

# BELFAST BOATHOUSE



Located at 34 Commercial Street, Belfast,

Rental Agent: Pamela J. Salokangas, Parks and Recreation Director, [parksandrec@cityofbelfast.org](mailto:parksandrec@cityofbelfast.org) (preferred), or please schedule an appointment (Mon.-Thurs.) between 9 AM-5 PM by calling 207-338-3370 x127.

Find more information at Belfast Parks and Recreation's Website:

<https://www.cityofbelfast.org/169/Parks-Recreation>



# **Welcome to the Belfast Boathouse**

To our prospective renters of the Belfast Boathouse:

Thank you for expressing interest in renting the Belfast Boathouse, owned by the City of Belfast, and managed by the Belfast Parks and Recreation Department. This facility is utilized for a variety of functions, special events, and community activities.

The following notes are particularly important for the rental process:

1. We have limited ability to show the facility; therefore, please schedule a tour if you are truly interested in the facility. Tours can be scheduled Monday-Thursday, 9 AM-5 PM, based on the overall rental schedule.
2. A \$1,000,000 General Liability Insurance policy is required to rent the Belfast Boathouse, and a Certificate of Liability Insurance is required as part of the rental program, with the City of Belfast noted as the Additional Insured during the dates of the rental period. Additional liability endorsements may be required based on the type of event you are hosting.
3. Renting the Belfast Boathouse includes the building, and the fenced-in grounds surrounding the facility. Limited parking is available as the lot must remain open to public users of the boat ramp/launch. No other park facilities are included with the Belfast Boathouse rental. Please see the Appendices for maps and boundaries.
4. Furthermore, Steamboat Landing Park, owned by the City of Belfast and managed by Belfast Parks and Recreation, is NOT part of the rental program. Any use of this area must be handled separately via a Facilities Use Request form, and there may be a separate rental fee. The park, even when rented, must remain open to the public at all times.
5. The Belfast Boathouse kitchen is a warming kitchen, and it does not qualify as a commercial kitchen. Catering services will need to be managed off-site until load-in time for the event.
6. Renters' use of the facility is limited as outlined in Exhibits A, B, and C in this packet.
7. The renter is completely responsible for the cleaning of the Belfast Boathouse after rental and removal of all trash. Otherwise, the security deposit may be in jeopardy if the checklist is not complete upon inspection.

Please read this packet, in its entirety, as most of your questions should be answered.

We certainly hope that the Belfast Boathouse meets your event needs, and if you have additional questions after reviewing the packet, please send those in an email to [parksandrec@cityofbelfast.org](mailto:parksandrec@cityofbelfast.org). Thank you for your interest!

Sincerely,



Pamela J. Salokangas, Director  
Belfast Parks and Recreation

# BELFAST BOATHOUSE RENTAL FEE SCHEDULE

## Off-Season Rentals

**November 1-April 30** (starting November 2025)

Options	Belfast Resident Rental Fee*	Non-Resident Rental Fee	Security Deposit
Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^</sup>	\$525	\$800	\$100
Weekday Rate (Mon.-Fri.) <sup>^</sup>	\$140	\$210	\$100
Non-Profit** Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^</sup>	\$260	\$400	\$100
Non-Profit Weekday Rate (Mon.-Fri.) <sup>^</sup>	\$100	\$150	\$100
Belfast City Employee Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^</sup>	\$200	N/A	\$100
Belfast City Employee Weekday Rate (Mon.-Fri.) <sup>^</sup>	\$70	N/A	\$100
Belfast City Schools' Student Activities	\$0	N/A	\$100

## High-Season Rentals

**May 1-October 31**

Options	Belfast Resident Rental Fee*	Non-Resident Rental Fee	Security Deposit
Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$3,600	\$5,800	\$500
Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^</sup>	\$1,200	\$1,900	\$100
Weekday Rate (Mon.-Fri.) <sup>^</sup>	\$200	\$300	\$100
Non-Profit** Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^</sup>	\$500	\$960	\$100
Non-Profit Weekday Rate (Mon.-Fri.) <sup>^</sup>	\$130	\$200	\$100
Belfast City Employee Weekend Rate (Fri., Sat. <b>and</b> Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. <b>or</b> Sun.) <sup>^+</sup>	\$330	N/A	N/A
Belfast City Employee Weekday Rate (Mon.-Fri.) <sup>^+</sup>	\$100	N/A	\$100
Belfast City Schools' Student Activities	N/A	N/A	N/A

\*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

<sup>^</sup>A Friday or single-day weekend rental is only available 21 days in advance, and ONLY if the three-day weekend option (Fri., Sat., and Sun.) has not been booked.

\*\*To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.

+To qualify for this Belfast City Employee rate, a Belfast City Employee must be a full-time (40 hrs./week) regular employee who is able to provide the required Certificate of Insurance at the levels noted in the rental requirements.

## BELFAST BOATHOUSE RENTAL POLICIES

The Belfast Boathouse is a rentable facility, owned by the City of Belfast, that is used for a multitude of functions, special events, and community activities. The Belfast Boathouse is a year-round rentable facility starting in the fall of 2025 for meetings, weddings, special activities, reunions, rehearsal dinners, and more. Based on your event style, capacity is as follows:

- Educational-style seating with tables: 150 ppl.
- Sit-down dinner with round tables: 150 ppl.
- Standing reception-style events: 200 ppl.
- Auditorium-style seated event (seating in rows): 160 ppl.
- Occupancy does not change if you decide to add an outside tent.

The rental program includes the Belfast Boathouse and its fenced grounds. Small activities may be held outside of the grounds, but those are reviewed on a case-by-case basis as part of the renting process.

The Belfast Boathouse includes a vestibule with coat rack, large event room, small event room with pass-through window from kitchen (chair and table racks are stored here), two single restrooms, maintenance closet, and a warming kitchen.

The overall square footage of the building is 3,960 sq. ft., and the fenced-in grounds are part of the Belfast Boathouse property. There are a total of 14 parking spaces in the small parking lot for the Belfast Boathouse, for the small picnic area, and for the kayak launch area. There are two (2) handicapped parking spaces in front of the Belfast Boathouse entrance. This parking lot is open to the public at all times. Please see the appendix for additional parking information that you can share with your attendees, as there is a lot at the bottom of the Belfast Common on the corner of Commercial and Front Streets, and parallel parking along Front Street, downhill only, on the west side of the street.

The Belfast Boathouse provides a limited collection of supplies for your rental fee; please consider if this works for your type of event or activity as you may need to consider contracting with a third-party vendor to provide additional event supplies. Items supplied with your Belfast Boathouse rental:

- Small single-speaker sound system with either a wired microphone or two cordless microphones, extension cord, and laminated instructions for set-up.
- 50" Smart TV with HDMI connection for showing PowerPoints, video montages, etc. Laptop not provided.
- Wi-Fi for the building (password not needed).
- 152 Lifetime plastic folding chairs and and three chair racks. These can be used ONLY on the grounds of the Belfast Boathouse, but the chairs must be wiped down if used outside and before returning them to their racks.
- 19 5' (60") round dining tables and and two table racks. Tables seat 6 comfortably (114 ppl.) and seat 8 tightly (150 ppl. max).
- Three (3) 8' rectangular plastic tables on two shared table racks.
- 19 6' rectangular plastic tables and on two shared table racks.
- Three (3) 32-gallon trash receptacles in main event area and one (1) 32-gallon receptacle in kitchen.
- Two (2) small trash receptacles in restrooms (1 in each restroom).
- Four-burner electric stove with oven.
- Two-shelf convection oven.
- Small 1.9 cu. ft. microwave.
- One large (100 cup) and one small (50 cup) Coffee Pro coffeemakers.

- One 22 cu. ft. refrigerator (no freezer).
- One-time stocked paper products (paper towels and toilet paper) and trash bags (large black trash bags and small clear bags for each restroom container) for your event. Some spare trash bags are provided in the janitor's closet; after those are utilized, you must supply additional bags.
- Three (3) 6' stainless steel prep tables and several kitchen countertops.
- Two full-size sinks and one bar sink (in kitchen).
- One small 3' step-stool.
- Fully-stocked Janitor's Closet for clean-up after your event, which is required.
- Several on-the-wall hangars for draping fabric and/or lights for decorations.
- One (1) fire extinguisher located in the kitchen, two (2) in main event room, and one (1) in lobby.
- The Boathouse's power is a 200 amp service with 20 amp breakers except for the restroom breakers which are 15 amp and the electric stove breaker which is a 30 amp. At no time should breakers be tripping; if they are, you have overloaded the circuits.

Items not supplied with your Belfast Boathouse rental; you will need to consider renting these items or providing them yourself:

- Table linens.
- Tableware to include plates, silverware, and glasses.
- Serving dishes.
- Decorations
- Trash removal (must be removed by you).
- Large multi-speaker sound system.
- Dance floor.
- Additional accent lighting.
- A separate bar.
- The building is not air conditioned, but it does have two very powerful ceiling fans; windows do allow a very nice breeze to blow through the building as well. Screens need to remain in place.
- The Boathouse's warming kitchen is NOT a commercial catering kitchen. It is recommended that your caterer prepare food off-site and transport it for warming/staging/plating in the warming kitchen.

Items not allowed inside the Belfast Boathouse or on the fenced grounds surrounding the Boathouse as part of your rental:

- Natural flame candles. Flameless candles are acceptable.
- Paper Lanterns cannot be launched from the Belfast Boathouse grounds, nor from any waterfront park areas near the Boathouse.
- Consumer fireworks on the Boathouse grounds are not allowed at any time.
- Steamboat Landing Park and Gazebo, the Harbor Walk, the public beach, and the kayak launch are not part of your Belfast Boathouse rental. To request use of any of these spaces as part of your rental, please discuss that request with the Parks and Recreation Director. We do not host weddings in Steamboat Landing Park.

The electrical service at the Belfast Boathouse includes:

- A 200 amp service with 20 amp breakers except for the restroom breakers, which are 15 amp breakers. This is the proper amperage ratings for all duplex plug sockets.
- The electric stove has a breaker rated for 30 amps.
- If electrical breakers are tripping, it is because the breakers are overloaded. Please use accordingly.

## Belfast Boathouse Rental Guidelines

- The Belfast Boathouse Rental Application is required to start the rental process.
- Photos and videos of the facility are available for viewing via email links, along with a building layout with measurements (see appendix).
- An initial tour is available and is included in the rental fee; please know that this tour needs to be scheduled around any other rentals that take place and in consultation with the Department Director's schedule.
- With your paid rental, you may have one additional tour closer to your event date so that you can do final measurements, secure your layout ideas, ask any additional questions, etc. Bring as many friends and family members to that final tour so that they are familiar with the building's equipment and layout, and your set-up/clean-up plans. This is very important for any wedding rentals, especially if the bride and groom are not going to be available during the clean-up post event.
- Your rental is not secure until you have a submitted a rental application, you've discussed the rental policies with the Director, and you've paid either your 50% rental deposit [when renting more than three months (90 days) ahead of your rental date] or your 100% rental payment [when renting inside three months (89 days or less) from your rental]. **A completed application and your deposit/payment secure your date(s).**
- Your security deposit is due at your 2<sup>nd</sup> 50% rental payment [when renting more than three months (90 days) ahead of your rental date] or when you pay your 100% rental payment [when renting inside three months (89 days or less) from your rental].
- The individual signing the rental application and providing the rental fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during the event.
- Access to the Boathouse is by electronic code; each renter receives their code 24 hours in advance; there are exceptions to this process and those exceptions are communicated to each renter. Codes are changed frequently to prevent inappropriate access to the building.
- The Belfast Boathouse overall rental hours are as follows, and can be shortened for rentals that have limited set-up needs:
  - **Fri., Sat. and Sun. Weekend Rental – 8 AM Friday through 11 PM Sunday**
  - **Single Rental Day (weekday or weekend) – 8 AM-11 PM**

## Belfast Boathouse Security Deposits

- The security deposit is paid in advance and covers non-cleaning and building damage (walls, windows, floor, doors, toilets, sinks, etc.) and the removal or damage to equipment (tables, chairs, racks, sound equipment, podium, microphone, kitchen equipment, trash cans, etc.).
- If a renter does not clean per the cleaning checklist, cleaning fees will be deducted from the security deposit. It takes a minimum of two hours to clean the Boathouse properly, including the storage of tables and chairs, by one person. This estimate is based on not having to move tables/chairs, remove decorations, etc.
- The Belfast Parks and Recreation Department reserves the right to invoice or charge a credit card on file for damages over and above the security deposit amount. **The charges for cleaning fees are \$55/hr.,** and charges for damaged or removed equipment will be based on the replacement cost for an equal or similar item.
- Cleaning fee rates will be updated as they change.

## Belfast Boathouse Insurance Requirements

- Renting at the Belfast Boathouse requires your ability to provide a Certificate of Insurance with the City of Belfast named as an additional insured, demonstrating that you have a \$1,000,000 General Liability Insurance policy in place to cover all liability arising from the event. If you're not able to secure this policy through your homeowner's insurance agency, you can secure a policy through a special event insurance company.
- Your Certificate of Insurance is due to the Department Director no later than 10 days prior to your rental.
- If you are hosting a private event with alcohol (BYOB, catered, or you are providing the alcohol), you are required to also have the Liquor Liability Endorsement on your policy. Be sure that the Certificate of Insurance notes that endorsement. Alcohol cannot leave the Belfast Boathouse's fenced, outside grounds, or your rental party faces a violation of the City of Belfast alcohol ordinance.
- No person less than 21 years of age may consume, possess, or distribute alcoholic beverages. **Renter** is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event, unless that responsibility is being passed to a professional catering service.
- In the case of a caterer/professional bartending service providing and serving alcohol at the Belfast Boathouse, the caterer's Off-Premises Permit/RAMP Certification as well as their Certificate of Insurance noting their general liability limits and types of coverage including the liquor liability endorsement must be provided to Belfast Parks and Recreation at least 10 days prior to the event, and the Certificate of Liability must also list the City of Belfast as an Additional Insured for the duration of the event. The caterer's liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer's staff must check photo-identification cards to verify the age of each person consuming alcohol.
- There is a noise ordinance for the City of Belfast; remember, there are many private homes adjacent to the Boathouse property. Please be cognizant of the ordinance, or the police may be called to your event.
  - City's Noise ordinance (partial): Sec. 34-34. Prohibited acts in designated area. (I) Noise generally. Yelling, shouting, hooting, whistling, singing, or the production of any other audible noise between the hours of 10 PM and 6 AM of the following morning, so as to annoy or disturb the quiet, comfort or repose of any reasonable person located within or upon the premises of any dwelling, hotel, or other type of residence or business establishment, is prohibited.

## Set-Up and Clean-Up

- The ONLY tape permissible to be used for decorations on the walls or taped to tables is painter's or masking tape. Please, no packing tape, electrical tape, box tape, duct tape, or any other heavy-duty tape. If we find tape on our chairs, tables, walls, or floor, we will deduct additional cleaning expenses from your security deposit.
- Please do not add any additional hooks to the walls; there are plenty of hooks available on both long walls as well as the long center ceiling beam.
- There are plenty of plugs on the walls of the large and small event rooms; remember, the plugs are approx. 3' high off of the floor. Please limit the amount of extension cords used, and if you plan to utilize a multi-plug strip, ensure that it is a certified surge protector.
- Renters are responsible for renting a large ladder or scissor lift to decorate; the City of Belfast will not provide this equipment due to liability issues.

## **End-of-Rental Requirements**

- You are required to clean the facility after your rental; it is important to provide the end-of-rental guidelines to your support team so that they know where everything is located, where it should be returned to, where cleaning supplies are located, and exactly what is required for cleaning. This is especially important for wedding rentals if the bride and groom will not be part of the clean-up team.
- Per the fee table, you can contract with the City's custodial services in advance, based on availability, if you know that you or your team will not be able to clean, assuming the custodial team is available. If the Boathouse is not cleaned by your team or by the custodians, deductions will be made from your security deposit for a minimum of 2 hrs. at \$55/hr.
- If you are using a caterer for your event or activity, please know that your caterer must be out of the building when you are. They cannot return at a future time to pick-up their supplies and equipment due to the busy rental schedule. There are no caterers with special access to the Boathouse.
- If you are renting equipment such as additional tables or a different style of chairs or lights, please discuss with your vendor the drop-off and pick-up details. On holidays, staff are not available to meet vendors at the Boathouse. You may need to rent additional days on the front or back-end of your event to accommodate these additional steps. The Boathouse is very busy in the summer months and there could be a rental back-to-back to your rental. If you haven't secured the additional time you need, there may be issues for the next renter.
- All trash, decorations, and recyclables must be removed from the property at the conclusion of your rental. There is not a dumpster on the Belfast Boathouse grounds.
- If you think you're going to need additional time for set-up and clean-up, in addition to your event, please book it in advance, as it may not be available closer to your event due to other rentals.
- City of Belfast Parks and Recreation Department will conduct a pre- and post-facility inspections to determine if the checklist for end-of-rental requirements has been met or if there is any damage to the facility or equipment; if there are issues, then the Director will contact the renters to inform them of the security deposit deductions if the checklist is incomplete.

## **Cancellations**

The Belfast Boathouse has the following policies for cancellations:

- More than 120 days prior to the event, you will receive 75% of your rental deposit; remember, at this point, you may have only paid your 50% deposit so you would receive 75% of that payment.
- If you are between 45-119 days prior to the event, you will receive 50% refund of your rental deposit and you will receive 100% refund of your security deposit if you have paid it within this period.
- If you are less than 44 days out from your event, there is no refund for your rental payment, but you will receive 100% refund of your security deposit.
- Refunds will be paid by the City of Belfast by check within 30 days after written notice of cancellation of your rental.

# RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: \_\_\_\_\_

Business or Organization Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(This address will be used to return any funds due to renter.)

City, State and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Using the Tables on Page 2, please complete the following information:**

Category:

- General Rental
- Non-Profit Rental
- Belfast City Employee
- Belfast City Schools

Non-Profit Tax ID: \_\_\_\_\_

Requested Rental Date(s): \_\_\_\_\_

Rental Time\*: \_\_\_\_\_

\*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Day(s) of Week: \_\_\_\_\_

Actual Event Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_

Do you plan to serve alcoholic beverages? Yes  No

1. This rental agreement incorporates all of the Belfast Boathouse Rental Rules and Regulations and Exhibits.
2. By signing this agreement, you are accepting the ALL terms of the Belfast Boathouse Rental Rules and Regulations and Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements, and you are accepting responsibility and liability for non-compliance for yourself and on behalf of your guests, contractors, other service providers, and attendees.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval 10 days in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval [parksandrec@cityofbelfast.org](mailto:parksandrec@cityofbelfast.org). It is very important that the policy be in the amount of \$1,000,000 and that the City of Belfast is named the additional insured as related to the event. Additional endorsements may be required based on your rental activity.
6. I specifically agree to leave the Belfast Boathouse in the condition noted per the Cleaning Checklist (Exhibit E).
7. By signing this agreement, I agree that the security deposit can be used by the City of Belfast to offset any cleaning fees or damages to equipment and property related to this rental at the Belfast Boathouse's facility and grounds, or failure to adhere to other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Landing Park or other City property will completely forfeit any security deposit funds.
8. If for any reason the amount of the security deposit is not sufficient to pay for damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City of Belfast within 30 days of receipt of the invoice for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified,

then I agree that I may lose rental privileges, and that I will also be responsible for the City of Belfast's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City of Belfast, then this balance will be returned to me by mail within 30 days after the event.

**Please confirm with your initials that you understand the following rental requirements:**

**BUILDING OCCUPANCY**

Regulation for Belfast Boathouse occupancy for any event is a maximum of 150 people seated or a maximum of 200 people standing.

- Educational style seating with tables: Maximum capacity is 150.
- Sit-down dinner with round tables: Maximum capacity is 150.
- Reception style events with standing room only: Maximum capacity is 200.
- Auditorium style (or seating in rows): Maximum capacity is 175.

\*Please note that occupancy maximums DO NOT increase with the use of a tent.

\*No tents are allowed on any paved area outside the fenced grounds of the Belfast Boathouse.

**CERTIFICATE OF LIABILITY/INSURANCE**

Liability insurance must be obtained for the entire duration of the event (including set-up and clean-up) to cover any function held at the Belfast Boathouse (this can usually be obtained through a homeowner's insurance policy or various special event insurance companies).

- The City of Belfast must be named as an Additional Insured on the Certificate of Insurance for the event (see Exhibit D), which is due to Belfast Parks and Recreation 10 days prior to your event.
- The coverage will be no less than \$1,000,000 general liability, and additional endorsements may be needed based on your event. Be sure to discuss this with the Belfast Boathouse Rental Agent.
- If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off-Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of \$1,000,000. A copy of the insurance coverage must be provided to the Belfast Parks and Recreation 10 days prior to the date of the event (an example of an acceptable form is found at Exhibit D).

**DAMAGE, CLEANING & MAINTENANCE RULES**

Renter must leave the Belfast Boathouse in the condition noted in the Cleaning Checklist (Exhibit E), including bathrooms, trash, floors, tables, chairs, and equipment. The Cleaning Checklist is posted in the Belfast Boathouse vestibule for reference.

- No staples, nails, or duct tape are to be used on the walls or floors. Painter's tape may be used on the wall.
- All floors must be swept and mopped. Kitchen area must be cleaned.
- Tables/chairs must be cleaned/wiped and all tape removed. All table and chair legs should be wiped down if they were used outside on the Belfast Boathouse grounds. Tables/chairs must be returned to storage racks and the rear storage area making sure no damage has been done to furniture or equipment, or the interior or exterior of the building and grounds.
- All food, garbage, decorations, etc., must be removed from Belfast Boathouse property. If Belfast Boathouse is not left in accordance with these rules, and after inspection by the Belfast Boathouse Rental Agent, the Renter will forfeit their Security Deposit and also be charged for the cost to repair damage.
- The Renter shall also report any damages that occur to the property during their event to Belfast Boathouse Rental Agent as soon as practical.

**ADDITIONAL GUIDELINES**

- The Belfast Boathouse is a smoke-free environment.
- Please note that the Belfast Boathouse is an unstaffed facility.
- Any additional cooking or catering equipment must be approved by the Belfast Boathouse Rental Agent.
- All requests for tents must be pre-approved by the Belfast Boathouse Rental Agent. No tent can increase the seating capacity outlined for the Boathouse, and tents are only allowed inside the fenced grounds.

- Any additional equipment, staging, non-traditional decorations, etc. must be pre-approved by the Belfast Boathouse Rental Agent.
- No vehicles are permitted inside the Belfast Boathouse.
- The general public is not permitted inside the Belfast Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
- The City of Belfast cannot guarantee that there will not be any other events in the area, any construction in the surrounding neighborhoods, events/activities in the Harbor, or other activities in the surrounding public spaces.
- Renters are encouraged to utilize the parking information noted in Exhibit C for their events. Parking is not guaranteed for the Belfast Boathouse rentals.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

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

Date: \_\_\_\_\_

Title: \_\_\_\_\_  
*(If signing for a Business or Organization)*

Signed: \_\_\_\_\_  
Belfast Boathouse Rental Agent  
Pamela J. Salokangas, Parks and Recreation Director

Date: \_\_\_\_\_

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\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

TOTAL RENTAL FEE DUE: \$ \_\_\_\_\_

RENTAL FEE 50% DEPOSIT: \$ \_\_\_\_\_ DUE DATE: \_\_\_\_\_

RENTAL FEE FINAL BALANCE DUE: \$ \_\_\_\_\_ DUE DATE: \_\_\_\_\_

SECURITY DEPOSIT FEE DUE: \$ \_\_\_\_\_ DUE DATE: \_\_\_\_\_

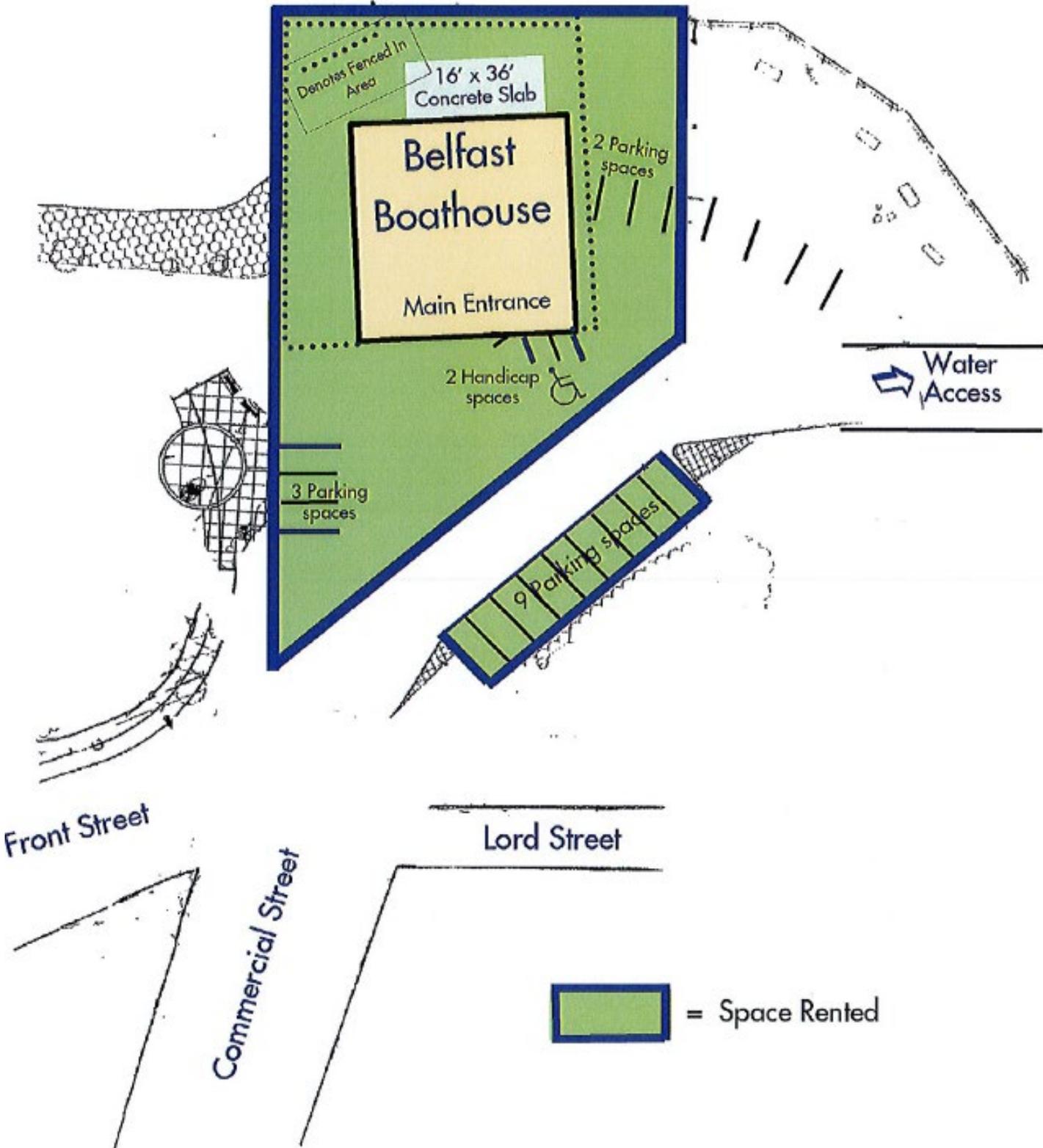
CERTIFICATE OF INSURANCE DUE: \_\_\_\_\_

Acceptable payment options are checks, cash, or credit card. Checks should be made payable to the City of Belfast. Credit card payments will incur a 2.5% processing fee in addition to rental charges.

Once dates, rental process, and payment schedule has been discussed, please return Belfast Boathouse Rental Agreement, with initials and signature, and payment to:

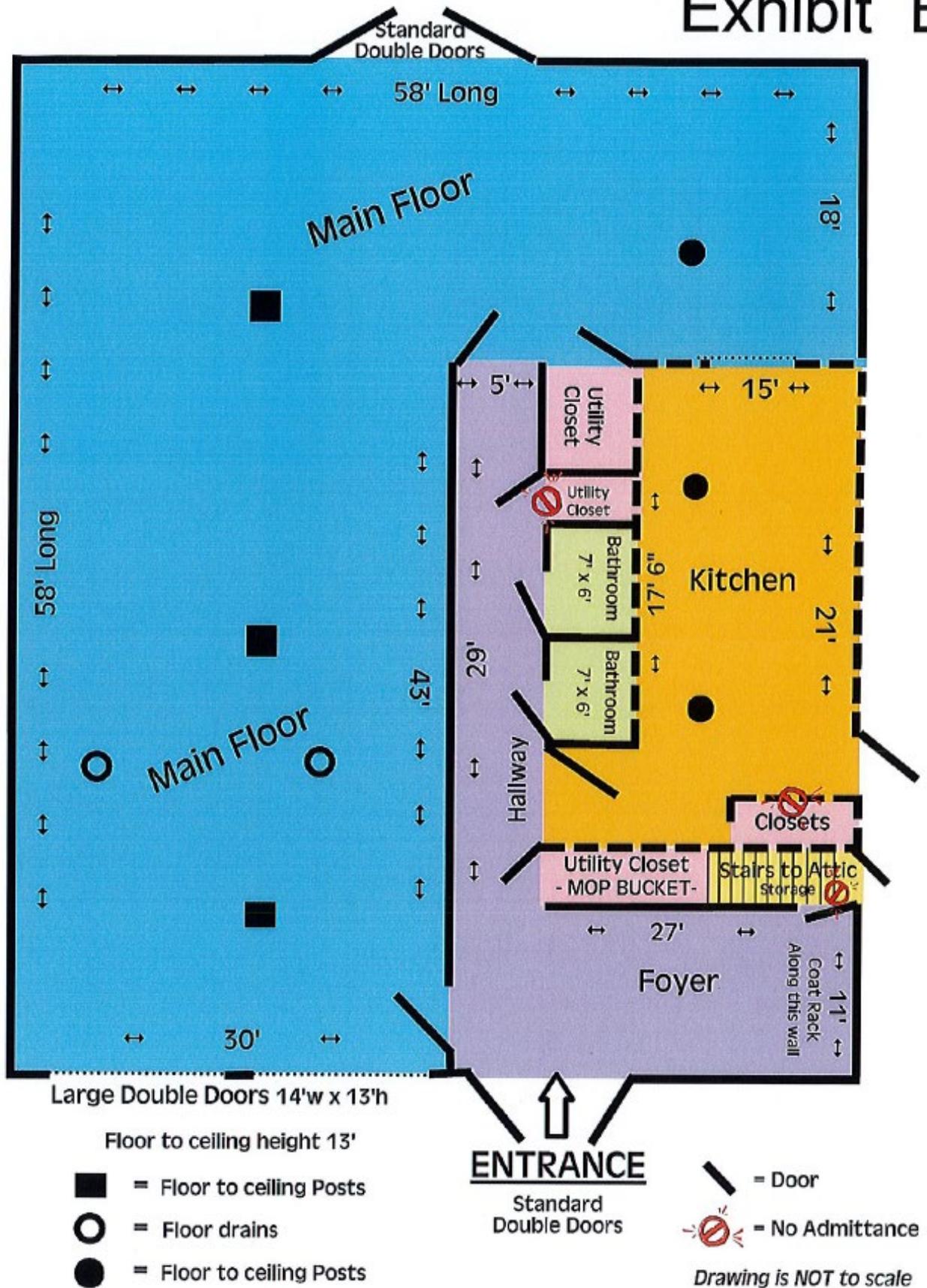
Belfast City Hall  
Belfast Parks and Recreation (Ground Floor)  
Attn: Boathouse  
131 Church Street  
Belfast, ME 04915

# Exhibit A

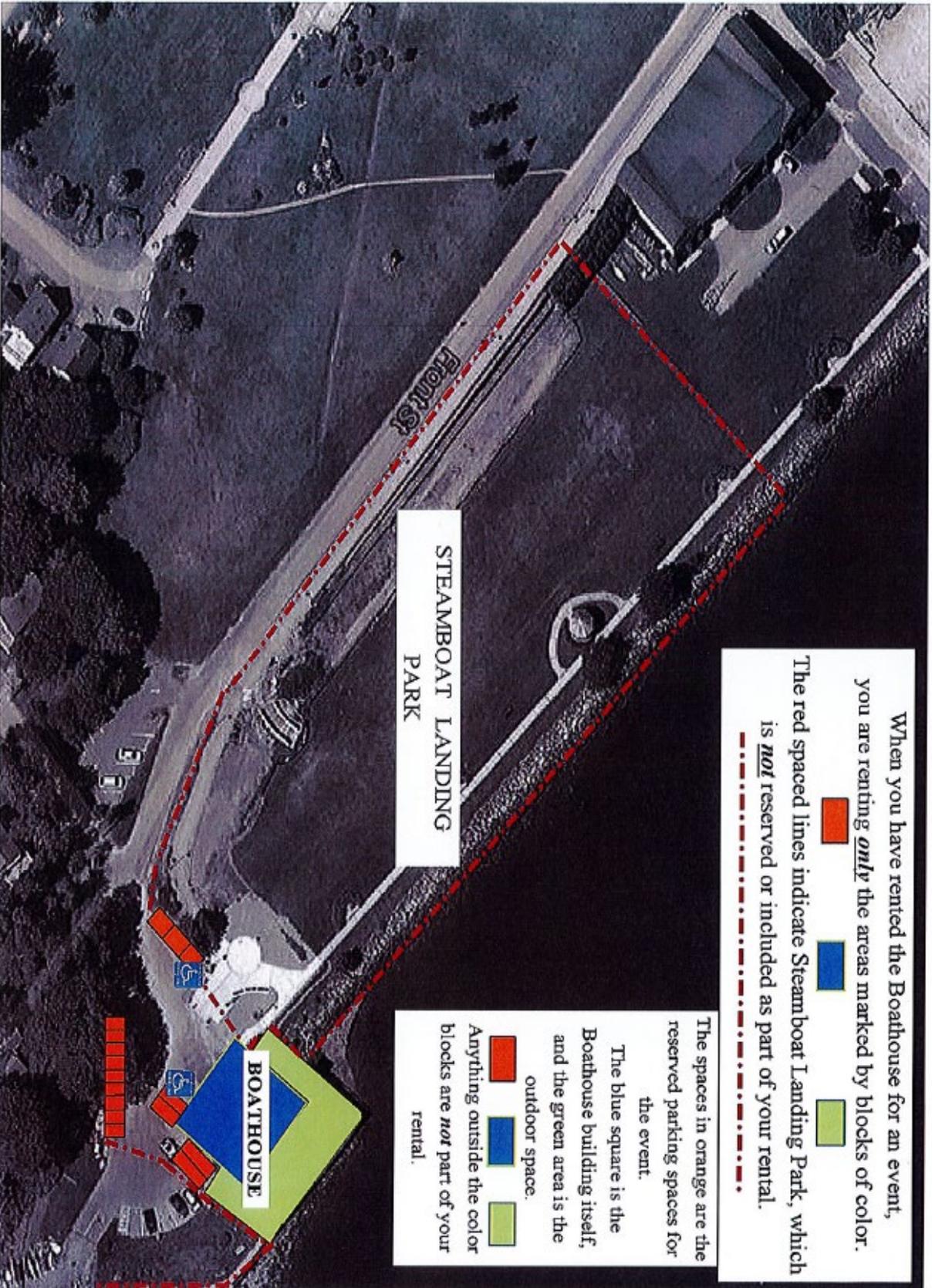


Drawing is NOT to scale

# Exhibit B



# Exhibit C





# Exhibit E

## Belfast Boathouse Post-Event Checklist

(All cleaning materials may be found in the Janitor's Closet.)

### Entrance Vestibule & Hallway:

- Sweep floor.
- Sweep mats.
- Mop floor.

### Main Event Room and Small Storage Area in rear of building:

- Remove all painter's/packing tape from tables.
- Wipe down all table tops.
- Wipe down all table and chair legs if used outside.
- Stack all chairs on the chair racks.
- Stack all tables on the table racks.
- Three chair racks pushed into the storage location as you found them when you arrived. Handles must be facing OUT toward the middle of the room.
- Three table racks pushed into the storage location as you found them when you arrived. Handles must be facing OUT toward the middle of the room.
- Collect all trash and place into one of three bins.
- Remove decorations and any painter's/packing tape.
- Wipe windowsills.
- Close and lock all windows and set shades to the halfway mark, and open them for sunshine.
- Return any sound equipment (podium, speaker, mic stand, and supplies) to the kitchen.
- Return step-stool to kitchen.
- Sweep floor.
- Mop floor.

### Kitchen:

- Empty refrigerator and wipe down all shelves and bottom.
- Clean stove top, and any spills underneath burners.
- Wipe down all surfaces.
- Wash any coffee pots used for event.
- Return any supplies to the shelves or the kitchen rack.
- Gather all trash and place into one of three bins.
- Sweep floor.
- Mop floor.

### Bathrooms:

- Remove trash from both bathrooms and place into one of three bins.
- Wipe down sinks and toilets.
- Sweep floor.
- Mop floor.

### Final Tasks:

- Pull all trash from the three trash bins and take with you. Re-line the bins with the bags in the bottom of the bins.
- Turn off all lights and fans. If in winter, return heat to 69 degrees.
- Be sure all three doors are locked (electronic log should be horizontal, parallel to the floor).
- Pull door closed as you exit. Check that the door is locked.

**Building will be inspected post-event to determine the status of your Security Deposit.**