

**Northport Village Corporation**  
**Community Hall Use Request Form**

*(Please read the attached Community Hall Use Packet before completing this form.)*

**Application Date** \_\_\_/\_\_\_/\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Telephone number** \_\_\_\_\_

**Northport/Bayside Resident?** Y\_\_\_N\_\_\_      **Bayside Taxpayer?** Y\_\_\_ N\_\_\_

**Space Requested:** Community Hall (upstairs)\_\_\_\_\_Community Room \_\_\_\_\_

**Rental Purpose:**

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

**Date of requested use** \_\_\_/\_\_\_/\_\_\_

**Start time:** \_\_\_:\_\_\_ a.m. \_\_\_p.m. \_\_\_ to **End time** \_\_\_:\_\_\_ a.m. \_\_\_p.m. \_\_\_

**Usage Fees:**

- Hourly (\$25/hour) \_\_\_\_\_
- Day (\$150/day) \_\_\_\_\_
- Kitchen (required if food involved, not beverages only) (\$50/day) \_\_\_\_\_

**Proof of insurance**

Proof of insurance must be received during NVC office hours or by email prior to the event.

**Payment** is due within 7 days of NVC approval of this request.

By signing this document, you agree that you are the responsible party for this event, you have read the Community Hall usage rules, and you agree to abide by them.

PRINTED NAME	SIGNATURE (upload image or draw)	DATE
--------------	----------------------------------	------

-----  
Approved by NVC Board or President: \_\_\_\_\_  
Date approved: \_\_\_\_\_  
Payment received \$ \_\_\_\_\_ by \_\_\_\_\_ [Date] \_\_\_\_\_  
Proof of insurance received and attached to this request on [Date] \_\_\_\_\_ by \_\_\_\_\_

*[pp].Form approved 2/8/2026*



## **COMMUNITY HALL USE INFORMATION**

Community Hall was created to foster our civic functions, as well as the active and vibrant social life of the community. Our goal is a busy and vibrant Community Hall used by many different people. At the same time, we need to be mindful of the impact Community Hall use has on the adjoining Bayside community.

### **Priority for Use**

- Northport Village Corporation business
- Bayside and Northport community non-profits (e.g. Bayside Historical Preservation Society, Bayside Arts, Northport Food Pantry) and similar community organizations (e.g. Northport Yacht Club).
- Bayside and Northport residents, family activities (e.g. weddings, birthday parties, memorial services, etc.)
- Bayside and Northport residents, for profit use
- Non-residents, family activities
- Non-resident, for profit use

### **Scheduling**

Individuals wishing to reserve the Community Hall should contact the NVC office to request and submit reservation forms. The Overseers will review these requests, usually at their next regularly scheduled meeting, and will approve, defer a decision to a later meeting or deny the requests. In the event a decision is required between regularly scheduled Overseers meeting, the President has the authority to approve such requests.

Community organizations are requested to submit their reservation requests prior to April 1 of each year. All other interested parties may submit reservation requests beginning April 1.

### **Special Events**

Some events do not fit within these scheduling timeframes (ex.: weddings, family reunions, and other events that need significant planning). Please submit these requests in writing whenever you are ready. The Overseers will review the request, usually at their next regularly scheduled meeting.

### **Considerations for Potential Community Hall Users**

- Requests for large blocks of time on multiple days may not be approved. Weekends are a particularly difficult challenge in this regard.
- The Community Hall has very limited parking (4 spaces). Large groups will need to be shuttled from a remote location.
- The occupancy limit for the Hall is 200 people.
- Police officers may be required for traffic control and/or security (larger groups). The requestor will be responsible for the costs of any law enforcement/security presence required by the Overseers for the event.
- No liquor consumption in or around the building.
- No smoking, no candles, no open flames.
- The downstairs meeting room is heated, the upstairs hall is not.
- Community Hall users are required to provide proof of liability insurance protecting the NVC. Insurance sources include, among others, homeowner's insurance, event insurance sponsored by the Maine Municipal Association (information available from the NVC office) or independently secured event insurance.
- Curfew: any evening event must conclude no later than 10 PM, cleanup may continue until 10:30 PM if necessary.

## Fees

Current fees are described on the NVC Facilities Use Request form. The NVC reserves the right to require a security deposit depending on the planned event.

## Specific Rules for Community Hall Use

- **DO NOT BLOCK THE EXITS.** All doors and hallways must be free from obstacles and barriers at all times.
- **NO SMOKING OF ANY SUBSTANCE ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area, and grounds.
- **NO ALCOHOL OF ANY KIND IS ALLOWED ANYWHERE ON THE PREMISES.** This includes the porch, back entrance area and grounds.
- **HOUSEKEEPING.** You are responsible for cleaning the hall, kitchen (if used) and restroom and disposing of trash off site immediately following your event. The Community Hall will be inspected before and after your event. All trash, food, cups and dishes, decorations, etc. that you bring in, you must remove at the conclusion of your use. Place chairs back in the racks and where you found them. Fold tables and place as you found them. Sweep the floors. Other cleaning arrangements will be considered but must be requested at the time the reservation is made.
- **THE BATHROOM SHOULD BE LEFT TIDY.** Make sure paper towels are placed in the trash barrel, not on the floor. Empty the trash barrel as needed to assure the bathroom stays neat. Empty the trash barrel when your event is over.
- **DON'T INVITE PESTS.** The kitchen must be cleaned so that ants and rodents are not attracted to crumbs and spills left behind. This is an old building with lots of entrance points for critters. Treat this kitchen as you would your own.
- **TURN OFF THE LIGHTS; SHUT THE WINDOWS; LOCK THE DOORS.** When you are through with your event, please assure the building is secure. If the windows were closed when you arrived, close them. Turn off all lights. Check the stove and turn it off. Close all doors tightly and assure they are locked.
- **COMMUNITY ROOM.** The wheeled model display cabinets may be moved within the room, but they may not be moved out of the room. Tables and chairs removed from the room must be stored upstairs, as directed by NVC staff, and out of the way of other Community Hall users. NVC AV equipment must be moved only under the supervision of NVC staff. Temporary removal of any BHPS exhibits on the walls must be coordinated with the BHSP.

**QUESTIONS?** Feel free to ask the Office Manager or Village Agent if you have any questions or concerns. If you observe that something is not working, let them know. The Village is not an Event Manager. It does want to ensure the building is safe, clean and reasonably secure

## THANK YOU!

Northport Village Corporation Board of Overseers

Approved March 2023

Northport Village Corporation | 813 Shore Rd, Northport, ME 04849 | 207-338-0751 | [office@nvcmaine.org](mailto:office@nvcmaine.org)

## Protect yourself from claims for injuries or property damage during your event

### Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

### What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events\* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at

[www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment)

Please use the online contact information for questions about whether other events are eligible for

### Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

### How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

### How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as:*

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

### How do I get more information about TULIP?

Visit:



### Get a Quote or Purchase TULIP coverage:

Step 1:

Visit

[www.intactspecialty.com/entertainment](http://www.intactspecialty.com/entertainment) scroll down and click on ..."Planning an Event?" Get a Free Quote

Step 2:

Enter...Facility/Venue ID Code

0419

CHW

Don't have a code? Search "Maine Municipal" from the drop-down list, then select your location.

Step 3:

Describe event or activity  
Select from drop-down menu.  
Click next.

Step 4:

Get your quote

Answer some basic questions  
and enter your contact and

**Protect yourself  
and your guests  
with TULIP coverage**