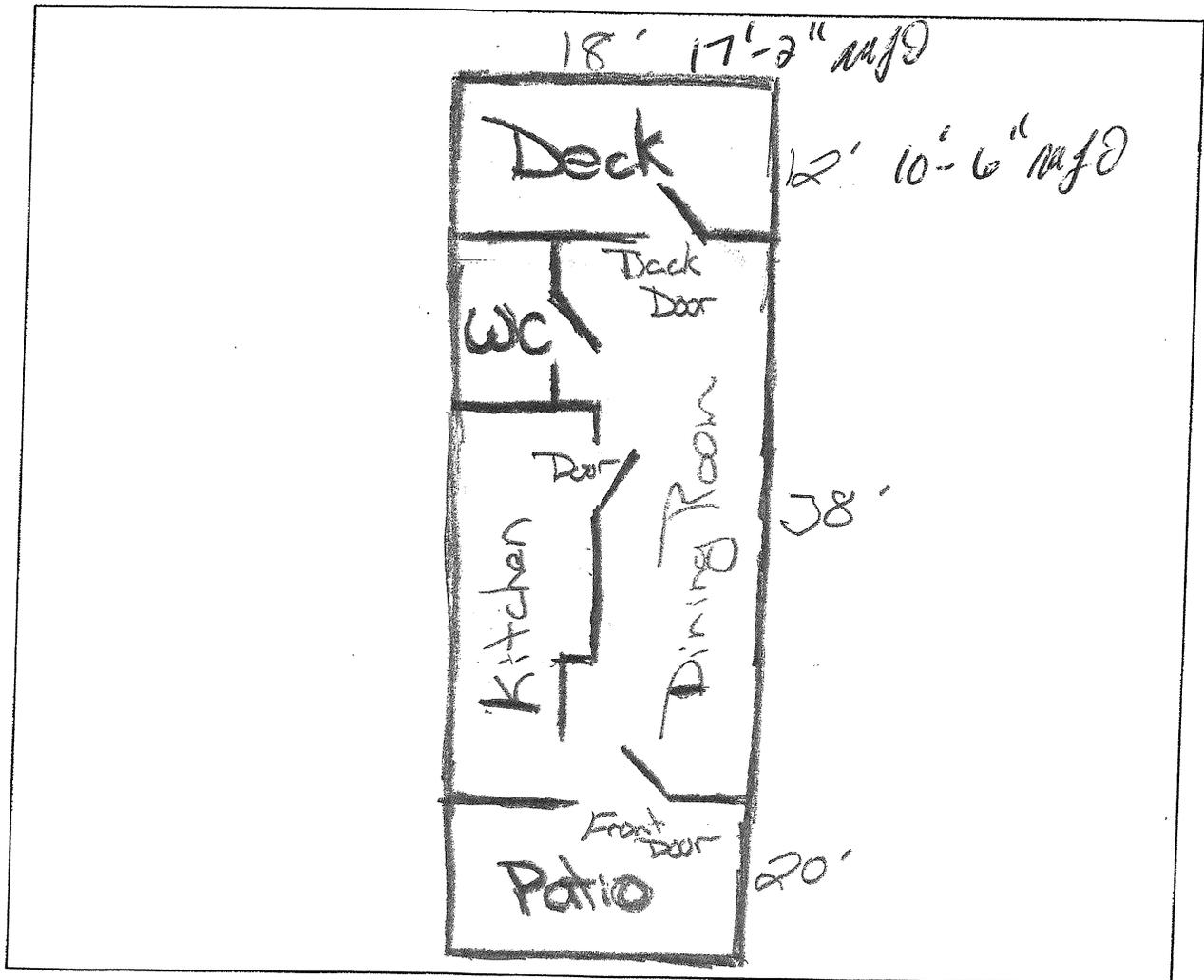
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

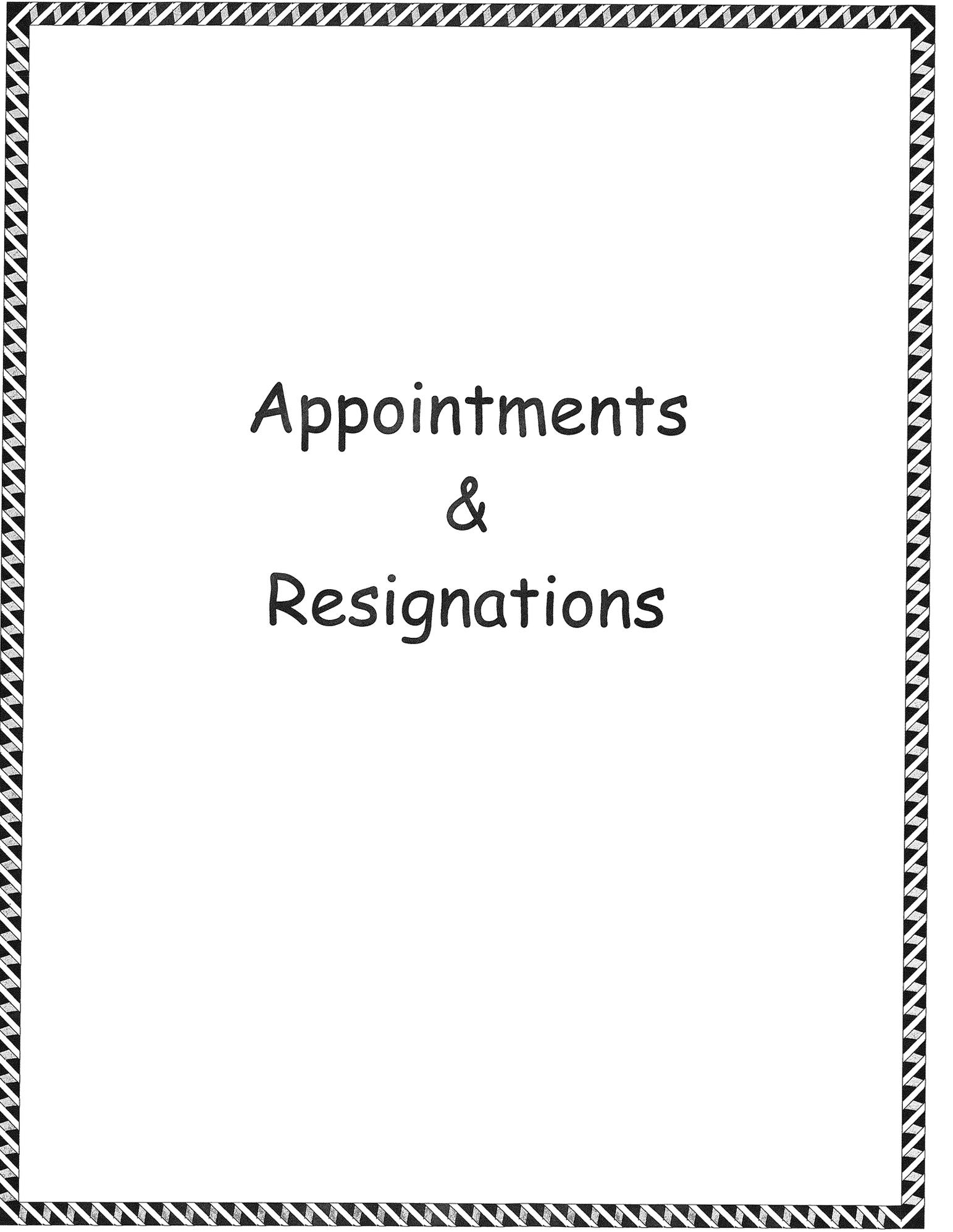
DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Appointments & Resignations



MUNICIPAL OFFICES
 23 SCHOOL STREET • P.O. BOX 875
 OGUNQUIT, MAINE 03907-0875
 Website: www.townofogunquit.org
 E-mail: info@townofogunquit.org

(207) 646-5139	General Offices
(207) 646-9326	Land Use
(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:
Charlotte Streeter as a Performing Arts Committee Member-2nd Alt.

Dated: February 6, 2018
 Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

 John M. Daley

 Richard A. Dolliver

 Madeline S. Mooney

 Charles L. Waite, III - Chair

 Robert N. Winn, Jr. – Vice Chair

State of Maine
 County of York, ss _____, 2018

Personally appeared the above named Charlotte Streeter, who has been duly appointed and confirmed as a Performing Arts Comm. Member-2nd Alt. in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

 Christine L. Murphy, Town Clerk
 Jo Anne Lepley, Deputy Town Clerk



MUNICIPAL OFFICES

23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875

Website: www.townofogunquit.org

E-mail: info@townofogunquit.org

(207) 646-5139	General Offices
(207) 646-9326	Land Use
(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:
Vincent D'Errico as a Performing Arts Committee Member-1st Alt.

Dated: February 6, 2018
Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. – Vice Chair

State of Maine
County of York, ss _____, 2018

Personally appeared the above named Vincent D'Errico, who has been duly appointed and confirmed as a Performing Arts Comm. Member-1st Alt. in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk

TOWN OF OGUNQUIT, MAINE

Received in the
Town Clerk's Office

on 01/22/2018
at 14:00

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by LLM
Town Clerk

BOARD

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Lindsay Perry

RESIDENCE: 329 North Village Rd

MAILING (if different) -

E-MAIL ADDRESS - PHONE: -

Please check your choices and list in order of priority by marking 1, 2, 3, etc.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) _____

I am a: (check those that apply)

Year-Round Resident Summer Resident Ogunquit Property Owner

Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: _____

Please Circle

I have/have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

[Signature]
Signature of Applicant

1-22-18
Date



MUNICIPAL OFFICES
 23 SCHOOL STREET • P.O. BOX 875
 OGUNQUIT, MAINE 03907-0875
 Website: www.townofogunquit.org
 E-mail: info@townofogunquit.org

(207) 646-5139	General Offices
(207) 646-9326	Land Use
(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Lindsey Perry as a Board of Assessment Review Member

Dated: February 6, 2018
 Term Expiration: June 30, 2020

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. – Vice Chair

State of Maine
 County of York, ss _____, 2018

Personally appeared the above named Lindsey Perry, who has been duly appointed and confirmed as a Board of Assessment Review Member in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk



New Business



February 1, 2018

Patricia Finnigan, Town Manager
Town of Ogunquit
PO Box 875
Ogunquit, ME 03907

Dear Pat:

Enclosed is an Application/Permit for Special Event for the following Events:

**Patriots Day
Ogunquit's Day in the Park
Labor Day Weekend Sidewalk Sale
OgunquitFest
Christmas by the Sea**

Attached to the application are descriptions of each of these events, as well as other events for which we are requesting waivers. Certificates of Liability will be provided to the Town for each event. Forms for use of the Dunaway Center for the events are also attached.

I respectfully request that both Shari Hanson, Chair of the Chamber Board of Directors and I be placed on the agenda for the next available Board of Selectmen meeting to discuss these permits.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Sarah Potter
President

Ogunquit Chamber 2018 SPECIAL EVENTS PERMIT PROPOSAL REQUEST DETAILS

January 31, 2018

EVENT 1: Patriots Day:

28th Annual: April 13-15, 2018

Patriots Day Sample Events (subject to change, deletion, or augmentation)

Throughout the weekend: Events hosted and sponsored by non-profits and area businesses, such as, but not limited to the Ogunquit Memorial Library Book Sale and the OMAA ABC Sale.

Friday

CONCERT

DRAMATIC READING/ RE-ENACTMENT

POOCH PAGEANT

AMERICAN PIE CONTEST

Saturday

CRAFT FAIR AT THE MAIN BEACH

"TASTE OF THE TOWN"

HISTORICAL RE-ENACTMENT

Sunday

HISTORICAL RE-ENACTMENT

CRAFT FAIR AT THE MAIN BEACH

HAY RIDES

As in previous years, we would like to request permission to:

- Locate the craft show at the Main Beach Parking Lot, using tents. Our practice is to now reach out to the tent company to ensure that they will thoroughly clean up any tent debris and completely fill any holes left by tent stakes.
- Have *Taste of the Town* at the Dunaway Center.
- Use banners to advertise the event in advance.
- Use sign boards to advertise and for directions during the event.
- Request delivery and use of town trash barrels, barricades, and pedestrian signs.

We ask that the town not implement a charge for parking at Main Beach, Lower Lot or Obed's Lot during this weekend, as typically the parking lots are normally no-fee during this time of year.

Due to the number of people in attendance, we ask that the public restrooms be open.

- Place appropriately themed displays and decorations such as flags to be used throughout town and by the business community to augment the celebratory environment.

EVENT 2: Ogunquit's Day in the Park

Saturday, June 16, 2018, 10AM – 5PM

This new, one-day event will replace our long-running Annual Sidewalk Art Show, and will incorporate our artist exhibitors into the event. This event is established to showcase Ogunquit and the surrounding area's local talent pool of artisans, craftsmen and more, in a celebratory atmosphere including music and food. With support and collaboration from the Town of Ogunquit Parks and Recreation Committee, and their newly established *Music in the Park* series, we seek to introduce the Dorothea Jacobs Grant Common to new visitors and residents alike. We wish to also invite participation from the Ogunquit Heritage Museum to offer tours of the historic Winn House at their discretion. We further wish to promote this event as walkable - to town, services, lodging accommodations and other cultural highlights of Ogunquit. Vendor participation will be at the Chamber's invitation, based on selective objective and subjective criteria. This would be a free admission event and open to the general public.

ACTIVITIES ON THE COMMON TO INCLUDE: (subject to change, deletion, or augmentation)

EXHIBITORS may include:

- Organic and fine food purveyors
- Artists
- Artisans
- Craftsmen
- Handmade specialty apparel
- Cultural & Arts Organizations

CHILDREN'S ACTIVITIES & ENTERTAINMENT

FOOD TRUCKS (limit 3 in Obed's Parking Lot)

CONCERTS (Local musicians are being sought with music planned for the day-long event.)

We are requesting permission to:

- Have outdoor sales by vendors.
- Provide parking space allowance for vendor drop-off and pick-up at end of Obed's Parking Lot, nearest to Common.
- Locate the event at the Dorothea Jacobs Grant Common, with live music and using individual 10x10 pop-up tents.
- Use sign boards to advertise and for directions during the event.
- Request delivery and use of town trash barrels, barricades, and pedestrian signs as needed.
- Have access to a limited number of free parking spaces to accommodate three food trucks and three port-a-potties on opposing sides and at the end of Obed's Parking Lot next to the Common.
- Have access to power in the park for musical performances.
- Anticipating the number of people that may be in attendance, we ask that the public restrooms at the Dunaway Center be open.

Additionally, we ask consideration for:

- **Allowance of hourly parking rates in Obed's Lot in order to better serve visitors coming and going instead of an all-day parking charge. This may also open up more space availability throughout the day for people coming to the event, or to town in general.**
- **Allow entry to parking lot from Obed's Lane, thus easing congestion onto Shore Road**

EVENT 3: Labor Day Weekend Sidewalk Sale:

10th Annual: Saturday, September 1, 2018 (rain date: September 2)

The Labor Day Weekend Sidewalk Sale was first proposed by the Select Board in 2009 as a way to increase business activity in Ogunquit. It was approved by the Select Board again from 2010 - 2017. While this is not an official Chamber event, on behalf of our member merchants or other retail participants, we wish to continue this tradition, allowing Ogunquit businesses to sell outside their shops on the Saturday of Labor Day weekend. Speaking with various merchants after the 2017 event, we were informed that they find this to be a valuable and successful activity, particularly at this time of year. Only Ogunquit businesses with valid Ogunquit business licenses are eligible to participate.

EVENT 4: OgunquitFest:

15th Annual: October 19-21, 2018

OgunquitFest Sample Events (subject to change, deletion, or augmentation)

All weekend and on preceding days: Scarecrow Contest

Throughout the weekend: Events hosted and sponsored by non-profits and area businesses, such as, but not limited to the Ogunquit Memorial Library Book Sale, Ogunquit Heritage Museum Ghostly Tours, and Frannie Peabody Center High Heel Dash, Cornerstone Pumpkin Carving and the Oompa Band.

Saturday

CRAFT FAIR AT THE MAIN BEACH LOT
HORSE-DRAWN WAGON RIDES
COOKIE & PUMPKIN DECORATING
CHILDREN'S FALL STORY TELLING
OGUNQUITFEST OLYMPICS

CLASSIC CAR SHOW

Sunday

CRAFT FAIR AT THE MAIN BEACH LOT
WAITER RACES
COSTUME PARADE

As in previous years, we ask permission to:

- Locate the Craft Show at the Main Beach Parking Lot, using tents. Our practice is to now reach out to the tent company to ensure that they will thoroughly clean any tent detritus and completely fill any holes left by tent stakes.
- Use the Dunaway Center for children's and family events.
- Use banners to advertise the event in advance.
- Use sign boards to advertise and for directions during the event.
- Request delivery and use of town trash barrels, barricades and pedestrian signs.
- Use Beach Street for the Waiter Race, and Perkins Cove for the High Heel Dash. We will work directly with the Police Department to make arrangements for the races.

We ask that the town not charge for parking during this weekend, as traditionally the parking lots are no-fee during this time of year.

Due to the number of people in attendance, we ask that the public restrooms be open.

Permission for appropriate themed displays and decorations such as flags to be used throughout town and by the business community to augment the celebratory environment.

EVENT 5: Christmas by the Sea:

32nd Annual: December 7-9, 2018

Christmas by the Sea Sample Events (subject to change, deletion, or augmentation)

Throughout the weekend: Events hosted and sponsored by non-profits and area businesses, such as, but not limited to the Village Spirit Committee Fireworks and Parade, Ogunquit Baptist Church Living Nativity, Ogunquit Heritage Museum Open House, Ogunquit Lifeguard Polar Plunge, and Ogunquit Fire Company Craft Show.

Friday

CONCERT
TOWN TREE LIGHTING

TASTE THE SEASON
BONFIRE
CONCERT

Saturday

HAY RIDES
CHILDREN'S EVENTS
CRAFTS SHOWS

Sunday

HAY RIDES
OPEN HOUSES

As in previous years, we are requesting permission for the following:

- Use of banners to promote the event in advance.
- Sign boards to advertise event and for directions during the event.
- Bonfire at the beach (with state and fire department approval as necessary).
- Use of the Dunaway Center for respective events (e.g. Taste the Season, Craft Show).
- Access to Beach Street and Shore Road to be used for partner, Village Spirit Committee Christmas Parade and the beach parking lot for Village Spirit Committee's fireworks.
- Opened and maintained public restrooms.
- Coordination and participation from the Public Works Department for Christmas decorations and post-holiday decoration removal.

IN GENERAL:

Not all of the individual events that make up these weekend celebration are hosted or sponsored by the Ogunquit Chamber of Commerce. Partnering member businesses and non-profits also hold events to not only enhance the celebrations but which also augments their exposure throughout the celebration weekend.

Examples of this in the past include but are not limited to:

Patriots Day: Cub Scout Duck Race, Ogunquit Memorial Library Book Sale, Museum of American Art ABC Sale.

OgunquitFest: Ogunquit Heritage Museum Ghostly Tours, Frannie Peabody Center High Heel Dash.

Christmas by the Sea: Village Spirit Committee Christmas Parade and Fireworks, Ogunquit Heritage Museum Open House, Ogunquit Baptist Church Living Manger, Ogunquit Fire Company Craft Show, Ogunquit Lifeguard Polar Plunge.

The Ogunquit Chamber of Commerce endeavors to serve the Town's special permit purpose- that is to serve and promote our entire community and our businesses by advertising all of the events that occur during the celebration weekend, whether or not they are sponsored by the Chamber of Commerce. We ask that the individual businesses and non-profits be allowed to use appropriate decorations and signs in keeping with the theme of the weekend, to be put up and removed according to the signage ordinance as it applies to special events.

While the Chamber of Commerce advertises these individual events under the umbrella of larger Special Events, the individual entities are responsible for fees, materials, set-up and clean-up of their own events.

Requests for signage and zoning ordinance waivers: Signs: (Chapter 2, Article 3) **Permitted uses in the district standards: (Title X, Chapter 1, Articles 7-18)**

Frannie Peabody Center's Southern Maine AIDS Walk (Frannie Peabody Center is a Chamber partner which we assist to promote and coordinate this Ogunquit event.
May 5, 2018

We would like to request permission to:

Use signboards to advertise the event in advance and for directions during the event.

Use Ogunquit Beach for their foot race and walk. The Ogunquit Police Department has been and will continue to be consulted in determining the exact race route.

Use of the Main Beach Parking Lot for their post-race cookout and festivities, with free parking for participants and volunteers.

Have delivery and use of town trash barrels, barricades, and pedestrian signs.

Due to the number of people in attendance, we ask that the public restrooms at the beach be open.

Independence Day - Fireworks Display **On July 4th, each year (rain date: July 5)**

This annual fireworks event will take place on the Main Beach parking lot on July 4th.

The Chamber of Commerce solicits and raises non-tax dollars to support this event.



APPLICATION/PERMIT for SPECIAL EVENT

Pursuant to Title IX, Chapter 11, of the Ogunquit Municipal Code, I request a SPECIAL EVENT Permit for the following:

NAME OF EVENT: Patriots Day
(Attach Brief Description)

LOCATION OF EVENT: throughout Ogunquit

TO BE HELD FROM April 13-15, 2018

“BOND” ATTACHED IN THE AMOUNT OF: _____

NOTE: *“I understand that the responsibility for clean-up and the cost of Police/Fire services rendered shall be borne by the event sponsors, and further, I understand that the event sponsor is responsible to reimburse the Town for any expenses resulting from any damages to Town property.”*

Charles Reed
Signature of Sponsor

PO Box 2289, Ogunquit
Address

207-646-1279
Telephone

CODE OFFICER _____ Recommend Approval: YES [] NO [] Dated: _____

FIRE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

POLICE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

DATED APPROVED: _____

DATE DENIED _____

Chairman, Board of Selectmen



APPLICATION/PERMIT for SPECIAL EVENT

Pursuant to Title IX, Chapter 11, of the Ogunquit Municipal Code, I request a SPECIAL EVENT Permit for the following:

NAME OF EVENT: Ogunquit's Day in the Park
(Attach Brief Description)

LOCATION OF EVENT: Dorothea Jacobs Grant Common

TO BE HELD FROM June 16, 10am-5pm.

“BOND” ATTACHED IN THE AMOUNT OF: _____

NOTE: *“I understand that the responsibility for clean-up and the cost of Police/Fire services rendered shall be borne by the event sponsors, and further, I understand that the event sponsor is responsible to reimburse the Town for any expenses resulting from any damages to Town property.”*

Frances Reed
Signature of Sponsor

PO Box 2289, Ogunquit
Address

207-646-1279
Telephone

CODE OFFICER _____ Recommend Approval: YES [] NO [] Dated: _____

FIRE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

POLICE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

DATED APPROVED: _____

DATE DENIED _____

Chairman, Board of Selectmen



APPLICATION/PERMIT for SPECIAL EVENT

Pursuant to Title IX, Chapter 11, of the Ogunquit Municipal Code, I request a SPECIAL EVENT Permit for the following:

NAME OF EVENT: Labor Day Weekend Sidewalk Sale
(Attach Brief Description)

LOCATION OF EVENT: throughout Ogunquit

TO BE HELD FROM September 1, 2018 (rain date: September 2)

“BOND” ATTACHED IN THE AMOUNT OF: _____

NOTE: *“I understand that the responsibility for clean-up and the cost of Police/Fire services rendered shall be borne by the event sponsors, and further, I understand that the event sponsor is responsible to reimburse the Town for any expenses resulting from any damages to Town property.”*

Frances Reed
Signature of Sponsor

PO Box 2289, Ogunquit
Address

207-646-1279
Telephone

CODE OFFICER _____ Recommend Approval: YES [] NO [] Dated: _____

FIRE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

POLICE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

DATED APPROVED: _____

DATE DENIED _____

Chairman, Board of Selectmen



APPLICATION/PERMIT for SPECIAL EVENT

Pursuant to Title IX, Chapter 11, of the Ogunquit Municipal Code, I request a SPECIAL EVENT Permit for the following:

NAME OF EVENT: OgunquitFest
(Attach Brief Description)

LOCATION OF EVENT: throughout Ogunquit

TO BE HELD FROM October 19-21, 2018

“BOND” ATTACHED IN THE AMOUNT OF: _____

NOTE: *“I understand that the responsibility for clean-up and the cost of Police/Fire services rendered shall be borne by the event sponsors, and further, I understand that the event sponsor is responsible to reimburse the Town for any expenses resulting from any damages to Town property.”*

Shawnces Reed
Signature of Sponsor

PO Box 2289, Ogunquit
Address

207-646-1279
Telephone

CODE OFFICER _____ Recommend Approval: YES [] NO [] Dated: _____

FIRE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

POLICE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

DATED APPROVED: _____

DATE DENIED _____

Chairman, Board of Selectmen

OGUNQUIT

Beautiful Place by the Sea

APPLICATION/PERMIT for SPECIAL EVENT

Pursuant to Title IX, Chapter 11, of the Ogunquit Municipal Code, I request a SPECIAL EVENT Permit for the following:

NAME OF EVENT: Christmas by the Sea
(Attach Brief Description)

LOCATION OF EVENT: throughout Ogunquit

TO BE HELD FROM December 7-9, 2018

“BOND” ATTACHED IN THE AMOUNT OF: _____

NOTE: *“I understand that the responsibility for clean-up and the cost of Police/Fire services rendered shall be borne by the event sponsors, and further, I understand that the event sponsor is responsible to reimburse the Town for any expenses resulting from any damages to Town property.”*

Frances Reed
Signature of Sponsor

PO Box 2289, Ogunquit
Address

207-646-1279
Telephone

CODE OFFICER _____ Recommend Approval: YES [] NO [] Dated: _____

FIRE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

POLICE CHIEF _____ Recommend Approval: YES [] NO [] Dated: _____

DATED APPROVED: _____

DATE DENIED _____

Chairman, Board of Selectmen

S. JUDSON DUNAWAY COMMUNITY CENTER RENTAL AGREEMENT

Rental Party: Ogunquit Chamber of Commerce Date of Function: April 13-15, 2018
 Contact Person Frances Reed Phone # 207-646-1279
 Basic Rental Fee \$ _____
 Janitorial Fee \$ _____
 Total Fees \$ _____

Alcohol - Yes _____ No _____ (See # 16)	Police - Yes _____ No _____
---	-----------------------------

See Section 14

(Note - Police Fees are paid directly to the Officer and are not included in the above total)

The undersigned party agrees to the following terms for rental of the S. Judson Dunaway Community Center, or any portion thereof:

1. If, in the estimation of the Maintenance Superintendent, the area used by the undersigned rental party has been left in unsatisfactory condition, an additional fee of \$25.00 will be charged to the rental party.
2. Any damage to the Center structure, grounds or any part, thereof, caused directly or indirectly by the rental party and/or friends or associates, thereof, shall be the direct responsibility of the undersigned rental party. Such party shall be obligated to pay an amount as determined by the Maintenance Superintendent, necessary to correct damages.
3. Seven (7) days prior to the function date, floor plans of the set-up for the function, including, but not limited to, placement of tables and articles thereon, use of extension cords, decorations and electrical equipment shall be submitted to the Maintenance Superintendent to be reviewed by the Municipal Fire Chief for his approval. All plans must conform to the National Life Safety Code.
4. There will be no changes permitted in the set-up once the Building Custodian has put the submitted set-up in place. Changes in this set-up will result in the cancellation of the function and/or charges for any damage to the surface of any floors damaged by moving any objects in the rented area of the building. This is to include tables and chairs in any rented room.
5. Entry to any other room or portion of the building, not included in the rental fee, is prohibited. No keys may be obtained from the Police Department Dispatcher to any room or area of the building, which is not reserved in the rental fee.

6. No illegal parking will be permitted. No members or guests, associated in any way with the function are permitted to park in the parking slots on the east side of the Dunaway Community Center. Specifically, those parking slots between the Dunaway Community Center and the Fire Station. Not parking is permitted within fifteen (15) feet of the Dunaway Community Center. This includes the front and rear of the Dunaway Community Center.
7. All rental parties and any persons, entertainment groups, including all persons associated in any way with the function, must abide by the Town of Ogunquit "Noise Ordinance".
8. The Auditorium doors must remain closed during all functions. This includes the exit doors by the stage and the main entrance doors.
9. All amounts due on rental fees shall be paid in advance the Town of Ogunquit.
10. It shall be required that a **20% deposit**, on all fee-required functions, must be paid at the time of reservation. No reservations will be scheduled until a deposit is received and a contract is signed. Deposit is non-refundable unless the reservation is cancelled 30 or more days prior to the function. Payment, in full, is **required 30 days prior to the function.**
11. All rental functions that require a Police Officer will pay the Town of Ogunquit \$30.00 per hour, per Police Officer, the entire time the Officer is on duty, including pre and post function hours, as required. Minimum of three (3) hours is to be paid.
12. It shall be the responsibility of the rental party to obtain all permits and licenses as required by the State of Maine and local government agencies.
13. Failure to comply with the above portions of this signed rental agreement will constitute a termination of this AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.
14. Additional agreements or requirements shall include:

At this time, I do not know if we will have alcohol. If we do, we will pay for a police presence.

15. Utilization of privately owned equipment contained within this building, is prohibited. Rental parties have no access to any of this equipment.
16. Any group which intends to **sell/serve liquor or beer** must provide proof of its own insurance in which the Town of Ogunquit is listed as a named insured and which promises to defend and indemnify the Town in case of suit, including but

not limited to the sale of liquor. Proof of this insurance must be given to the Administrative Assistant to the Town Manager one (1) week prior to the function. Proof is to be provided in writing.

17. SPECIFIC GUIDELINES

- a. No combustible materials are to be used for any purpose within this building.
- b. No open flames or flame devices within the building. No floating candles, only candles w/large base and covered in glass.
- c. The load limit for each double wall outlet is 250 watts.
- d. Nothing shall be placed in a manner to block any exit, inside or outside, or the view of its sign.
- e. No cords, ropes, etc. shall be used in any manner to interfere with normal passageway of traffic.
- f. All electrical appliances, lights, cords, etc. must be disconnected when leaving the building each day.
- g. No tape, tacks, nails, screws, or other fasteners shall be used on any surface within the building.
- h. Set-up and clean-up times must be scheduled with the Maintenance Superintendent and will be as near as possible the actual function date and time.
- i. Other requirements, at the discretion of the Maintenance Superintendent may be included.

Failure to comply with the above guidelines or those listed on the signed RENTAL AGREEMENT may constitute termination of AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.



Signature of Rental Party/Agent

1/12/18

Date Signed

Frances Reed for Ogunquit Chamber of Commerce
Printed Name of Rental Party/Agent

S. JUDSON DUNAWAY COMMUNITY CENTER FUNCTION ARRANGEMENTS

Date: 1/12/18

Rental Party: Ogunquit Chamber of Commerce

Contact Person: Frances Reed Title: Vice President

Address: PO Box 2289, Ogunquit, ME 03907

Telephone: 207-646-1279 Fax: _____

Date(s) of Function: April 13-15, 2018

Start time: set up on April 13^{*} End time: end by 5pm on April 15

** we can schedule around other activities such as*

Room(s) to be used: senior exercise, etc.

- Auditorium
- Stage
- Recreation Room
- Kitchen
- Conference Room

Number of persons 200

Is staff needed to set up the function Yes No

If yes, please fill out the floor plan.

If you plan to set up, please designate what is required (i.e. tables, chairs, etc.)

floor plan to follow

<u>Fees:</u>	
Rental	\$ _____
Janitor Services	\$ _____
Other	\$ _____
Total fees due	\$ _____
Deposit	\$- _____
Balance due	\$ _____
Date paid _____	CK# _____
Date paid _____ CK# _____	
By _____	
Received by _____	

**RELEASE AND INDEMNIFICATION
FOR GENERAL LIABILITY
ON TOWN PROPERTY**

In consideration of the Town of Ogunquit, Maine permitting the undersigned to use or occupy the S. Judson Dunaway Community Center, for the following purpose:
tasting event and children's events on the following date(s) - April 13-15, 2018, 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 his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from , in whole or in part, 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 further represents 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.

Signed: Frances Reed Date: 1/12/18
for: Ogunquit Chamber of Commerce

A Certificate of Liability from your insurance provider, with the Town of Ogunquit as a named insured, shall be provided prior to the function.

Exceptions

1. Functions, activities, meetings, sponsored functions and/or activities or meeting of municipal boards, committees or departments of the Town of Ogunquit, County of York, State of Maine, Federal Government and established committees of either political party, except those sponsored functions of the Ogunquit Recreation Department using a paid instructor may be assessed a fee for use of the building to cover utilities for the time used.
2. The School Department when serving the children or citizens of the Town of Ogunquit.
3. Persons, groups, or organizations having applied for, and been granted, a waiver of fees by the Board of Selectmen.
4. Groups, organizations or specific functions subsidized by Federal, State, County, or local municipal funds.
5. Various programs and divisions of the Boy Scouts of America, recognized churches in Wells and Ogunquit, meeting of recognized local non-profit organizations.

Note: In all categories, if the Board of Selectmen waives the fee for use of the facility, the janitorial fee will not be waived and will be charged to the group at the rate prescribed in that category.

Allowed Uses

Barbeque – Allowed between the Dunaway Community Center and the Fire Station. Get as much information as possible: # of people, # of grills, and placement of grills. Inform Fire Chief before event as to the placement and he will work with the group on this.

Not Allowed

Blocking the emergency exits of both buildings; and the road will not be closed off.

S. JUDSON DUNAWAY COMMUNITY CENTER RENTAL AGREEMENT

Rental Party: Ogunquit Chamber of Commerce Date of Function: October 19-21, 2018
 Contact Person Frances Reed Phone # 207-646-1279
 Basic Rental Fee \$ _____
 Janitorial Fee \$ _____
 Total Fees \$ _____

Alcohol - Yes _____ No <input checked="" type="checkbox"/> (Sec # 16)	Police - Yes _____ No <input checked="" type="checkbox"/>
---	---

(Note - Police Fees are paid directly to the Officer and are not included in the above total)

The undersigned party agrees to the following terms for rental of the S. Judson Dunaway Community Center, or any portion thereof:

1. If, in the estimation of the Maintenance Superintendent, the area used by the undersigned rental party has been left in unsatisfactory condition, an additional fee of \$25.00 will be charged to the rental party.
2. Any damage to the Center structure, grounds or any part, thereof, caused directly or indirectly by the rental party and/or friends or associates, thereof, shall be the direct responsibility of the undersigned rental party. Such party shall be obligated to pay an amount as determined by the Maintenance Superintendent, necessary to correct damages.
3. Seven (7) days prior to the function date, floor plans of the set-up for the function, including, but not limited to, placement of tables and articles thereon, use of extension cords, decorations and electrical equipment shall be submitted to the Maintenance Superintendent to be reviewed by the Municipal Fire Chief for his approval. All plans must conform to the National Life Safety Code.
4. There will be no changes permitted in the set-up once the Building Custodian has put the submitted set-up in place. Changes in this set-up will result in the cancellation of the function and/or charges for any damage to the surface of any floors damaged by moving any objects in the rented area of the building. This is to include tables and chairs in any rented room.
5. Entry to any other room or portion of the building, not included in the rental fee, is prohibited. No keys may be obtained from the Police Department Dispatcher to any room or area of the building, which is not reserved in the rental fee.

6. No illegal parking will be permitted. No members or guests, associated in any way with the function are permitted to park in the parking slots on the east side of the Dunaway Community Center. Specifically, those parking slots between the Dunaway Community Center and the Fire Station. Not parking is permitted within fifteen (15) feet of the Dunaway Community Center. This includes the front and rear of the Dunaway Community Center.
7. All rental parties and any persons, entertainment groups, including all persons associated in any way with the function, must abide by the Town of Ogunquit "Noise Ordinance".
8. The Auditorium doors must remain closed during all functions. This includes the exit doors by the stage and the main entrance doors.
9. All amounts due on rental fees shall be paid in advance the Town of Ogunquit.
10. It shall be required that a **20% deposit**, on all fee-required functions, must be paid at the time of reservation. No reservations will be scheduled until a deposit is received and a contract is signed. Deposit is non-refundable unless the reservation is cancelled 30 or more days prior to the function. Payment, in full, is **required 30 days prior to the function**.
11. All rental functions that require a Police Officer will pay the Town of Ogunquit \$30.00 per hour, per Police Officer, the entire time the Officer is on duty, including pre and post function hours, as required. Minimum of three (3) hours is to be paid.
12. It shall be the responsibility of the rental party to obtain all permits and licenses as required by the State of Maine and local government agencies.
13. Failure to comply with the above portions of this signed rental agreement will constitute a termination of this AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.
14. Additional agreements or requirements shall include:

15. Utilization of privately owned equipment contained within this building, is prohibited. Rental parties have no access to any of this equipment.
16. Any group which intends to **sell/serve liquor or beer** must provide proof of its own insurance in which the Town of Ogunquit is listed as a named insured and which promises to defend and indemnify the Town in case of suit, including but not limited to the sale of liquor. Proof of this insurance must be given to the

Administrative Assistant to the Town Manager one (1) week prior to the function. Proof is to be provided in writing.

17. SPECIFIC GUIDELINES

- a. No combustible materials are to be used for any purpose within this building.
- b. No open flames or flame devices within the building. No floating candles, only candles w/large base and covered in glass.
- c. The load limit for each double wall outlet is 250 watts.
- d. Nothing shall be placed in a manner to block any exit, inside or outside, or the view of its sign.
- e. No cords, ropes, etc. shall be used in any manner to interfere with normal passageway of traffic.
- f. All electrical appliances, lights, cords, etc. must be disconnected when leaving the building each day.
- g. No tape, tacks, nails, screws, or other fasteners shall be used on any surface within the building.
- h. Set-up and clean-up times must be scheduled with the Maintenance Superintendent and will be as near as possible the actual function date and time.
- i. Other requirements, at the discretion of the Maintenance Superintendent may be included.

Failure to comply with the above guidelines or those listed on the signed RENTAL AGREEMENT may constitute termination of AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.

Frances Reed

Signature of Rental Party/Agent

1/12/18

Date Signed

Frances Reed for Ogunquit Chamber of Commerce
Printed Name of Rental Party/Agent

S. JUDSON DUNAWAY COMMUNITY CENTER FUNCTION ARRANGEMENTS

Date: 1/12/18

Rental Party: Ogunquit Chamber of Commerce

Contact Person: Frances Reed Title: Vice President

Address: PO Box 2289, Ogunquit, ME 03907

Telephone: 207-646-1279 Fax: _____

Date(s) of Function: October 18-21, 2018

Start time: set up on October 18* End time: end by 5pm on October 21

*we will work around other uses such as senior exercises, etc.

Room(s) to be used:

- Auditorium
- Stage
- Recreation Room
- Kitchen
- Conference Room

Number of persons 200

Is staff needed to set up the function Yes No

If yes, please fill out the floor plan.

If you plan to set up, please designate what is required (i.e. tables, chairs, etc.)

floor plan to follow

Fees:

Rental \$ _____

Janitor Services \$ _____

Other \$ _____

Total fees due \$ _____

Deposit \$- _____

Balance due \$ _____

Date paid _____ CK# _____

Date paid _____ CK# _____

By _____

Received by _____

**RELEASE AND INDEMNIFICATION
FOR GENERAL LIABILITY
ON TOWN PROPERTY**

In consideration of the Town of Ogunquit, Maine permitting the undersigned to use or occupy the S. Judson Dunaway Community Center, for the following purpose: children's events on the following date(s) - October 19-21, 2018, 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 his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, 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 further represents 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.

Signed: *Marcus Reed* Date: 1/12/18
for: Ogunquit Chamber of Commerce

A Certificate of Liability from your insurance provider, with the Town of Ogunquit as a named insured, shall be provided prior to the function.

S. JUDSON DUNAWAY COMMUNITY CENTER RENTAL AGREEMENT

Rental Party: Ogunquit Chamber of Commerce Date of Function: December 7-9, 2018
 Contact Person Frances Reed Phone # 207-646-1279
 Basic Rental Fee \$ _____
 Janitorial Fee \$ _____
 Total Fees \$ _____

Alcohol - Yes _____ No _____ (Sec # 16)	Police - Yes _____ No _____
---	-----------------------------

See Section 14.

(Note - Police Fees are paid directly to the Officer and are not included in the above total)

The undersigned party agrees to the following terms for rental of the S. Judson Dunaway Community Center, or any portion thereof:

1. If, in the estimation of the Maintenance Superintendent, the area used by the undersigned rental party has been left in unsatisfactory condition, an additional fee of \$25.00 will be charged to the rental party.
2. Any damage to the Center structure, grounds or any part, thereof, caused directly or indirectly by the rental party and/or friends or associates, thereof, shall be the direct responsibility of the undersigned rental party. Such party shall be obligated to pay an amount as determined by the Maintenance Superintendent, necessary to correct damages.
3. Seven (7) days prior to the function date, floor plans of the set-up for the function, including, but not limited to, placement of tables and articles thereon, use of extension cords, decorations and electrical equipment shall be submitted to the Maintenance Superintendent to be reviewed by the Municipal Fire Chief for his approval. All plans must conform to the National Life Safety Code.
4. There will be no changes permitted in the set-up once the Building Custodian has put the submitted set-up in place. Changes in this set-up will result in the cancellation of the function and/or charges for any damage to the surface of any floors damaged by moving any objects in the rented area of the building. This is to include tables and chairs in any rented room.
5. Entry to any other room or portion of the building, not included in the rental fee, is prohibited. No keys may be obtained from the Police Department Dispatcher to any room or area of the building, which is not reserved in the rental fee.

6. No illegal parking will be permitted. No members or guests, associated in any way with the function are permitted to park in the parking slots on the east side of the Dunaway Community Center. Specifically, those parking slots between the Dunaway Community Center and the Fire Station. Not parking is permitted within fifteen (15) feet of the Dunaway Community Center. This includes the front and rear of the Dunaway Community Center.
7. All rental parties and any persons, entertainment groups, including all persons associated in any way with the function, must abide by the Town of Ogunquit "Noise Ordinance".
8. The Auditorium doors must remain closed during all functions. This includes the exit doors by the stage and the main entrance doors.
9. All amounts due on rental fees shall be paid in advance the Town of Ogunquit.
10. It shall be required that a **20% deposit**, on all fee-required functions, must be paid at the time of reservation. No reservations will be scheduled until a deposit is received and a contract is signed. Deposit is non-refundable unless the reservation is cancelled 30 or more days prior to the function. Payment, in full, is **required 30 days prior to the function**.
11. All rental functions that require a Police Officer will pay the Town of Ogunquit \$30.00 per hour, per Police Officer, the entire time the Officer is on duty, including pre and post function hours, as required. Minimum of three (3) hours is to be paid.
12. It shall be the responsibility of the rental party to obtain all permits and licenses as required by the State of Maine and local government agencies.
13. Failure to comply with the above portions of this signed rental agreement will constitute a termination of this AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.
14. Additional agreements or requirements shall include:

At this time I do not know if we will have alcohol. If we do, we will work with the police to have an officer present.

15. Utilization of privately owned equipment contained within this building, is prohibited. Rental parties have no access to any of this equipment.
16. Any group which intends to **sell/serve liquor or beer** must provide proof of its own insurance in which the Town of Ogunquit is listed as a named insured and which promises to defend and indemnify the Town in case of suit, including but not limited to the sale of liquor. Proof of this insurance must be given to the

Administrative Assistant to the Town Manager one (1) week prior to the function. Proof is to be provided in writing.

17. SPECIFIC GUIDELINES

- a. No combustible materials are to be used for any purpose within this building.
- b. No open flames or flame devices within the building. No floating candles, only candles w/large base and covered in glass.
- c. The load limit for each double wall outlet is 250 watts.
- d. Nothing shall be placed in a manner to block any exit, inside or outside, or the view of its sign.
- e. No cords, ropes, etc. shall be used in any manner to interfere with normal passageway of traffic.
- f. All electrical appliances, lights, cords, etc. must be disconnected when leaving the building each day.
- g. No tape, tacks, nails, screws, or other fasteners shall be used on any surface within the building.
- h. Set-up and clean-up times must be scheduled with the Maintenance Superintendent and will be as near as possible the actual function date and time.
- i. Other requirements, at the discretion of the Maintenance Superintendent may be included.

Failure to comply with the above guidelines or those listed on the signed RENTAL AGREEMENT may constitute termination of AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.

Frances Reed
Signature of Rental Party/Agent

1/12/18
Date Signed

Frances Reed for Ogunquit Chamber of Commerce
Printed Name of Rental Party/Agent

S. JUDSON DUNAWAY COMMUNITY CENTER FUNCTION ARRANGEMENTS

Date: 1/12/18

Rental Party: Ogunquit Chamber of Commerce

Contact Person: Frances Reed Title: Vice President

Address: PO Box 2289, Ogunquit, ME 03907

Telephone: 207-646-1279 Fax: _____

Date(s) of Function: December 7-9, 2018

Start time: set up on December 7* End time: end by 5pm on December 9**

*we will work around other uses such as senior exercises, etc.

**we will work with Ogunquit Performing Arts to share the space as needed if they have an activity planned during that weekend.

Room(s) to be used:

- Auditorium
- Stage
- Recreation Room
- Kitchen
- Conference Room

Number of persons 200

Is staff needed to set up the function Yes No

If yes, please fill out the floor plan.

If you plan to set up, please designate what is required (i.e. tables, chairs, etc.)

floor plan to follow

Fees:

Rental \$ _____

Janitor Services \$ _____

Other \$ _____

Total fees due \$ _____

Deposit \$- _____

Date paid _____ CK# _____

Balance due \$ _____

Date paid _____ CK# _____

By _____

Received by _____

**RELEASE AND INDEMNIFICATION
FOR GENERAL LIABILITY
ON TOWN PROPERTY**

In consideration of the Town of Ogunquit, Maine permitting the undersigned to use or occupy the S. Judson Dunaway Community Center, for the following purpose: tasting event, craft show, children's events on the following date(s) - December 7-9, 2018, 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 his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, 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 further represents 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.

Signed: James Reed Date: 1/12/18
for: Ogunquit Chamber of Commerce

A Certificate of Liability from your insurance provider, with the Town of Ogunquit as a named insured, shall be provided prior to the function.

FEES FOR USE OF THE DUNAWAY CENTER

CLASS #1 SPECIAL FUNCTIONS

In-Town, Non-Profit Organizations (revenue and non-revenue producing); Out-of-Town, Non-Profit, and Commercial and Private (non-revenue producing)

Auditorium	\$82.50 (3 hours)	\$12.00/hour after 3 hours
	Deposit Fee \$50.00	Refundable upon review by Maintenance Director (separate check)
Alcohol On-site	\$148.00(3 hours)	\$12.00/hour after 3 hours
Recreation Room	\$62.50 (3 hours)	\$12.00/hour after 3 hours
Janitorial Fees	\$50.00 plus \$25.00 to set up	

CLASS #2 COMMERCIAL - REVENUE PRODUCING
--

Auditorium	\$171.00
	Deposit Fee \$50.00 Refundable upon review by Maintenance Director (separate check)
Recreation Room	\$142.00
Janitorial Fee	\$75.00

CLASS #3 OUT OF TOWN NON-PROFIT ORGANIZATION (Revenue producing only)
--

Auditorium	\$97.00 (3 hours)	\$12.00/hr after 3 hours
	Deposit Fee \$50.00	Refundable upon review by Maintenance Director (separate check)
Alcohol On-site	\$171.00(3 hours)	\$12.00/hr after 3 hours
Recreation Room	\$74.00 (3 hours)	\$12.00/hr after 3 hours
Janitorial Fees	\$50.00 plus \$25.00 to set up	

POLICE SERVICES

The Town reserves the right to require the contracting of a police officer and/or police vehicle in the event, in the opinion of the Chief of Police or his designee, circumstances warrant such requirement. Considerations shall include, but not be limited to, traffic control, crowd control, weather conditions, security and public safety in general.

Special Detail Officers are paid 1 ½ times their rates of pay PLUS benefits and administrative fees.

Regular Board/Committee Meetings

Marginal Way	1 st Monday	4:00pm
Planning Board	2 nd & 4 th Monday	6:00pm
Parks & Recreation Committee	2 nd Monday	4:00pm
Select Board	1 st and 3 rd Tuesday	6:00pm
Historic Preservation Commission	2 nd Wednesday	11:00am
Bike Ped Committee	4 th Wednesday	4:00pm (downstairs)
Zoning Board of Appeals	2 nd Thursday	6:00pm
Conservation Commission	3 rd Thursday	6:00pm
Performing Arts Committee	3 rd Friday	9:00am (downstairs)
Board of Assessment Review	As needed, not specific day	
Budget Review Committee	As needed, not specific day	
Cable Regulatory Committee	As needed, not specific day	
Comprehensive Plan Committee	As needed, not specific day	
Shellfish Conservation Commission	As needed, not specific day	

Other Events/Meetings held in 2017

Every Month:

Alcoholics Anonymous	Every Sunday	6:00pm	Donation
Ogunquit Book Club	3 rd Tuesday	11:00am	
Senior Exercise	Every Wednesday	9:00am	
	Every Friday	9:00am	

January:

Performing Arts Film	1/8/17	Sunday, 2:00pm
Red Cross Blood Drive	1/23/17	Monday, 9:00am

February:

Performing Arts Film	2/5/17	Sunday, 2:00pm	
Senior Housing Committee	2/6/17	Thursday, 10:00am	
Parks & Rec Snow Day	2/13/17	Monday, 10:30am	
	2/23/17	Thursday, 10:00am	
Birthday Party	2/26/17	Sunday, 10:00am	\$100.00

March:

Performing Arts Film	3/5/17	Sunday, 2:00pm	
Fire Department Training	3/6/17	Monday, 6:30pm (downstairs)	
Performing Arts Event	3/11/17	Saturday, 5:00pm	
The Learning Place Recital	3/18/17	Saturday, 12:00pm	\$217.50
	Also includes some partial days for practice		
Community Housing Committee	3/23/17	Thursday, 10:00am	
Community Housing Committee	3/30/17	Thursday, 10:00am	

April:

Performing Arts Film	4/2/17	Sunday, 2:00pm	
Community Housing Committee	4/6/17	Thursday, 10:00am	
Ogunquit Residents Alliance	4/13/17	Thursday, 5:00pm	
Community Housing Committee	4/20/17	Thursday, 10:00am	
Chamber of Commerce	4/21, 4/22, 4/23	Friday, Saturday, Sunday	
Performing Arts Film	4/23/17	Sunday, 2:00pm	
Maine Healthy Beaches	4/24/17	Monday, 9:30am	
Ocean Towers Condo Assoc.	4/29/17	Saturday, 8:30am	\$82.50

May:

Piping Plover Volunteer Meeting	5/4/17	Thursday, 10:00am	
Ogunquit Playhouse Annual Supper Meeting	5/4/17	Thursday, 4:00pm	\$82.50
Performing Arts Film	5/7/17	Sunday, 2:00pm	
Ogunquit Residents Alliance	5/10/17	Wednesday, 5:00pm	
Piping Plover Volunteer Meeting	5/11/17	Thursday, 10:00am	
Norman West Memorial Service	5/13/17	Saturday, 2:00pm	
Community Housing Committee	5/18/17	Thursday, 10:00am	
Piping Plover Volunteer Meeting	5/18/17	Thursday, 11:30am	
Performing Arts Event	5/19/17	Friday, 5:00pm	
Windward Association	5/20/17	Saturday, 8:30am	\$82.50
Candidates Night	5/23/17	Tuesday, 5:00pm	
Visitor Services Meeting	5/24/17	Wednesday, 10:00am	
CSO Training	5/24/17	Wednesday, 12:00pm	
CSO Training	5/25/17	Thursday, 10:00am	
Beach Street Public Forum	5/25/17	Thursday, 5:30pm	
Larry's Lodge Condo Assoc.	5/28/17	Sunday, 10:00am	\$25.00 (Rec)
NPNNEC AIDS Quilt	5/26, 5/27, 5/28	Friday, Saturday, Sunday	
Community Housing Committee	5/31/17	Wednesday, 10:00am	

June:

Maine Healthy Beaches	5/1/17	Thursday, 2:30pm	
Seasons Condo Assoc.	6/3/17	Saturday, 10:00am	\$62.50
Birch Knoll Condo Assoc.	6/3/17	Saturday, 3:00pm	\$25.00 (Rec)
Names Project (Quilt)	6/5/17	Monday, 12:00pm	
Music in the Park (rain date)	6/5/17	Monday, 5:00pm	
OSD Informational Meeting	6/7/17	Wednesday, 5:00pm	
Performing Arts Event	6/9/17	Friday, 11:00am	
Election Day	6/13/17	Tuesday, All Day	
Performing Arts Event	6/16/17	Friday, 11:00am	
Community Housing Committee	6/19/17	Monday, 10:00am	
Parks & Recreation Workshop	6/19/17	Monday, 1:00pm	
Ballot Recount	6/22/17	Thursday, All Day	

July:

Ontio Condo Assoc.	7/1/17	Saturday, 8:00am	\$82.50
Ogunquit Police Training	7/8/17	Saturday, 8:00am	
Ogunquit Residents Alliance	7/12/17	Wednesday, 5:30pm	\$82.50
Rotary 2-cent Sale	7/19/17	Wednesday, 10:00am (set up)	
Rotary 2-cent Sale	7/20/17	Thursday, 6:00pm	
Personal Property Hearings	7/31/17	Monday, 9:00am	

August:

Personal Property Hearings	8/1/17, 8/2/17	Monday & Tuesday, 9:00am	
The Falls Condo Assoc.	8/8/17	Tuesday, 5:30pm	\$157.50
Beach Street Public Forum	8/16/17	Wednesday, 5:30pm	
Revaluation Hearings	8/21/17-8/25/17	All Day	
Revaluation Hearings	8/28/17-8/31/17	All Day	

September:

Performing Arts Event	9/8/17	Friday, 3:00pm	
Senator Collins Office	9/14/17	Thursday, 8:30am	
WOGT Training	9/22/17	Friday, 9:00am	

October:

Community Housing Committee	10/2/17	Monday, 10:00am	
Performing Arts Event	10/6/17	Friday, 3:00pm	
Performing Arts Event	10/8/17	Sunday, 12:00pm	
Community Housing Committee	10/12/17	Thursday, 10:00am	
Performing Arts Event	10/13/17	Friday, 3:00pm	
Visitor Services Season Wrap	10/17/17	Tuesday, 11:00am (Rec)	
Chamber - OgunquitFest	10/20, 10/21, 20/22	Friday, Saturday, Sunday	

November:

Boston Gay Men's Chorus	11/3, 11/4, 11/5	Friday, Saturday, Sunday	\$937.50
Performing Arts Film	11/5/17	Sunday, 2:00pm	
Election	11/7/17	All Day	
Ocean Towers Condo	11/11/17	Saturday, 9:00am	\$62.50
Ogunquit Playhouse	11/23/17	Thursday, 10:00am	\$82.50

December:

Performing Arts Event	12/3/17	Sunday, 3:00pm	
Chamber - Christmas by Sea	12/8, 12/9, 12/10	Friday, Saturday, Sunday	
Performing Arts Film	12/10/17	Sunday, 2:00pm	

S. JUDSON DUNAWAY COMMUNITY CENTER RENTAL AGREEMENT

Rental Party: _____ Date of Function: ____ / ____ / ____
 Contact Person _____ Phone # _____
 Basic Rental Fee \$ _____
 Janitorial Fee \$ _____
 Total Fees \$ _____

Alcohol - Yes ____ No ____ (See # 16)	Police - Yes ____ No ____
---------------------------------------	---------------------------

(Note - Police Fees are paid directly to the Officer and are not included in the above total)

The undersigned party agrees to the following terms for rental of the S. Judson Dunaway Community Center, or any portion thereof:

1. If, in the estimation of the Maintenance Superintendent, the area used by the undersigned rental party has been left in unsatisfactory condition, an additional fee of \$50.00 will be charged to the rental party.

2. Any damage to the Center structure, grounds or any part, thereof, caused directly or indirectly by the rental party and/or friends or associates, thereof, shall be the direct responsibility of the undersigned rental party. Such party shall be obligated to pay an amount as determined by the Maintenance Superintendent, necessary to correct damages.

3. Seven (7) days prior to the function date, floor plans of the set-up for the function, including, but not limited to, placement of tables and articles thereon, use of extension cords, decorations and electrical equipment shall be submitted to the Maintenance Superintendent to be reviewed by the Municipal Fire Chief for his approval. All plans must conform to the National Life Safety Code.

4. There will be no changes permitted in the set-up once the Building Custodian has put the submitted set-up in place. Changes in this set-up will result in the cancellation of the function and/or charges for any damage to the surface of any floors damaged by moving any objects in the rented area of the building. This is to include tables and chairs in any rented room.

5. Entry to any other room or portion of the building, not included in the rental fee, is prohibited. No keys may be obtained from the Police Department Dispatcher to any room or area of the building, which is not reserved in the rental fee.

6. No illegal parking will be permitted. No members or guests, associated in any way with the function are permitted to park in the parking slots on the east side of the Dunaway Community Center. Specifically, those parking slots between the Dunaway Community Center and the Fire Station. No parking is permitted within fifteen (15) feet of the Dunaway Community Center. This includes the front and rear of the Dunaway Community Center.
7. All rental parties and any persons, entertainment groups, including all persons associated in any way with the function, must abide by the Town of Ogunquit "Noise Ordinance".
8. The Auditorium doors must remain closed during all functions. This includes the exit doors by the stage and the main entrance doors.
9. All amounts due on rental fees shall be paid in advance the Town of Ogunquit.
10. It shall be required that a **20% deposit** on all fee-required functions must be paid at the time of reservation. No reservations will be scheduled until a deposit is received and a contract is signed. Deposit is non-refundable unless the reservation is cancelled 30 or more days prior to the function. Payment, in full, **is required 30 days prior to the function.**
11. All rental functions that require a Police Officer will pay the Town of Ogunquit standard per hour rate (contact Ogunquit Police Department) per Police Officer, the entire time the Officer is on duty, including pre and post function hours, as required. Minimum of three (3) hours is to be paid.
12. It shall be the responsibility of the rental party to obtain all permits and licenses as required by the State of Maine and local government agencies.
13. Failure to comply with the above portions of this signed rental agreement will constitute a termination of this AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.
14. Additional agreements or requirements shall include:

15. Utilization of privately owned equipment contained within this building, is prohibited. Rental parties have no access to any of this equipment.
16. Any group which intends to sell/serve liquor or beer must provide proof of its own insurance in which the Town of Ogunquit is listed as a named insured and which promises to defend and indemnify the Town in case of suit, including but not limited to the sale of liquor. Proof of this insurance must be given to the

Administrative Assistant to the Town Manager one (1) week prior to the function. Proof is to be provided in writing.

16. SPECIFIC GUIDELINES

- a. No combustible materials are to be used for any purpose within this building.
- b. No open flames or flame devices within the building. No floating candles, only candles w/large base and covered in glass.
- c. The load limit for each double wall outlet is 250 watts.
- d. Nothing shall be placed in a manner to block any exit, inside or outside, or the view of its sign.
- e. No cords, ropes, etc. shall be used in any manner to interfere with normal passageway of traffic.
- f. All electrical appliances, lights, cords, etc. must be disconnected when leaving the building each day.
- g. No tape, tacks, nails, screws, or other fasteners shall be used on any surface within the building.
- h. Set-up and clean-up times must be scheduled with the Maintenance Superintendent and will be as near as possible the actual function date and time.
- i. Other requirements, at the discretion of the Maintenance Superintendent may be included.

Failure to comply with the above guidelines or those listed on the signed RENTAL AGREEMENT may constitute termination of AGREEMENT and cancellation of the function or an order to vacate if the function is in progress.

Signature of Rental Party/Agent

Date Signed

Printed Name of Rental Party/Agent

A Certificate of Liability from your insurance provider, with the Town of Ogunquit as a named insured, shall be provided prior to the function.

S. JUDSON DUNAWAY COMMUNITY CENTER FUNCTION ARRANGEMENTS

Date: _____

Rental Party: _____

Contact Person: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____

Date(s) of Function: _____

Start time: _____ End time: _____

Room(s) to be used:

- Auditorium
- Stage
- Recreation Room

Number of persons _____

Is staff needed to set up the function Yes No

If yes, please fill out the floor plan.

If you plan to set up, please designate what is required (i.e. tables, chairs, etc.)

Fees:

Rental	\$	_____			
Janitor Services	\$	_____			
Other	\$	_____			
Total fees due	\$	_____			
Deposit	\$-	_____	Date paid _____	CK# _____	
Balance due	\$	_____			

Date paid _____ CK# _____

By _____

Received by _____

Alcohol Policy/Dunaway Community Center

1. Any group to which the Dunaway Community Center is rented which intends to sell/serve alcohol must provide proof of its own insurance in which the Town of Ogunquit is listed as named insured and which promises to defend and indemnify the Town in case of suit including but not limited to the sale of liquor. Groups must supply the Administrative Assistant to the Town Manager a Certificate of Insurance (Liability Policy) and the limit of coverage must be \$300,000 (minimum).
2. Any selling of alcohol by any function must also have a Liquor License issued by the State of Maine.
3. Any functions which BYOB with or without paying admission must have a Rentee Function Permit, issued by the State of Maine. Permit applications can be obtained by calling the State of Maine Liquor Enforcement at 624-8750.
4. Proof of Insurance, Liquor License and/or Rentee Function Permit must be presented to the Administrative Assistant to the Town Manager one week prior to the function.