



SoulHaven LLC  
22 Batchelder Road, Bowdoinham, ME 04008  
207-504-6538 Email: amyandwill@soulhaven.life

January 13, 2020

To: Bowdoinham Planning Board

In regard to our business permitting plan that we are currently in the process of submitting, we would like to request a waiver for the information regarding the ground floor elevation of the main dwelling.

Cordially,

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Will Zell and Amy Gautschi

SoulHaven LLC Proprietors



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SoulHaven LLC  
Draft Contract Preliminaries

Prepared by: Will Zell & Amy Gautschi  
Updated: January 14, 2020

# SOULHAVEN CONTRACT PRELIMINARIES

Thank you for considering Soulhaven for your special day! Below you will find a list of suggestions, reminders, procedures, and policies that will help you get started.

## Required rentals:

- You will need to rent a tent, tables, and chairs. Our preferred vendor is Maine Bay Canvas in Portland, with whom we have had great service.
- We provide lights for the tent, as well as the dance floor, which is 20' by 40" but can be broken down to make a smaller floor.
- Our rental fee also includes a fire pit (wood provided) and a ceremonial trellis, which you can decorate in any way you wish, as well as lawn games and a soccer field with goals cages.

## Timing:

- We offer a three-day span of time that allows you to decorate, celebrate, and clean up. Typically, this is from Friday morning to Sunday afternoon.
- Wedding events can last up to 7 hours maximum. This is from the start of the wedding until the end of the wedding. For example, if your wedding begins at 3:00, the reception must end at 10:00. We always suggest 3:30 to 10:30 for the summer months and 3:00 to 10:00 for the late September and October wedding dates. (All functions must conclude by 10:30 regardless of start time.)

## Bridal suite:

- We have a beautiful bridal suite for the bridal party to get ready. It includes two rooms, large mirror, and a bathroom. It is part of the house, but it is private and has a private entrance to and from the backyard. More information is available to those who wish to rent the house for more than the day of the event.

## Parking:

- Officiants and vendors who have been hired to do make-up, hair, music, and photography are invited to park in the driveway to the left of the house. If they are staying for the wedding, they should park in the lot with the rest of the guests.
- If you have guests who may have difficulty parking in the lot, they may use the driveway in front of the house. We can offer assistance to anyone who may need it.

## Decorations:

- The sky is the limit, but remember that all decorations must be removed by noon the day after the event. This includes, staples, tacks, string, streamers, etc.
- As mentioned above, you can decorate the trellis as well.

### **Bathrooms:**

- We provide two clean bathrooms for your use and for use by the bridal party, and one is accessible for people with disabilities. We supply plenty of soap, toilet paper, and paper towels. You are welcome to bring additional toiletries if you choose.
- Please be aware that neither of the house bathrooms can be used by other guests because the house has a limited capacity septic system. All packages include *Royal Flush Porta-Potties* and/or "luxury trailers" for your guests and vendors to use.

### **Garbage:**

- We provide five garbage cans and plenty of garbage bags distributed through out the grounds, but you are welcome to bring more trash cans if you think you will need them.
- All packages include the rental of a dumpster through our vendor *Riverside Disposal and Recycling*.

### **Staff:**

- Two Soulhaven employees will be on the premises. They will check in occasionally to make sure everything is running smoothly.
- We do not require a wedding coordinator or day-of coordinator, but we highly recommend one or the other since our own personal experience has taught us that things go much more smoothly with one.

### **Smoking and drug use:**

- Smoking at Soulhaven is permitted. However, all guests must smoke outside in designated areas. Guests may not smoke in or around any buildings.
- Illegal drug use is strictly prohibited.

### **Payment & Event Portal:**

- A 50% deposit of your package is required at the signing of the contract. You can always upgrade to a different package up to 60 days before the event.
- The remainder of the balance is due 60 days before your event.
- You will be set up with an "event portal," which will include contract(s), invoices, reminders, documents, questionnaires, and other materials. An online registry is also available upon request.
- We prefer checks or cash, but we are happy to take credit cards directly through our event portal. We also take PayPal.
- A \$500 refundable damage deposit is due thirty days before the event. Please send a check directly to Soulhaven LLC. The deposit refund will be returned via mail on the Monday following the event, unless the grounds are not adequately cleaned or there is damage found.

### **Event Insurance:**

- You must provide personal event insurance thirty days prior to the event. The insurance must list Soulhaven LLC as additionally insured and must include "Host Liquor Liability." If your homeowners and renters insurance cannot provide this, we recommend going to <https://websafe.com> since their rates are reasonable, and the form is easy to fill out.

**Caterers:**

- Proof of insurance must be provided by your caterer 30 days before your event, and the insurance must list Soulhaven LLC as additionally insured. They need to provide Soulhaven LLC with a "certificate of assurance." If anyone questions this, you may want to choose another vendor.
- Caterers may park their vehicle at the lot adjacent the river on Batchelder Road on the North side of the house.

**Alcohol:**

- You must hire a mobile bartending service or a licensed bar service. Beware, individuals advertise that they are licensed bartenders, but there is no such thing in the state of Maine. Here are the differences between your choices for insured bar services:
- **Mobile bartending service:** This is great if you want to supply your own alcohol. They cannot provide a cash bar but can provide an open bar. The service must be insured and have Soulhaven LLC listed as additionally insured. (Proof of insurance must be provided 30 days before the event).
- **Licensed bar service:** This is slightly different since they supply the alcohol. They can either provide an open bar or a cash bar. If you want a cash bar, the service must fill out appropriate paperwork with the town of Bowdoinham. The service must be insured and have Soulhaven LLC listed as additionally insured. (Proof of insurance must be provided thirty days before the event). Our favorite vendor in this case is Savage Oakes.

**Contact us:**

We are available via text (207) 504-6538, and email ([amyandwill@soulhaven.life](mailto:amyandwill@soulhaven.life)) 24/7. You may phone us at (207) 504-6538 during office hours M-F, 9am - 5pm. Please feel free to ask any questions or offer suggestions.

**IN WITNESS WHEREOF**, Please sign below to indicate that you have read, reviewed with us the contents, and understood this document.

**SoulHaven LLC**

Licensor: Wilbur Zell (signature) \_\_\_\_\_

Licensor: Amy Gautschi (signature) \_\_\_\_\_

Licensee: (print name) \_\_\_\_\_

(signature) \_\_\_\_\_

January 8, 2020

22 Batchelder Road  
Bowdoinham, ME 04008

RE: Septic System Review and Recommendations

Mr. Wilbur Zell:

Per your recent request I have reviewed the information you provided for the existing septic system on your property located on the Batchelder Road in Bowdoinham. You asked if I would recommend the use of the existing disposal system in conjunction with wedding receptions to be held on the property. I have broken down my review into three parts: 1. Existing system capacity per the 1977 design. 2. Current Plumbing Code load calculations from the existing dwelling units. 3. Recommendations.

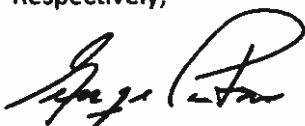
1. The septic design prepared in 1977, which you provided, indicates a 20ft by 70ft crushed stone leaching bed, a 1000 gallon septic tank and soils reported as type 1A. Using today's standards for design purposes such a system would be rated for a maximum allowable sewerage discharge of 330 GPD (gallons per day). The system is over 40 years old which is old for most systems. As a system ages its capacity tends to decrease even from normal usage.
2. You stated the present system receives discharge from a 3 bedroom residence and an adjoining "In Law" apartment. Based on the current code the discharge design flow would be 270 GPD and 120 GPD respectively, totaling 390 GPD. Per current standards the septic tank is adequate but the leaching area is slightly undersized. You reported the current system has functioned well and seems to handle the current discharge adequately.
3. Comparing 1 and 2 above it appears the current system should not receive any additional loading over and above the residences. Activities, like receptions, must be dealt with in ways that cause no additional loading into the current system. Using only catered foods (prepared off site), the use of stand-alone "porta potty" toilets for all reception precipitants, and using disposable tableware or if reusable then clean off site.

**Additional Recommendations:**

- During the reception vehicles should not be allowed to park on or drive over the existing leaching area.
- Pump out septic tank periodically (3+/- years) and inspect its condition. Repair and replace as appropriate
- Reducing current discharge from the house and apartment will help the existing system, by installing low flush toilets, low flow shower heads and any other water saving devices and practices. Remove any garbage disposal units from existing residences would also help to reduced system loading.

I hope this information is helpful and best of luck to you. If I can be of any further service let me know.

Respectively,



George Paton  
Maine Site Evaluator #180



Federal Credit Union

November 20, 2019

Planning Board  
Town of Bowdoinham  
13 School St.  
Bowdoinham, ME. 04008

Re: Soulhaven, LLC Wilbur Zell

Dear Sir or Madam,

This letter is intended to notify you that Soulhaven, LLC has recently established a business deposit account with Atlantic Federal Credit Union. The company is newly established and is in good standing with the Secretary of State. I understand that the company is looking to operate a new business in the Town of Bowdoinham and is required to provide a letter to the town demonstrating their financial capacity to do the improvements to the property owned and fully complete the development project.

As of November 21, 2019, Soulhaven, LLC has a current deposit balance in excess of \$3,500.00 to be used for the improvements.

If I can be of further service please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick L. Koch', written over a horizontal line.

Rick L. Koch  
VP Commercial Lending  
Atlantic Federal Credit Union  
P.O. Box 188  
Brunswick, ME. 04011  
[rkoch@atlanticfcu.com](mailto:rkoch@atlanticfcu.com)

Cc: Wilbur Zell

# Alarm System Monitoring Certificate

The alarm monitoring service provided may entitle you to a discount on your homeowners or renters insurance. Please send this certificate to your insurance company, agent, or broker for the appropriate premium discount.




The central station is monitoring the following conditions for the premise:

- Burglary     Panic     Fire     Water/ Freeze

Primary Connection: Cellular

## Alarm Owner and Location

Will Zell

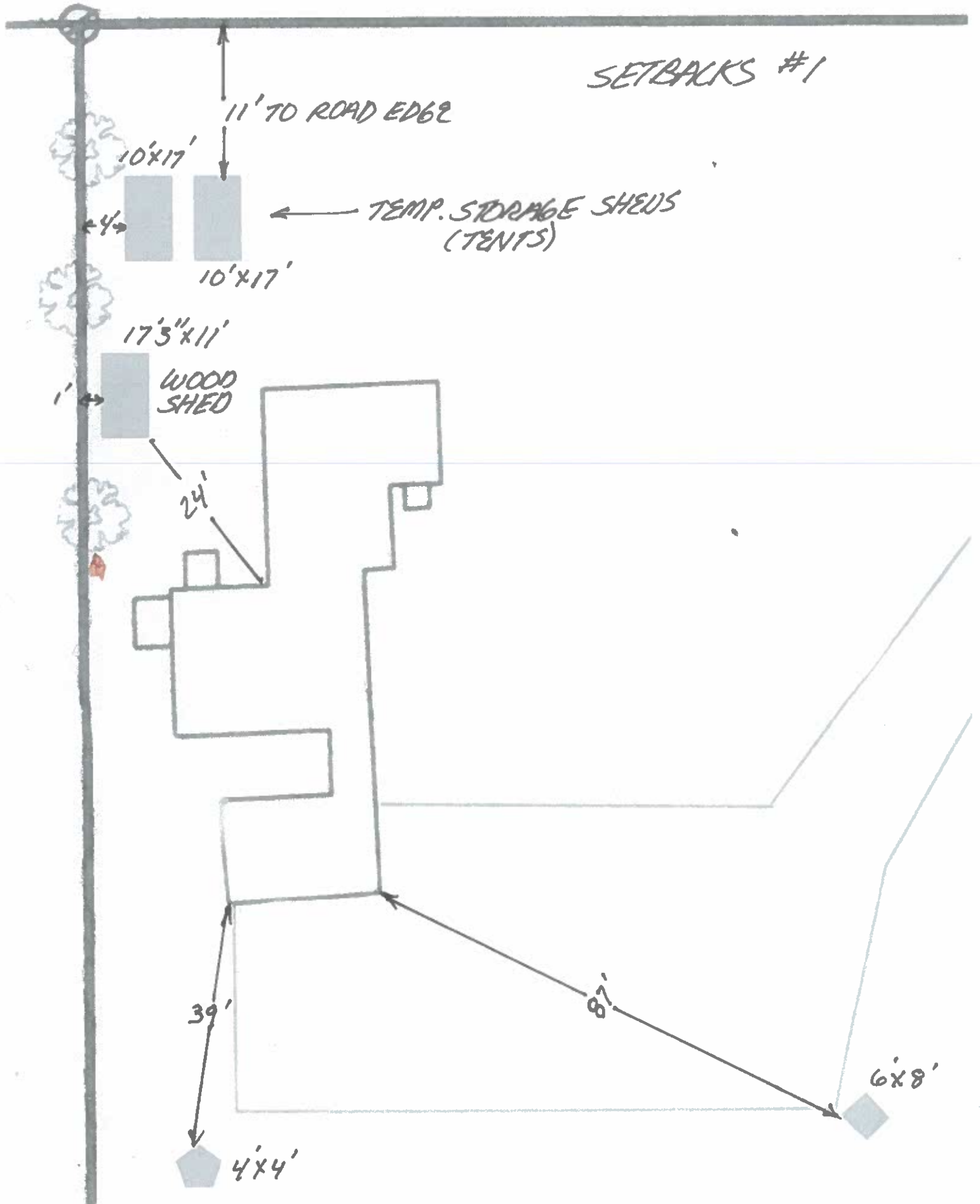
Name	22 Batchelder Road		
Address	Bowdoinham, ME 04008		
City	State	Zip	
2075046538	11/30/2018		
Phone	Activation Date		
	1/14/2020		
Signature	Date		

Central Station monitoring provided by:  
C O P S. Monitoring (UL #S2299)  
PO Box 836, Williamstown, NJ 08094  
800 633 2677 Fax: 856 629 4043

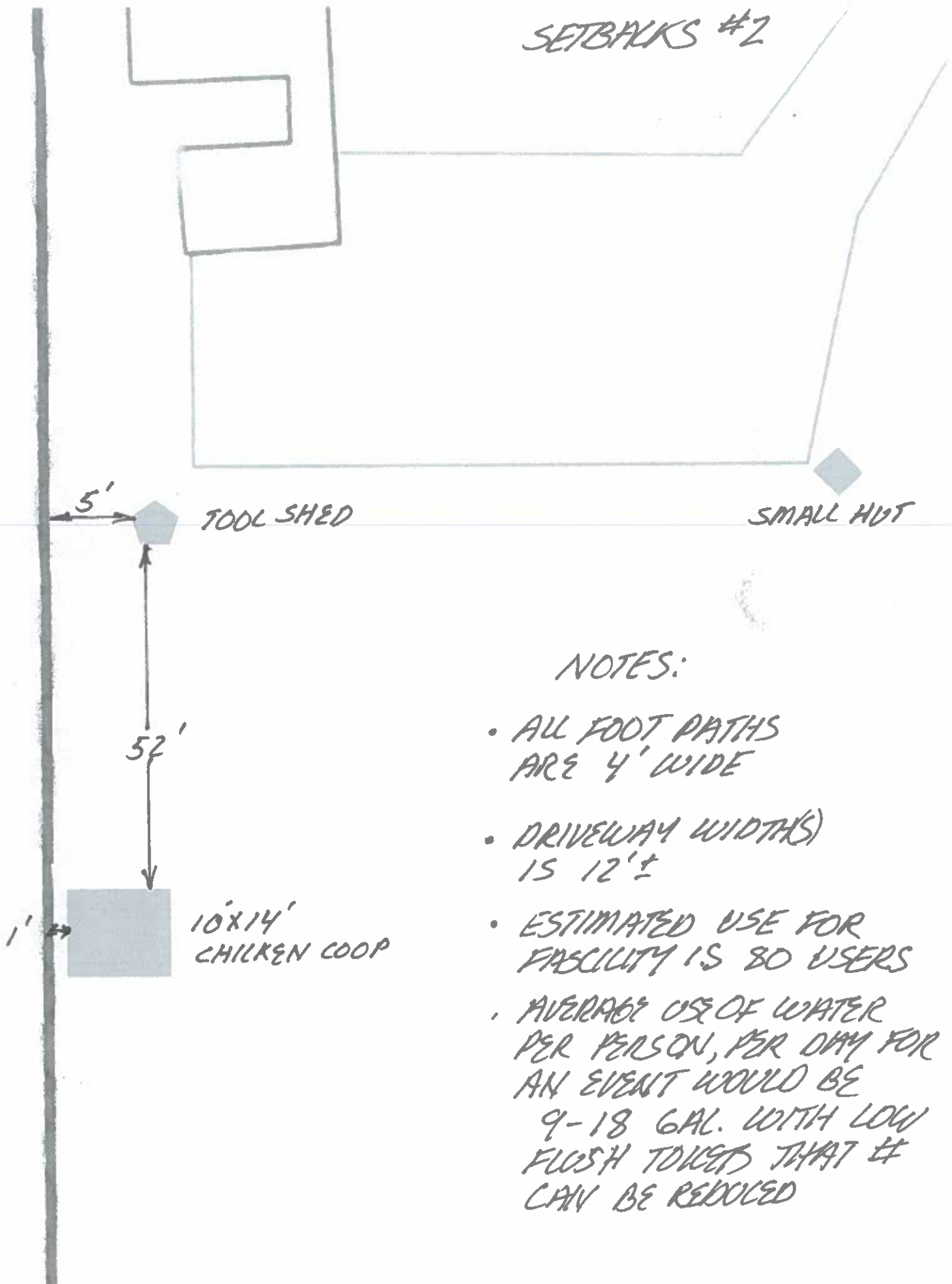
SimpliSafe, Inc.  
294 Washington Street  
Boston, MA 02108  
1-888-957-4675



SETBACKS #1

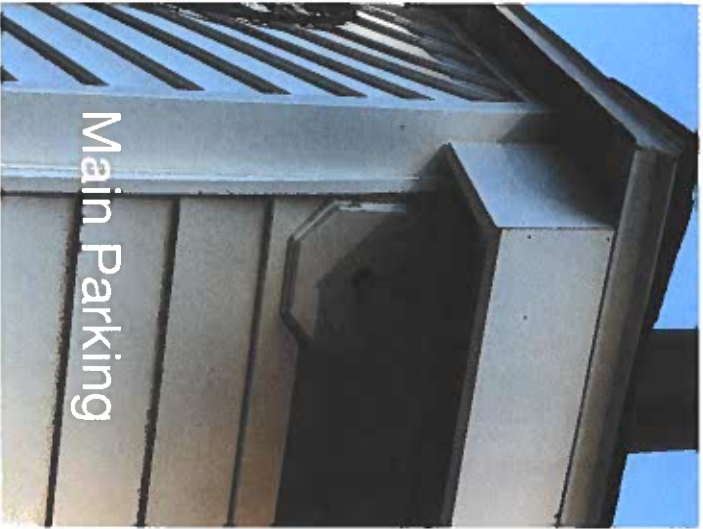


## SETBACKS #2

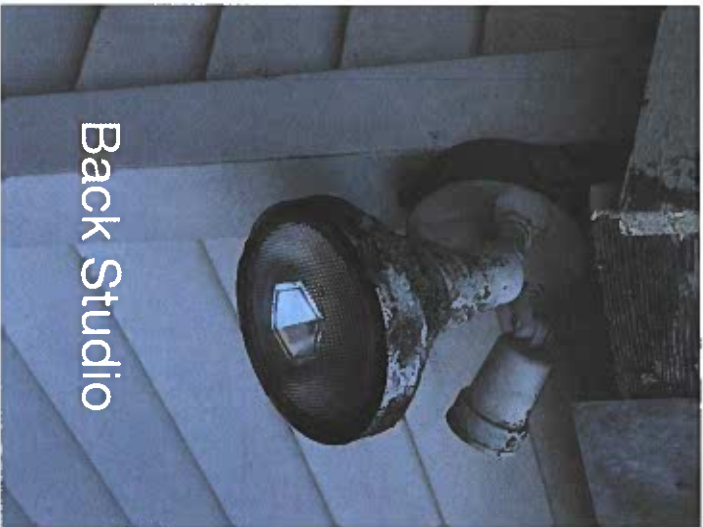


### NOTES:

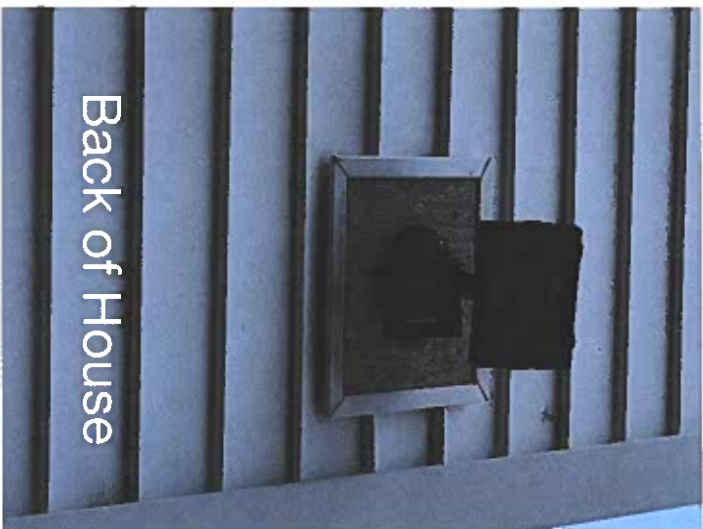
- ALL FOOT PATHS ARE 4' WIDE
- DRIVEWAY WIDTH(S) IS 12'±
- ESTIMATED USE FOR FACILITY IS 80 USERS
- AVERAGE USE OF WATER PER PERSON, PER DAY FOR AN EVENT WOULD BE 9-18 GAL. WITH LOW FLOSH TOILETS THAT IT CAN BE REDUCED



Main Parking



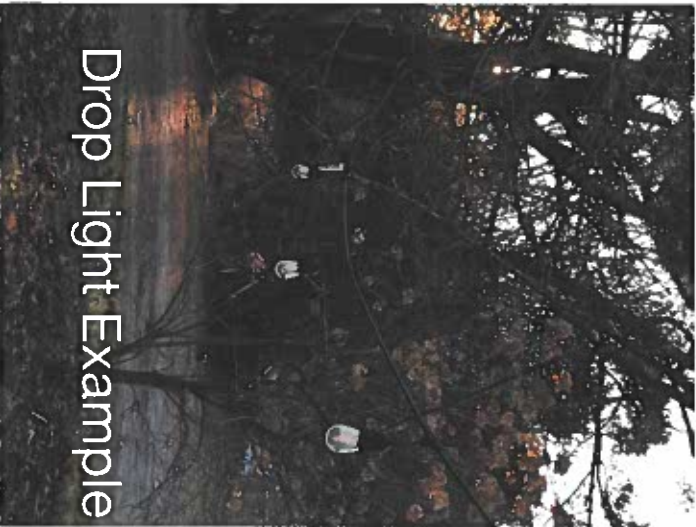
Back Studio



Back of House



Toward Riverside



Drop Light Example



House Walkway

Model # DF1 5886 WH Store SKU #1002578077



Defiant >

## 270-Degree White Motion Activated Outdoor Integrated LED Triple Head Flood Light with Adjustable Color Temperature

★★★★★ (476) [Write a Review](#) [Questions & Answers \(34\)](#)

- Adjustable color temperature from warm white to daylight settings
- 3 lamp heads for maximum light coverage
- Easy to install with three easy steps

**\$109.00**

 **Save up to \$100** on your qualifying purchase. Apply for a Home Depot Consumer Card

Fixture Color/Finish: **White**



Lumens: **3000**

**APPLICANT**

SOUHAVEN LLC  
 WILL ZELL AND AMY GAYTSCH  
 22 BATCHELDER ROAD  
 BOWDOINHAM MAINE 04008  
 (207) 504-6538  
 EMAIL: WILL@ZELLS.ORG

**NOTES:**

1. TITLE REFERENCE FOR SURVEYED PARCEL:  
 BK 818, PG 197  
 BK 818, PG 42
2. PLAN REFERENCES:  
 a) PORTION OF PLAN ENTITLED "PARCEL OF LAND BEING CONVERTED BY GENE R. AND GADYS B. GREERMAN TO MICHAEL AND KARLA EASTMAN" BY S.S. WESTER DATED MARCH 18, 1981, PROVIDED BY CLIENT - APPARENTLY NOT ON RECORD.  
 b) "STANDARD BOUNDARY SURVEY PREPARED FOR ALLEN SOULE" BY NORTH BY EAST ASSOC., DATED OCTOBER, 1988  
 c) "STANDARD BOUNDARY SURVEY FOR SHERRY WALKER, BY NORTH BY EAST ASSOC., DATED 8-30-1994, REF'S 9-12-1994.
3. AREA INFORMATION:  
 TOTAL AREA 296,670 SQ FT OR 6.81 ACRES.
4. TAX MAP REFERENCE:  
 TAX MAP R-5, LOT 43
5. BASIS OF BEARINGS:  
 BEARINGS ARE MAGNETIC (1999) AND ARE BASED ON HAND COMPASS OBSERVATIONS ALONG RANDOM TRAVERSE LINES.
6. ROAD INFORMATION:  
 JOHNSON ROAD R/W WIDTH IS ASSUMED TO BE 3 ROUNDS FOUND AT NORTHWEST CORNER OF PARCEL TRAVELED WAY. NO DESCRIPTION OF THIS ROAD WAS FOUND IN TOWN RECORDS, HOWEVER IT IS REFERRED TO AS A TOWN ROAD IN SOME DEEDS, AND THE TOWN MAINTAINS THE ROAD UP TO THE BRIDGE AT THE NORTHEAST CORNER OF LOTS.
7. SPECIAL TITLE NOTE:  
 SEE COURTLIN PARCEL, WEST OF LOCUS FOR NOTE ABOUT LOTS STATUS IN TOWN RECORDS.

APPROVED:  
 TOWN OF BOWDOINHAM  
 PLANNING BOARD  
 CHAIRMAN:

DATE:

DRAWN BY:

WILLIAM B. ZELL  
 22 BATCHELDER ROAD  
 BOWDOINHAM MAINE  
 04008

STANDARD BOUNDARY SURVEY  
 OF LAND OF

WILLIAM B. ZELL  
 AND  
 WILL ZELL

22 BATCHELDER ROAD  
 BOWDOINHAM, MAINE  
 (SAGadahoc COUNTY)

DATE: JANUARY 20, 2001 SCALE: 1" = 60'

Prepared By:  
 DRIGO LAND SERVICES, INC.  
 BRUCE W. WASHINGTON, PRESIDENT

323 OLD BRUNSWICK ROAD  
 BRUNSWICK, MAINE 04015  
 TEL: (207) 442-2500  
 FAX: (207) 442-9243  
 EMAIL: bruce@drigo-land.com

DRIGO LAND SERVICES, INC.  
 BRUCE W. WASHINGTON, PRESIDENT  
 BY: BRUCE W. WASHINGTON, PRESIDENT  
 MAINE PROFESSIONAL LAND SURVEYOR #2137



NOTE:  
 THIS PARCEL WAS APPARENTLY CREATED BY THE TAX COLLECTOR FOR THE TOWN OF BOWDOINHAM IN ORDER TO PLACE A TAXIDEN'S LAND NO DEED OR TAKING FOR THIS PARCEL WAS FOUND ON RECORD.

- LEGEND**
- MONUMENT FOUND
  - IRON MARKER FOUND
  - 5/8" REBAR TOPPED WITH AN ALUMINUM CAP READINGS SURVEY W. WASHINGTON - PLS 2137 SET
  - BOUNDARY LINE OF SURVEYED PARCEL
  - NEW BOUNDARY LINE CREATED BY SURVEY
  - OTHER RELEVANT LINE (APPROX.)
  - ROAD RIGHT OF WAY LINE (APPROX.)
  - COMPUTATIONAL TIE LINE
  - STONE WALL (APPROX.)
  - IRON PIPE
  - IRON ROD
  - DRILL HOLE
  - UTILITY POLE WITH NUMBER
  - UTILITY LINE
  - ACRES
  - MORE OR LESS
  - DEED BOOK & PAGE IN THE SAGadahoc COUNTY REGISTER OF DEEDS
  - ARBITRARY TRAVERSE POINT WITH NUMBER
  - ARBITRARY COMPUTATIONAL POINT NUMBER
  - R/W
  - RIGHT OF WAY
  - NOW OR FORMERLY FIELD BY
  - EDGE OF TRAVELED WAY
  - PLAN BOOK & PAGE IN THE SAGadahoc COUNTY REGISTER OF DEEDS
  - DRAINAGE DITCH/PATH
  - WALKING PATH 5' WIDTH
  - 75 SETBACK BOUNDARY

- SEPTIC LINE
- NO PARKING TURN-AROUND AREA
- ENERGENTLY ACCESS
- MAINTAINED ACCESS
- APPLICABLE ADA COMPLIANT
- RIGHTS PARTY AREA
- 50-100 GUESTS OVER 8 HOURS = 31.5' x 5' FORTH POSTERS (SEE INTERSECTION ACCESS)
- RAWOFF SUBSTATION
- DEP WETLAND

NOTE: EROSION CONTROL MEASURES WILL BE UTILIZED (GRASS, BRIS, ROCK DAMS, HWY) UNTIL ROAD RE-VEGETATES.

**CERTIFICATION:**  
 DRIGO LAND SERVICES, INC. MEMBER CERTIFIES TO STANDARDS AND ETHICS OF THE PROFESSION OF LAND SURVEYING AND BEARS THIS SURVEY CONFORMS TO THE STANDARDS AND ETHICS OF THE PROFESSION OF LAND SURVEYING FOR CATEGORY 1 (STANDARD BOUNDARY SURVEY).  
 EXCEPT

DRIGO LAND SERVICES, INC.  
 BRUCE W. WASHINGTON, PRESIDENT  
 323 OLD BRUNSWICK ROAD  
 BRUNSWICK, MAINE 04015  
 TEL: (207) 442-2500  
 FAX: (207) 442-9243  
 EMAIL: bruce@drigo-land.com