



## APPLICATION FOR ARMORY RENTAL

Armory: _____	Area Rented: _____	DVEM Rental Number: _____
Event: _____		
Organization Renting (Renter): _____		
Organization Representative: _____		E-mail: _____
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone: _____		Fax #: _____

Date (1): _____	Date (2): _____	Date (3): _____	Date (4): _____
Time (1): _____	Time (2): _____	Time (3): _____	Time (4): _____
Alcohol to be Served: <input type="checkbox"/> Yes <input type="checkbox"/> No (See Section I Paragraph (2) on Reverse)			

MILITARY BUREAU RENTAL FEE:	Rate:	Days	@	= \$	
<small>.00</small>					

ESTIMATED EVENT SERVICES/EQUIPMENT FEES:							
<i>Security fees may change without notice</i>	Armory Rep:	Hrs	_____	@	\$25/hr	= \$	_____
	Custodial:	Hrs	_____	@	\$25/hr	= \$	_____
	Marquee:	Weeks	_____	@	\$100/wk	= \$	_____
	Table Rental:	Qty	_____	@	\$5.00	= \$	_____
	Chair Rental:	Qty	_____	@	\$1.00	= \$	_____
	WIFI Needed:	Circle:	_____	@	N/A	= \$	_____

<p><b>I Certify that I am at least Twenty-One (21) years of age. I have read, signed and agree to all conditions of this Armory Rental Contract. I understand that the Military Bureau is not contractually bound until an authorized representative of the Adjutant General signs this proposal.</b></p>	
<p>Signed: _____</p> <p style="text-align: center;">(Signature of Applicant)</p>	<p>_____</p> <p style="text-align: center;">(Date)</p>

<p><b>This rental will not interfere with the use of the Armory for Military instruction or any other scheduled activity.</b></p>	
<p>Signed: _____</p> <p style="text-align: center;">(Armory Unit Representative)</p>	<p>_____</p> <p style="text-align: center;">(Date)</p>

<p><b>This rental is approved by the Adjutant General by:</b></p>	
<p>Signed: _____</p> <p style="text-align: center;">(For The Commissioner)</p>	<p>_____</p> <p style="text-align: center;">(Date)</p>

**SEE NEXT PAGE FOR TERMS AND CONDITIONS**

Maine Armory Rentals ♦ 32 State House Station ♦ Camp Keyes, Augusta, Maine 04333-0033  
Office (207) 430-6342 ♦ Fax (207) 626-4553 ♦ [www.me.ngb.army.mil/rental](http://www.me.ngb.army.mil/rental)



- A. Insurance certificates and checks for all rental costs shall accompany this application. NO rental application will be accepted without full payment or required deposit and all necessary insurance certificates.
- B. The Renter accepts the Armory in the physical condition in which it is found upon inspection prior to the rental and agrees to return the premises and equipment to the same condition as given.
- C. The use of Duct Tape and other adhesives are prohibited for use on the floor, walls, and other surfaces of the Drill Hall, Hallways, and Classrooms. Any use without the written consent by the Armory Rental Manager or Designated Representative will result in an added \$150 charge per day of event plus custodial fee. Each Rental Event comes with a 3 Hour custodial charge minimum.
- D. Setting up tables & chairs, security and cleanup of areas for the event are the responsibility of the renter. Decorations, if any, shall be nonflammable material and shall be installed under the direction of the Armory Commander or Designated Personnel and shall be removed after each rental.
- E. Any need for special power, equipment, and/or service shall be provided by the Renter at their own expense. Work shall be completed by a licensed tradesperson with advance written notice to the Military Bureau and not started without written approval from the Military Bureau.
- F. The Armory Commander or Designated Personnel can allow for use of the Kitchen area and use of refrigerator space. It is the renter's responsibility to clean kitchen area and dispose of all waste accumulated. An Armory Rep. will inspect the kitchen area after each event.
- G. The Military Bureau or the National Guard organization at the Armory reserves the sole right to operate the cafeteria/concession area if desired by the Renter. Accordingly, the Renter will discuss this subject with the Armory Commander or Designated Representative before making any plans concerning concessions.
- H. All State and local ordinances will be strictly observed. It is agreed that if this application is approved, all the regulatory conditions herein will be observed. This includes coordination of local ordinances with police and fire departments, etc.
- I. Attendance will not exceed the floor capacity stated on the license granted by the State Fire Marshall's Office.
- J. The Renter agrees to comply with Title VI of the Civil Rights Act of 1964.
- K. **INSURANCE.**
  - (1) The Renter must obtain general liability insurance in an amount not less than (\$1,000,000) Dollars for any and all claims arising out of a single occurrence, and to hold harmless the State of Maine and Military Bureau against any damages or claims arising out of the Renter's use of the Armory.
  - (2) Alcoholic beverages will not be consumed on these premises, unless services are provided by a properly insured Caterer. Proof of Insurance will be furnished upon request by the Armory Rental Manager or Designated Representative.
  - (3) The Renter is required to make restitution to the State of Maine for any damage to the building, its contents, equipment, or grounds resulting from this rental. No holes shall be bored, or nails, screws, or bolts inserted into the floor or any part of the building.
  - (4) The State of Maine is not responsible for damage to or loss of Renter's personal property, or to the property of its vendors or other related customers.
- L. The Military Bureau, Department of Defense, Veterans and Emergency Management reserves the right to change the rental related fees with one month's notice prior to actual use, whether or not fees have been paid in advance. Rental costs are determined only by the Military Bureau, based upon a standard fee schedule developed by the Military Bureau.
- M. When there is a cancellation by the Renter, when an event is cancelled 30 days or more prior to any scheduled event, 100% of any deposit shall be returned to the Renter. If an event is cancelled less than 30 days prior to any scheduled event, 50% of any deposit shall be returned to the Renter.
- N. The Military Bureau reserves the right to cancel this application at any time for failure to comply with any of the above conditions or due to any military emergency requirement where the armory may be needed for military activities.



In accordance with the **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT** below, the State of Maine, Maine National Guard (Owner) is not liable for any theft, damage, or destruction to private property, or bodily injury occurring as a result of the renter's occupancy or activities on the rented premises:

\_\_\_\_\_  
Renter Name(s)

\_\_\_\_\_  
Organization (as applicable)

\_\_\_\_\_  
Organization or Primary Renter's full mailing address

**RENTER'S INDEMNITY OF OWNER:** Renter agrees to indemnify and hold harmless, the Owner against any and all claims relating to this Rental Agreement, including risks of loss or damage to personal property and injury or death to persons by reason of or incident to the Renter's possession and/or use of the Premises during the term or any activities conducted by the Renter under this Rental Agreement. To the fullest extent permitted by applicable law, the Renter shall indemnify and hold harmless the Owner on demand from and against any and all liabilities for any losses alleged or claimed to have been suffered or incurred by any such party as a result of any third-party claims; this indemnification obligation to Owner includes costs of defense and litigation, including reasonable attorney's fees. Excepted from this indemnity are harms caused by the intentional or willful acts of the Owner or its employees or agents.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_\_\_

\_\_\_\_\_  
RENTER NAME(S)

\_\_\_\_\_  
SIGNATURE & DATE