

Rockport Marine Park Rental

Rental Agent Rebecca Born
207-542-0836 rborn@rockportmaine.gov



Rebecca Born is the Rental Agent for this property and can be contacted via email at rborn@rockportmaine.gov, or by phone (207) 542-0836.

Included in this packet is the Marine Park Rental Application, Gather Guard Insurance Guide, Use Permit Application, Request for Police Detail, Peddler's Permit Application, and Qualified Catering Permit Application and a proposed timeline. If you have any questions, please contact Town Clerk Liz Lowe.

The Marine Park Rental Application – The Marine Park Rental Application is 3 pages. The first page is your contact information and information about the event, the second page is the Fee Schedule, and the third is information, requirements, and disclaimers. The completed Marine Park Rental Application with the required 50% non-refundable deposit payable to the Town of Rockport, can be sent to:

Town of Rockport
Attention: Harbor Rental
101 Main Street
Rockport, ME 04856

The Use Permit Application – The Use Permit Application is for a tent if you wish to put up a tent. Tents are not allowed for 3-hour events. The tent size is restricted to 40' x 80' for the main tent, and a 20' x 20' Caterer's is also allowed. The Use Permit Application included is partially completed but you will need to fill out your contact information as the Applicant and sign the bottom, list the tent sizes on the back as well as draw a simple plan of where the tents will be set up. This Use Permit Application and \$50 fee payable to the Town of Rockport needs to be submitted to the Code Enforcement Office and the Rental Agent no less than 3 weeks before the event.

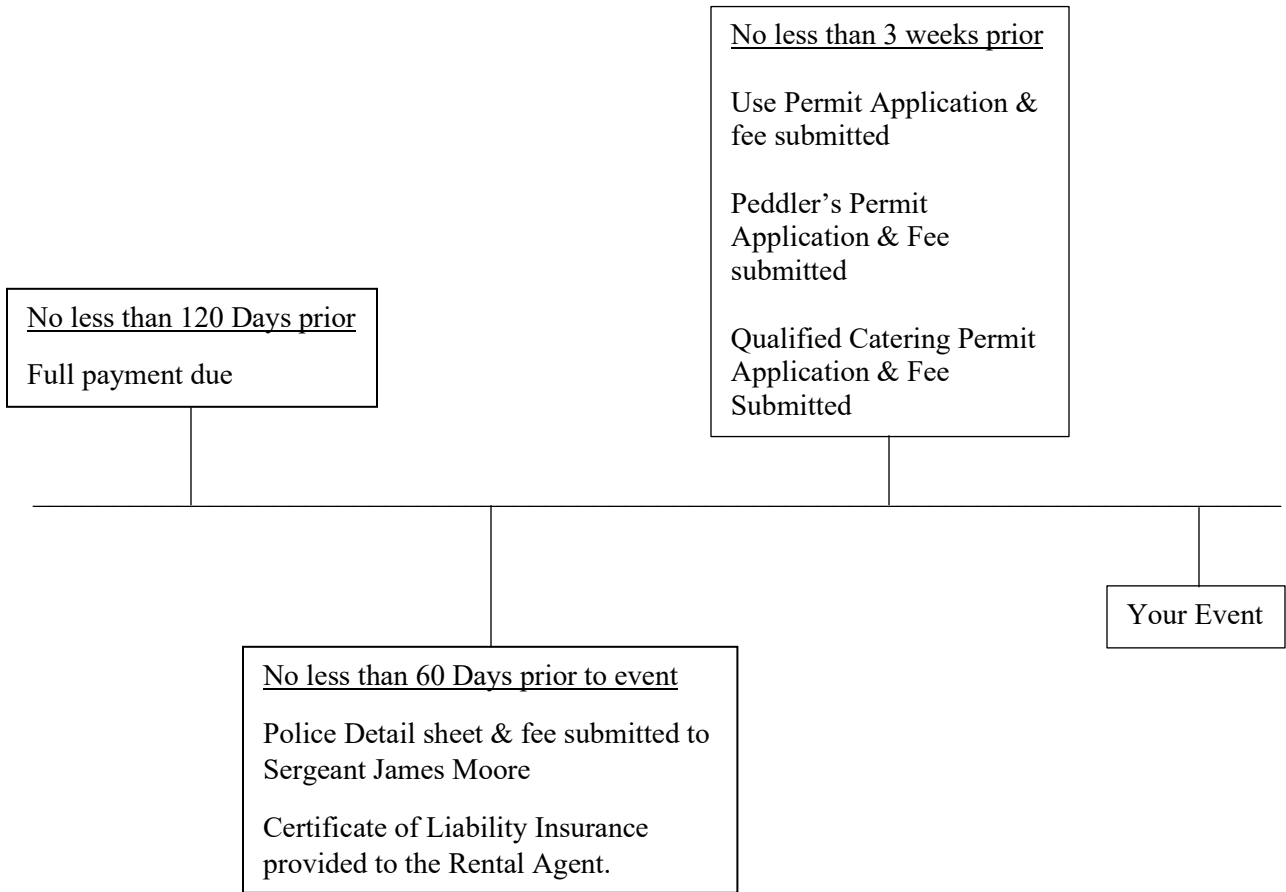
Gather Guard Guide – You can either obtain Liability Insurance on your own, or the Town does offer the Gather Guard Program. The Gather Guard flyer is included. Please ask the Rental Agent if you have any questions.

Request for Police Detail – As stated in the Rental Application, if there is alcohol being served, or the event is over 50 people, there needs to be a Police Detail. The Police Detail sheet is included in this packet and Sergeant James Moore (jmoore@rockportmaine.gov) needs to be contacted about requesting the required detail, no less than 60 days before the event.

Peddler's Permit Application – If your event is being catered, your caterer needs to fill out the Peddler's Permit Application and return it to the Rental Agent no less than 3 weeks before the event. The Peddler's Permit fee, payable to the Town of Rockport, is \$30 for one day.

Qualified Catering Permit Application – This Application needs to be completed by the caterer for the Off-Premises Liquor License. The Qualified Catering Permit Application, the proof of liability insurance and \$25 fee must be submitted to the Rental Agent no less than 3 weeks before the event.

Timeline





Marine Park Harbor Rental Rockport, Maine

Rental Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date(s) and times

Requested: _____

Rental fee is charged for each day tent is up – 3 days maximum. Tent setup must be no more than one day in advance of the event and tent tear down must be no more than one day after the event. (If up after 12pm and down before 12am ½ rates apply)

Are you a tax-paying resident of Rockport, Maine? YES NO

Event Details

Will you have a tent? YES NO Tent size (approx.): _____

Tents are restricted to a **maximum** size of 40'x 80'; additionally, a separate caterer's tent – 20'x 20' is allowed. Tents are not permitted for 3-hour events.

Tent rental company name: _____

Will alcohol be served? YES NO

Licensed Caterer name: _____

Is this for a seasonal or part time vendor? YES NO

Fee Schedule

	Fees		Total
	Resident	Non-Resident	
Full Day Event	\$3,000 per day	\$4,800 per day	
Additional Set Up/Tear Down (½ days)	\$1,500	\$2,400	
3-Hour rental (no tents)	\$500	\$750	
		Total of lines above:	

All events are required to pay a 50% non-refundable deposit at the time the application is submitted. Remaining balance due 120 days before event.

Rules, Regulations and Disclaimer

The rental of Marine Park is not exclusive. The public is still allowed to use the Marine Park, Harbor, Facilities, Parking and Town-owned property. There is limited parking available and offsite parking is required for all events above 50 people. Please speak to the Rental Agent for parking options and availability.

In accordance with the Town of Rockport's Land Use Ordinance, Section 801.6, noise and sound will stop by 10:00 pm.

The Town, its officers, agents and employees shall not be liable for any injury or damage to any person or property occurring at or in connection with the assembly, activity or event, which has been permitted under the terms of these Regulations. The permit holder agrees to defend, indemnify and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, losses, damages, suits, penalties, claims and demands of every kind or nature by and on behalf of any person or entity, arising out of any injury or damage alleged to have been suffered at or in connection with the assembly, activity or event which has been permitted under the terms of these Regulations. Rentals issued pursuant to this Rules, Regulations and Disclaimer are for the specific event; time and place listed on the application are not transferable or assignable to any other person, group, or other entity.

In the event of damage to Marine Park or the facilities, the applicant is responsible for the entire cost associated with any and all repairs related to the rental. Supplemental invoices will be sent to the address listed on the application and payment is required within 30 days.

The Town Manager, Chief of Police or their designee may order the immediate termination of the assembly, activity or event that is the subject of a permit issued hereunder if the permit holder is in violation of the terms of the permit or any State or local statute, ordinance or regulation. Upon such termination, all activities by the permit holder shall cease and all equipment, furnishings and other material shall be removed from the Facility. The Facility shall be cleaned forthwith.

INSURANCE:

- a. The applicant must provide a Certificate of Liability Insurance for \$1,000,000, and it must name the Town as Additionally Insured. (Certificate of Liability Insurance is sometimes available through a Homeowners' Policy or other policy. The Town does offer the Gather Guard program for Certificate of Liability Insurance. The Rental Agent can explain this program and provide information on it.)
- b. If alcohol is being served, the alcohol must be served by a licensed caterer, such caterer must provide a Certificate of Liquor Liability Insurance for \$1,000,000 and must name the Town as Additionally Insured.

PERMITS:

- a. The applicant must apply for and obtain a Use Permit through the Code Enforcement Office for all tents. Applications can be found on the Town of Rockport's website, or the Permit Application can be found at the Rockport Town Office. Permits are required for all events with tents.
- b. The applicant is responsible for the Licensed Caterer to get an Off-Premises Liquor License from the Town Clerk's Department if the caterer is serving alcohol, and a Peddler's Permit from the Code Enforcement Office.

The applicant must contact the Rockport Police Department at least 60 days before the event to determine if Police coverage is required. The fees start at \$200 and vary based on the hours and needs deemed necessary by the Rockport Police Department.

To the best of my knowledge, all the information submitted with this application is correct. I have very carefully read the Rules, Regulations and Disclaimer and hereby agree to accept and abide by all the rules and regulations governing the rental and/or use of Rockport Marine Park Facilities.

Signature: _____ Date: _____



TOWN OF ROCKPORT

Codes: Sbickford@rockportmaine.gov
MMEverett@rockportmaine.gov
Planning: Planning@rockportmaine.gov
101 Main St. Rockport ME 04856 207.236.0989

please print - **MULTI-PURPOSE PERMIT APPLICATION** - *please print*

Property Owner: Town of Rockport Listed Tel. Number: (h) 207-230-0180 x 6(w)

Owner's Mailing Address: 101 Main Street Rockport, Maine 04856

Applicant: _____ Listed Tel. Number: (h) _____ (w) _____

Applicant's Mailing Address: _____

Applicant's Email Address: _____

Location of Proposed Project: Marine Park - 111 Pasal Avenue Map 029 Lot 091

ESTIMATED COST OF PROJECT \$ _____

PROPOSED ACTIVITY: (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> New Dwelling Unit | <input type="checkbox"/> 911E/Entrance Permit | <input type="checkbox"/> Commercial Structure or Renovation |
| <input type="checkbox"/> Addition to Existing Dwelling | <input checked="" type="checkbox"/> Use Tent Permit | <input type="checkbox"/> Commercial Structure new |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Moving Existing Structure |
| <input type="checkbox"/> Addition to Accessory Structure | <input type="checkbox"/> Demolition of Existing Structure | <input type="checkbox"/> Filling or Excavation |
| <input type="checkbox"/> Other Activity (please describe) _____ | | <input type="checkbox"/> Sign |
| | | <input type="checkbox"/> Renovation of Existing Structure |

INFORMATION ABOUT PROPOSED PROJECT

Zoning District(s): # 901 Size of parcel: _____ Type of Water Supply: _____

Road Frontage: _____ Part of a Subdivision: _____ Foundation Type: _____ Type of Waste Disposal: _____

Mobile Home: Mfg: _____ Model: _____ Year: _____

If new, you must show proof of sales tax paid. If used, proof of property, water and sewer taxes paid is required. (State law)

INFORMATION ABOUT SIZE AND SCOPE OF PROJECT (Please provide dimensions in square feet).

1st flr. _____ sq. ft., 2nd flr. - 6' of headroom - finished _____ sq. ft., 2nd. flr. 6' headroom - unfinished _____ sq. ft.
Number of Decks _____ & sq. ft., porches _____ sq. ft., **Height** of building _____ ft. Lot coverage _____ %

Garage/accessory building _____ sq. ft. Cellar *finished* 6' headroom _____ sq. ft. Cellar/crawl *unfinished* _____ sq. ft.

To the best of my knowledge, all information submitted on this application is correct. I agree to comply with the Town of Rockport's Ordinances and applicable State laws. I hereby grant permission to the Rockport Planning Office to make necessary inspections to ensure compliance.

Signature of Applicant _____ Date Received by Planning Office _____

CODE OFFICER CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Complete Application on File | <input type="checkbox"/> Flood Hazard Development Permit Required |
| <input type="checkbox"/> Internal Plumbing Permit Required | <input type="checkbox"/> DEP Permit Required (Site Location, NRPA, etc) |
| <input type="checkbox"/> Requires Review and Approval from the Planning Board. | <input type="checkbox"/> Subsurface Sewage Disposal Permit Required |
| <input type="checkbox"/> Requires Review and Approval from the Bd. of Appeals | <input type="checkbox"/> E-9 11 / Entrance Permit # _____ |
| <input type="checkbox"/> Sewer System Hookup | <input type="checkbox"/> Curb Cut Permit |

CODE OFFICER REVIEW PROCESS

1.) Approved _____ Reason _____

2.) Denied _____ Reason _____

3.) Refer to Planning Board: _____ Reason _____

4.) Refer to Zoning Board of Appeals _____ Reason _____

Code Officer Signature: _____ Date: _____ File # _____ Fee \$ _____ Paid _____

Please Complete Site Plan Drawing as directed below.

Please include in your site plan drawing: (1) property lines and dimensions of your lot, (2) roads and driveways, (3) water bodies including brooks, wetlands and ponds, (4) location and setbacks of all existing structures on the lot, (5) location and setbacks of proposed structure or additions, (6) location of well, septic tank and leach field. *(Sample site drawing given on request)*

The site drawing is required to ensure that the proposed construction meets the dimensional standards required by Rockport Ordinances and State law.

Tent Size: _____ x _____ feet
Tent Size: _____ x _____ feet



PEDDLERS PERMIT APPLICATION

Applicant: _____ Tel. Number: (h) _____ (w) _____ (c) _____

Applicant's Mailing Address: _____

Applicant's Email Address: _____

INFORMATION REQUIRED FROM APPLICANT:

Proposed Date of Operation: m/d/y to m/d/y: _____

Proposed Location of Operation: _____

Proposed Hours of Operation: _____

Description of Product to be Sold: _____

Type and Size of Signage: _____

State Licenses Required: _____

PLEASE ATTACH THE FOLLOWING:

Police Chief Review and notes, if any: _____

Permission Letter, if applicable: _____

Copy of Vehicle Registration: _____

Copy of Driver's License : _____

Sketch Location Plan on back of this form (if operating from a specific location): _____

To the best of my knowledge, all information submitted on this application is correct. I agree to comply with the Town of Rockport's Ordinances and applicable State laws. I hereby grant permission to the Rockport Planning Office to make necessary inspections to ensure compliance.

Signature of Applicant _____ **Date Received by Planning Office** _____

CODE OFFICER REVIEW PROCESS

1.) Approved _____ Reason _____

2.) Denied _____ Reason _____

Code Officer Signature: _____ Date: _____ File # _____ Fee \$ _____ Paid _____



Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
 8 State House Station Augusta, ME 04333-0008 (Regular Mail)
 10 Water Street Hallowell, ME 04347 (Overnight Mail)
 Telephone: (207) 624-7220 Fax: (207) 287-3434
 Email: MaineLiquor@Maine.gov

Qualified Catering Organization Application for Catered Function

(Note: This application is for Qualified Caterers ONLY. If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast please complete form number 5.5 or 5.6.)

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

License No.: _____ DBA Name: _____
 Mailing Address: _____
 Town/ City: _____ State: _____ Zip Code: _____
 Telephone: _____ Fax: _____
 Email Address: _____

Event Details

Title and Purpose of Event: _____
 Location of Event: _____
 Physical Address of Event: _____
 Town/City: _____ State: _____ Zip Code: _____
 Check One: Indoor Event Outside Event **(If outside, a diagram must be included)**
 Describe specific indoor and/or outdoor area to be licensed: _____

Date of Event: _____ **Time** From: _____ To: _____

Name of Person or Entity contracting your services: _____

Number of Persons Attending: _____

Address: _____ Town/City: _____

State: _____ Zip Code: _____ Telephone Number: _____

Will Dancing be offered during the event? YES NO

Does the venue have a dance license? YES NO (If yes, please provide a copy of the license)

Signature of Licensee or Corporate Officer

Date

Print Name of Licensee or Corporate Officer

DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

Outdoor Catering Restrictions:

1. There must be a stanchion or fence completely enclosing the area.
2. Signs must be posted stating "No alcohol beyond this point".
3. There must be sufficient employees at the event to control and monitor the area.

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

Dated at: _____, Maine _____
City/Town County

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

Signature of Officials	Printed Name and Title

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:

[] APPROVED
[] NOT APPROVED

DATED: _____
ISSUED BY: _____

The Law

§1076. QUALIFIED CATERING SERVICES

1. Issuance of licenses. Notwithstanding any other provision of law, the bureau may issue licenses under this section for the sale of spirits, wine and malt liquor to be consumed on the premises to qualified catering services as defined in section 2, subsection 15, paragraph P.

A. "Premises," as used in this section, means the premises where the qualified catering service is selling and serving liquor, either its principal place of business or the premises where the event being catered is held. [1987, c. 342, §97 (NEW) .]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

2. Compliance with local option decisions. The bureau may license only those qualified catering services whose principal place of business is located in municipalities that have previously voted affirmatively on questions pertaining to on-premise sales provided in chapter 5.

A. Every event catered by the qualified catering service must also be located in a municipality that has previously voted affirmatively on questions pertaining to on-premise sales provided in chapter 5. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

3. Income from sale of food requirement. At least a minimum amount of gross annual income must be from the sale of food for each qualified catering service. The income from sale of food requirement is based on the population of the municipality in which the qualified catering service is located. For purposes of this section, "year-round" means operated for more than 6 months in a year.

A. In municipalities having a population of over 50,000 persons:

- (1) Year-round qualified catering services must have a minimum gross income of \$50,000 a year from the sale of food to the public; and
- (2) Part-time qualified catering services must have a minimum gross income of:
 - (a) Thirty thousand dollars from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year; and
 - (b) Twenty thousand dollars from the sale of food to the public if the catering service operates for no more than 3 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

B. In municipalities having a population of 30,001 to 50,000 persons:

- (1) Year-round qualified catering services must have a minimum gross income of \$40,000 a year from the sale of food to the public; and
- (2) Part-time qualified catering services must have a minimum gross income of:
 - (a) Twenty-five thousand dollars from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year; and
 - (b) Twenty thousand dollars from the sale of food to the public if the catering service operates for no more than 3 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

C. In municipalities having a population of 20,001 to 30,000 persons:

- (1) Year-round qualified catering services must have a minimum gross income of \$30,000 a year from the sale of food to the public; and
- (2) Part-time qualified catering services must have a minimum gross income of \$20,000 from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

D. In municipalities having a population of 7,501 to 20,000 persons:

- (1) Year-round qualified catering services must have a minimum gross income of \$15,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of \$10,000 from the sale of food to the public if the catering service operates for no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

E. In municipalities having a population of 7,500 persons or less:

(1) Year-round qualified catering services must have a minimum gross income of \$5,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of \$2,500 from the sale of food to the public if the catering service operates for no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

4. Bureau determines applicant would probably qualify. The bureau may issue the license if it determines that the applicant for a new license would probably qualify.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

5. Licensee for renewal must show proof of meeting income requirement. The bureau may not renew any license for the sale of liquor under this section unless the licensee furnishes the bureau with proof that the previous year's business conformed to the income requirements of this section.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

6. Income from vending machines not included. The income from the sale of food placed in vending machines must not be included in the minimum dollar requirements of this section.

[1987, c. 45, Pt. A, §4 (NEW) .]

7. Provision of liquor at places other than principal place of business. Licensed qualified catering services that would like to provide the service of liquor at locations other than their principal places of business shall file an application with the bureau at least 24 hours in advance of any function or event at which liquor is to be sold or served. Application must be made on a form provided by the bureau and must contain the following:

A. Date, time and approximate duration; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Location; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Name and address of the person or persons, firm or corporation making arrangements; [1987, c. 45, Pt. A, §4 (NEW) .]

D. Approval by the municipal officers or a municipal official designated by the municipal officers of the municipality in which the catered function or event is to be held, which, notwithstanding the provisions of section 653, may be granted without public notice. The bureau shall accept approval required under this paragraph in electronic form submitted by the applicant or directly by the municipality to the bureau; and [2017, c. 260, §2 (AMD) .]

E. Any other information the bureau considers necessary. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[2017, c. 260, §2 (AMD) .]

8. Ruling on application. The bureau shall approve or deny the application to provide service of liquor at a location other than the principal place of business, and shall immediately notify the applicant of its decision.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

9. No additional fee. The bureau may not charge a fee for provision of the service of liquor at locations other than the principal place of business in addition to the license fee paid by the qualified catering service.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

10. Self-sponsored event permit. The bureau may issue a self-sponsored event permit to a qualified catering service in addition to a license issued in accordance with this section. A self-sponsored event permit authorizes the licensee to serve spirits, wine and malt liquor at an event sponsored by the licensee at the facility that is the licensee's principal place of

business as a qualified catering service. The permit allows for up to 100 self-sponsored events per year under the following conditions:

- A. The licensee submits an application as prescribed by the bureau; [2009, c. 530, §1 (NEW) .]
- B. The primary business of the licensee does not involve serving alcoholic beverages on a day-to-day basis at self-sponsored events; [2009, c. 530, §1 (NEW) .]
- C. The licensee notifies the bureau of a self-sponsored event a minimum of 3 business days prior to the event by first class mail, facsimile transmission, electronic mail or other method prescribed by the bureau; [2009, c. 530, §1 (NEW) .]
- D. The licensee provides at a self-sponsored event a diverse selection of food, primarily prepared from a complete kitchen at the licensee's facility and served at multiple food stations or a buffet service or passed by servers or served as a plated sit-down meal. The selection of food must include more than snack foods such as potato chips, crackers, pretzels or nuts, but snack foods may be used in the preparation of a meal or as an accompaniment to a prepared meal; [2009, c. 530, §1 (NEW) .]
- E. If liquor is served later than 9:00 p.m. at a self-sponsored event and after the service of food described in paragraph D is complete, the licensee continues to offer food, which may be lighter than a buffet service or a sit-down meal, such as sandwiches and pizza; [2009, c. 530, §1 (NEW) .]
- F. Self-sponsored events are public or private events requiring an admission fee for the service of food and beverages by the licensee that may include visual or participatory entertainment provided by the licensee in accordance with the laws and rules governing this Title; and [2009, c. 530, §1 (NEW) .]
- G. Self-sponsored events do not exceed 7 hours. [2009, c. 530, §1 (NEW) .]

The license fee for a self-sponsored event permit is \$700 annually. Renewal of a permit under this subsection must coincide with renewal of the license issued in accordance with this section.

[2009, c. 530, §1 (NEW) .]

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

Are you planning to use or rent a municipal facility?

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

Without GATHERGUARD, 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 GATHERGUARD, a municipality-sponsored program, or you can purchase a policy through another private insurance carrier.

What does GATHERGUARD cover?

This municipally sponsored program provides a minimum limit of \$1 million in liability.

coverage for events* such as:

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

Can I get liquor liability coverage from GATHERGUARD?

Yes. Liquor liability coverage is available.

How does GATHERGUARD work?

Your municipality offers GATHERGUARD coverage as a tool for purchase through a collection of municipalities and insurers.

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

How much does GATHERGUARD cost?

The cost for \$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 GATHERGUARD coverage is available on the secure web site.

How do I get more information about GATHERGUARD?

Visit: WWW.GATHERGUARD.COM or Call: 844-747-6240, Monday through Friday from 8:00am to 8:00pm Eastern or Maine Municipal Association, Roberta Fogg 207-624-0132.

Get a Quote or Purchase coverage:

Step 1 Visit:

www.GatherGuard.com

Select

Get a Quote

Step 2: Describe event or activity. Select from the drop-down menu of events.

Step 3: Answer some basic questions.

Step 4: Enter Facility ID or search for Venue Name.

Step 5: Provide details and dates of your event.

Step 6: Purchase when ready, credit card is required.