

Event Policy Statement
Hacker’s Hill, Casco, Maine
Loon Echo Land Trust

- Events such as weddings, birthday parties and reunions are to take place during the Hill’s seasonal hours of operation, which are Monday, Wednesday, Friday, Saturday and Sunday from 8:30 am to sunset (typically early May to October 31). There is no closure of the Hill to the public to accommodate private events.
- Events up to a maximum of 100 people are permitted, and require a reservation. *Sorry, parties over 100 are not permitted.* Parties will be charged a fee and a security deposit. LELT requires advance approval if any event/party wishes to charge its participants an entry fee.

Fee Structure	Parties of 1 to 50	Parties of 51 to 100
	\$150 fee; \$75 security deposit	\$300 fee; \$150 security deposit

- **Fees and security deposits are to be paid at the time the reservation is made.** Fees and deposits may be made either by check or credit card (Visa or MC) payable to Loon Echo Land Trust. Fee payments in excess of the minimum fee will be considered a tax-deductible charitable donation to support the ongoing protection of the Hill. Refunds (in the form of a check) will be sent to the names on the Reservation Form within 30 days following the event. If there is damage to the area occupied by the event (including the parking area), or if trash or structures are left on the premises, the security deposit will not be refunded. *There are no fee refunds once a reservation is made.*
- Event attendees may use the toilet (privy), picnic tables, pergola area, fields and event parking area. All motor vehicles are to be parked at the “Event Parking Area” as shown on the map provided with the confirmation receipt. Please note on the reservation form if you wish to reserve a particular area or amenities on the Hill.
- No alcohol, catered food, or other reception type activities are permitted on the premises. All structures such as trellises, potted flowers, tables, chairs or tents must be set up and removed the same day as the event (contact us if special arrangements are necessary). All trash must be carried off premises.
- LELT reserves the right to make additional requests of event planner on a case by case basis.

Event Reservation Form
Hacker's Hill, Casco, Maine
Loon Echo Land Trust

To reserve Hacker's Hill, please fill out and sign the Event Reservation Form and return it with the required fee and security deposit to the address below. You will receive a receipt and confirmation of the reservation within 14 days after our office receives the information. If you would like to check if the desired date is available prior to filling out the form, please contact our office in advance.

Type of event (describe): _____

Event date: _____

Times(s), start to finish: _____ to _____ (3 hours maximum)

Total number of attendees: _____

Is the event open to all members of the public: ____ no ____ yes

Requests regarding specific site location (pergola, picnic tables, open field, etc.) or other information that LELT should know:

Fee Enclosed: \$ _____ Payable by check made out to Loon Echo Land Trust, or, VISA or MC: _____ / _____ / _____ / _____ **Exp Date:** _____

Security Deposit Enclosed: \$ _____ Payable by check made out to Loon Echo Land Trust, or, VISA or MC: _____ / _____ / _____ / _____ **Exp Date:** _____

Names of Persons Making Reservation: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: () _____ **E-mail:** _____

By signing below I/we acknowledge Loon Echo Land Trust's Event Policy Statement and hereby release, indemnify, hold harmless, and promise not to sue Loon Echo Land Trust and its officers, employees, and agents for any liability, claim, loss, costs and damages resulting any individual's participation in said event, including travel to and from such event, and including those actions or inactions that sound in negligence. Should I/we or my successors assert my claim in contravention of this agreement, I/we or my successors shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending, unless the other party or parties are financially adjudged liable on such claim for willful and wanton negligence.

Please sign and return this form, enclose fee & deposit, and send to the address below. Thank you.

Signature(s) _____ **Date** _____

Signature(s) _____ **Date** _____



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Effective 2/25/2013; Revised August 2015