

FRONTIER

Rental Rates and Policies

14 Maine Street
Brunswick, ME 04011
Tel: 207-725-5222
Fax: 207- 725-5530
explorefrontier.com
info@explorefrontier.com

Frontier's mission is to cultivate an experience where you may enjoy food, film, music, and art inspired by the world. We are committed to blending fresh local and seasonal ingredients, world flavors, and culinary traditions with engaging events that encourage cultural and community exchange. Frontier reserves the right to deny certain performances if they do not align with Frontier's mission.

Frontier may be rented by individuals, businesses, and non-profit organizations for social, business, educational, and/or entertainment events. We are open Tuesday through Sunday, with Monday being a possibility for certain private events. Because Frontier hosts events daily, our rental availabilities have unique parameters.

Rates

Space, time frame, staffing, catering, audio/visual, and other special requirements will determine the cost of your event. Please carefully and thoroughly read through all the information presented.

	TIME FRAME	MONDAY-THURSDAY	FRIDAY-SUNDAY	ADDITIONAL FEES	
EVENT VENUE & CAFE 20-120 SEATED CAPACITY 200+ STANDING ONLY CAPACITY	9:00 AM-5:00 PM	\$150 per hour	\$175 per hour	Staffing \$200-\$2,500 AV \$50-\$500 Catering please see Catering Menu	
	5:00-10:00 PM	\$175 per hour	\$200 per hour		
EVENT VENUE 20-120 SEATED CAPACITY 200+ STANDING ONLY CAPACITY	9:00 AM-5:00 PM	\$8 per person (\$200 minimum)	\$10 per person (\$250 minimum)		
	5:00-10:00 PM	\$10 per person (\$250 minimum)	\$12 per person (\$300 minimum)		
	Full Day	\$1,200	\$1,500		
	Weekend (Friday PM-Sunday AM Friday setup, Sunday strike/load-out	-	\$2,000-\$3,000		
THEATER & CAFE* 62 CAPACITY	9:00 AM-5:30 PM	\$125 per hour	\$200 per hour		Cafe Bar Staffing included AV included Tech fees may apply Catering please see Catering Menu
	5:30-9:30 PM	\$500	\$800		
THEATER* 62 CAPACITY	9:00 AM-5:30 PM	\$75 per hour	\$150 per hour		
	5:30-9:30 PM	\$300	\$600		
PRIVATE ROOM 16 CAPACITY	TIME FRAME	WITH FOOD PURCHASE PER PERSON	SPACE ONLY	ADDITIONAL FEES	
	Tuesday-Sunday 11 AM-close	Free within a 3 hour block; each additional hour \$50	\$50 per hour	AV \$50	

* For events during lunch or dinner, catering may be required.

Additional Fees

Staffing

All events utilizing a catered menu or bar will require a staffing fee ranging from \$200–\$2,500. This fee is dependent on the scope (menu/service) of the event, and does not include gratuity for on-site staff (based on food/beverage service). Depending on the full scope of the event, there may be a need to rent certain specialty items outside of what Frontier is able to provide. These items will be identified during additional conversations. Rental fees for these items will be the responsibility of the guest.

Audio/Visual

Frontier includes a staff member to help to start your event, including the set up of projection, spotlighting, and up to 2 microphones. If additional AV needs are required, a Tech Director will be included in your proposal.

- Tech Director: \$100/person/hour (2 hour minimum)
- EIKI EK-600U Projector (Event Venue only): \$50
- 2 QSC Powered Speakers with XLR and 1/8 inch inputs (Event Venue only): \$50
- LED spotlighting (Event Venue only): \$50
- Staging (Event Venue only): \$100
- Music licensing fees: If copyrighted music is played by a DJ or live musician, the licensee is responsible for reporting and paying music licensing fees to BMI, ASCAP, and SESAC

Catering

Please see the Frontier catering menu for our à la carte, pre-ordered catering options. Frontier's restaurant menu is not available for any rental events. Outside food and beverage are not permitted.

Display Tables, Rentals, & Other Special Requirements

Frontier maintains 10 9-foot farm tables and 140 folding garden chairs in addition to several 6-foot foldout tables and tablecloths (typically brown or black). Should your event require any additional items, Frontier would be happy to assist in renting such items. Please discuss your needs with our Events Coordinator.

Discounts

Discounted rates are available for non-profit organizations.

Rented Hours

Please be considerate of the timing of your event—both start and end times. A rental time frame must include load-in, set-up time, doors/seating time (mandatory 60 minutes for all public events), total running time, strike, and load-out. Additional charges will be discussed if more time is needed for your event.

Events Coordinator

Frontier's Events Coordinator can help coordinate many aspects of your event. We also welcome working with your own personal Event Planner to greater assist with the structure and flow of your event. Our Events Coordinator and/or designated staff will be present at your event to work with you and other vendors to ensure the fluid execution of your event. Weddings that include a ceremony require a day-of coordinator (not provided by Frontier).

Film Rights/Booking Fees

If Frontier secures film rights for a rental screening, a booking fee of \$50 will be added to the cost of those film rights.

Screening Formats

Blu-ray/DVD, ProRes/H264 (1920x1080 .mp4 file authored at 23.976fps)

If presenting from a laptop, supported connections are: HDMI, VGA, and most models of Apple dongles (2011–2017). The renter must provide laptop.

Capacity & Amenities

Frontier's Events Coordinator and/or Program Director will discuss the maximum capacity and suitability for the space you are renting at Frontier. Capacity varies depending on space layout. Unless noted, additional fees apply for use of amenities.

Event Venue | 20–120 (depending on need for a dance floor/ band/staging); 200+ Standing Only

- 10 9-foot farm tables and 140 garden chairs (included in space fee); additional equipment rentals may be required
- EIKI EK-600U Projector (Event Venue only)
- 2 QSC Powered Speakers with XLR and 1/8 inch inputs (Event Venue only)
- LED spotlighting (Event Venue only)
- Staging (Event Venue only)

Theater | Seats 62 (all amenities included in space fee)

- Video projection (BenQ SH963 6000 ansi lumen 1080P HD Projector) compatible with the following formats: Blu-ray/ DVD, ProRes/H264 (1920x1080 .mp4 file authored at 23.976fps)
- Full-size matte white movie screen (7'x12')
- PC/Mac compatibilities: HDMI, VGA, and most models of Apple dongles (2011–2018). The renter must provide laptop.
- Audio and spotlighting capabilities
 - Behringer X32 Rack Wireless Digital Mixer
 - SD16 16-channel Stage Box
 - Microphones & stands (additional devices may be added)
 - LED stage spotlighting

Private Room | Seats 16

- HD flat screen TV with connected devices: cable TV box and Apple TV
- System connects with laptops that are HDMI compliant or compatible with Apple TV (all Mac laptops after 2013)

Publicity For Rental Events

Please let us know in advance if media/press coverage applies to your event. Frontier can help promote your event through our existing marketing channels, as well as provide additional services such as press releases, visual media, and other forms of marketing material (additional fees may apply). Frontier will work together with you to deliver the best media/press coverage for your event. Included in the cost of the rental:

- Web card/page for your event on Frontier's website, www.explorefrontier.com. Web page includes space for image as well as text/links. Renter is responsible for providing text, web images (high res JPEGs; portrait and landscape), and

URLs for links (no PDFs please).

Note: Due to our promotional schedule, most events cannot be listed more than 6 weeks in advance.

- Advance ticket sales are available through Frontier's website. Tickets can be put on sale up to 6 weeks in advance of the event. No tickets will be put on sale until all ticketing documents are completed and submitted (see ticketing section for details).
- Event listing on Frontier's Wednesday e-newsletter, covering the upcoming two week period—listing will be included on the e-newsletter sent the week prior to the event, as well as the week of.
- Please note that Frontier's social media is used solely for Frontier curated programming and Frontier events.

IMPORTANT INFORMATION FOR ALL MARKETING AND PUBLICITY MATERIALS:

- Without prior approval, invitations and event-related publicity should clearly state that Frontier is the site for—and not the sponsor of—the event. Please do not publicize or send invitations to your event until we have a signed contract. Prior approval is needed for any signage and decorations within or around the Fort Andross Mill Complex.
- Frontier's name and logo may be used to designate the location of the event. Do not attempt to use logos from our website or any other source material; use only logos given by contacting Christopher Gray (chris@explorefrontier.com) or Sean Morin (sean@explorefrontier.com) to attain high res versions of our logo.
- Frontier may not be referenced or suggested as a "presenter" or "co-presenter" of the event unless agreed upon in advance.
- With prior approval, the Frontier marquee may be used to promote your event.
- The Programming Director must approve all marketing and publicity materials referencing Frontier in advance.

Securing A Date

Before a rental is secured and confirmed, or publicly announced in any way, the following is required:

For ticketed events:

- 100% of the rental fee and estimated labor with a signed contract
- An appointment with Frontier's Events Coordinator or Program Director for a walk-through and delivery of deposit and contract

For private, non-ticketed, and/or free events:

- A non-refundable deposit (50% of all rental fees) is required to reserve your event date. Please see terms and conditions for general fee schedule.
- An appointment with Frontier's Events Coordinator or Program Director for a walk-through and delivery of deposit and contract

Christopher Gray, Events Coordinator
chris@explorefrontier.com | 207-725-5222

Sean Morin, Program Director
sean@explorefrontier.com | 207-725-5222

Ticketing

All tickets for events at Frontier must be sold exclusively through www.explorefrontier.com. At least one week's notice is required before putting an event on sale.

Note: Ticket fees are charged to the consumer, not the renter. These fees are well below market average in comparison to large ticketing companies such as Ticketmaster.

Kitchen Use

We are unable to allow you or your guests into Frontier's kitchen. We will happily assist you if need be with special kitchen requests. Outside food and beverage are not permitted.

Insurance

Additional insurance may be required for some events.

Merchandise

Merchandise may be sold, and Frontier will provide one 6-foot table with tablecloth for this purpose.

Note: Nothing may be hung on walls, and no Frontier artwork or wall hangings will be removed, moved or obstructed from view while a merchandise/info table is set up.

Volume Restrictions

Frontier strictly enforces a 95db limit in the house.

Vendors

Frontier works with several preferred vendors (photographers, florists, DJs, etc.) and will happily make recommendations upon request. All outside vendors must be approved by Frontier before booking.

Decor/Display

Frontier's curated art exhibitions and seasonal decor will be on display throughout the space during your event, unless prior arrangements are agreed upon. Frontier cannot guarantee in advance what exact decor/art will be on display during your event, so if you require something specific please discuss your ideas with our Events Coordinator. We welcome working with a floral designer and will happily recommend a few local businesses who have worked with Frontier on past events.

Understanding the specific needs of your event in advance will enable us to determine if any extra setup time or staffing will be needed. Additional fees may apply.

Parking

There are several parking options available at Fort Andross. During regular business hours (8AM–5PM; Monday–Friday) please park in the town lot, designated Frontier spaces, or in the 1–2 hour parking spaces available at Fort Andross. Please avoid all reserved parking during general business hours unless it's a designated Frontier space (Fort Andross Management enforces this policy and will tow your vehicle). All parking spaces are open after 5PM on

weekdays and all day on weekends. Daytime weekday parking is limited. Some events may require additional arrangements due to occasional parking constraints.

Access

Frontier is wheelchair accessible.

Smoking

In accordance with state law, smoking is prohibited in Frontier, as well as inside Fort Andross. There are outside areas close to Frontier where you or your guests may smoke. Please take this into consideration when planning your event.

Miscellaneous

Use of Frontier's space will not be granted for events that restrict admission on the basis of race, color, national origin, sexual orientation, disability, or gender. Frontier reserves the right to deny facility use to any event that it considers dangerous, illegal, or contrary to Frontier's mission.

Terms and Conditions

- A deposit of ½ the space/staffing fee of \$ TBD is due in order to reserve your event date/time.
- Remaining balance on the space/staffing fee and ½ catering fees (food only, if applicable) is due 30 days in advance of the event (TBD). All remaining fees (beverages, staff, rentals, taxes, gratuity, and any additional service charges) are due on site at the close of the event or will be charged to the credit card on file.
- Space rental deposit and catering fees are refundable up to 30 days before the event, minus 20%.
- Space rental and catering fees are non-refundable if event is canceled by guest less than 30 days in advance.
- If event insurance is required under this contract: you must obtain in advance of your event a policy of event insurance that provides at least \$1 million of coverage per occurrence and names Frontier Group as an additional insured. Deductibles on the policy must be acceptable to Frontier in its sole discretion.
- Any decorations must be approved by Frontier in advance.
- All guests must comply with the property's rules, including those pertaining to smoking and parking, and with applicable law. Parking is not guaranteed unless otherwise arranged with Frontier in advance.

All persons under the age of 21 must be accompanied by a parent or legal guardian at all times. All guests must bring valid ID, and no guests under 21 will be served. Frontier reserves the right to refuse service to guests or to require guests to leave the event, in each case at Frontier's sole discretion.

You are responsible for the conduct of your guests while on the property. At Frontier's request, you will reimburse Frontier for any damage to property of Frontier or under Frontier's care, in each case that is caused by you or any of your guests. At Frontier's request, you will indemnify Frontier for all claims against Frontier attributable to unsafe conditions on the property caused by you or your guests, or arising from any breach of this contract by you

or your guests. You acknowledge that the property is being made available to you on an "as is" basis without representation or warranty of any kind. Frontier's maximum liability to you for claims under this contract or otherwise is limited to the total of fees payable by you to Frontier under this contract.

Frontier reserves the right to cancel this contract at any time and to require you and your guests to vacate the property, in each case as necessary in Frontier's discretion to ensure the safety of people or the integrity of the property, if you breach your obligations under this contract, or if you or your guests break the law. If Frontier elects to terminate this contract under the preceding sentence, any refunds will be at Frontier's sole discretion.

This contract is governed by Maine law, exclusive of its conflicts of law principles. Any disputes arising under this contract are subject to the exclusive jurisdiction of the Maine state courts located in Portland, Maine. You are not permitted to assign this contract or any of your rights under this contract without Frontier's express written consent, and any assignment in contravention of this sentence will be void.

If the above proposal meets with your approval, please sign/date below and return to Frontier along with a check for your deposit.

Signature

Date