

19TH CENTURY WILLOWBROOK VILLAGE

P.O. Box 28 • Newfield, ME 04056 • (207) 793-2784 • www.willowbrookmuseum.org

APPLICATION FOR SPECIAL USE

Name of Group/Individual _____

Address _____

City _____ State _____ Zip _____

Contact Person/Responsible Party _____

Telephone _____ Fax _____

Description of group _____

Purpose of Event _____

Estimated Attendance _____ Will food be served? _____

Caterer _____ Telephone _____

Catering contact person _____

Date requested for event 1st choice _____

2nd choice _____

Time setup is to begin _____ Time Guests will arrive _____

Time Guests will depart _____

Site requested: (circle one)

Trafton Barn basement and picnic area Bandstand grounds (specify where)

Shop at Willowbrook meeting room Sandwich Shop (between 4 & 10 p.m. only)

----- For office use only -----

Date received _____

Approved _____ Deposit received _____

Staff needed _____

Certificate of liability received _____

Actual attendance _____ Balance Due _____

19TH CENTURY WILLOWBROOK VILLAGE SITE RENTAL AGREEMENT

WHEREAS, _____ of
_____ (Renter)

and 19th Century Willowbrook Village located in Newfield, Maine, (the Village) wish to enter into a site rental agreement (Agreement) for an event which Renter wishes to hold at the Village.

NOW, THEREFORE, for valuable consideration, the receipt of which both parties acknowledge, the parties agree as follows:

Both parties agree to be bound by all of the terms and conditions of the Village's Facility and Site Rental Regulations attached to this Agreement and made a part hereof. Renter hereby acknowledges having carefully read the Facility and Site Rental Regulations.

The site rental application of Renter is also attached to this Agreement and is made a part hereof. Renter agrees to be bound by all of the terms of the site rental application unless changes to it are approved in advance in writing by the Village.

This Agreement will become effective when the Village approves Renter's site rental application and this Agreement is signed by both Renter and the Village.

RENTER

Date: _____

By: _____

Its

19TH C. WILLOWBROOK VILLAGE

Date: _____

By: _____

Its