



**FREEPORT PUBLIC WORKS DEPARTMENT**

**LOAN AGREEMENT**

Any materials on loan from the Freeport Public Works Department will be the responsibility of the undersigned.

The undersigned is responsible for the pick-up and return of all loaned materials from and to the Public Works Department during normal business hours.

The undersigned will be responsible for any lost or damaged materials which will be billed at the current prices.

**MATERIALS ON LOAN:**

*Quantity and type*

**CONES:** \_\_\_\_\_

**BARRICADES:** \_\_\_\_\_

**SIGNS:** \_\_\_\_\_

**Date & Time of event:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Pick up date:** \_\_\_\_\_

**Return date:** \_\_\_\_\_

**Responsible person:** \_\_\_\_\_

(Print Name)

(Signature)

**Mailing address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Authorizing Authority Use Only**

Authorized by:

Police Department: \_\_\_\_\_

Date: \_\_\_\_\_

Public Works Department: \_\_\_\_\_

Date: \_\_\_\_\_



**FREEPORT PUBLIC WORKS DEPARTMENT**

7 Hunter Road  
Freeport, ME 04032  
Phone 865-4461 / Fax 865-0244

**DETAIL AGREEMENT**

I understand that the hourly rate for details is \$30.00 per hour per employee needed with a minimum of 3 hours (\$90.00). If a Public Works Employee is not requested and you wish to borrow any materials, such as cones, barricades or signs, you may do so by filling out the **Loan Agreement** with the Police Department. If a Public Works vehicle is needed during the event or to set up the materials there will be an additional fee of \$25.00 per hour per vehicle.

Signed & Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Function Date: \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Details of Event: \_\_\_\_\_

Bill to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# DETAILS REQUESTED: \_\_\_\_\_ X # Hours (min. 3 hours) \_\_\_\_\_ X \$30.00/hr = \_\_\_\_\_

**Fee for Public Works vehicle(s) @\$25.00/hour/vehicle (if needed):** \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_

**Authorizing Authority Use Only**

Authorized by:  
Public Works Department: \_\_\_\_\_ Date: \_\_\_\_\_ Total\$/Check#: \_\_\_\_\_