



Talbot County Department of Parks and Recreation
10028 Ocean Gateway
Easton, MD 21601
Phone: 410-770-8050 Fax: 410-822-7107
Rick Towle, Director

Talbot County Community Center Room Rental Agreement

Name of Contact Person: _____ Organization: _____

Address of Contact Person or organization: _____
City, State, Zip: _____

Phone: (home) _____ (work) _____ (cell) _____

E-Mail address: _____

Type of Event: _____ # people expected _____ Adults _____ Children

Day and Date Requested: _____

Set-up start time: _____ Take-down end time: _____

Hours of Event Only: _____

TOTAL # HOURS ___ **X COST PER HOUR** ___ = **TOTAL ROOM FEE** _____

Note: Total fee includes "set-up" time prior for the event and "take-down" time after the event. All events must end by 11:00 p.m. and premises must be vacated by midnight.

INITIAL HERE _____

Should Community Center staff be requested to set up the tables and chairs, a layout should be submitted two weeks in advance of the event; a \$75.00 fee will be charged.

INITIAL HERE _____

TALBOT COUNTY COMMUNITY CENTER ROOM RENTAL AGREEMENT

Facilities/Rooms Requested

Current Rates

Tuckahoe Room (capacity 25)	rate: \$31.00/hr. _____
Skipjack Party Room (capacity 60)	rate: \$31.00/hr. _____
Chesapeake Room (capacity 150)	rate: \$43.00/hr. _____
Curling Rink (capacity 350 without ice)	rate: \$75.00/hr. _____
Chesapeake/Curling Rink Combo	rate: \$100.00/hr. _____
Wye Oak Room (capacity 150)	rate: \$43.00/hr. _____
Bay Hundred Room (capacity 15)	rate: \$31.00/hr. _____
Chesapeake Rm. Curling Rink, & Wye Oak Rm.	rate: \$143.00/hr. _____
Main Arena with Ice (capacity 300)	rate: \$187.00/hr. _____
Main Arena without Ice (capacity 1000)	rate: \$156.00/hr. _____

The Center has a limited number of chairs and tables that are available on a first-come, first-serve basis. You may need to rent additional chairs and/or tables at your own expense. A list of local rental companies is available upon request.

Tables: Yes _____ How many? _____ No _____
Chairs: Yes _____ How many? _____ No _____

Have you rented space at the Community Center before? Yes _____ No _____
If so, date(s) _____

Are you charging admission? Yes _____ No _____ If yes, who benefits from the fee _____

Are you using a caterer? Yes ___ No ___ If yes, Name of Vendor _____
License No. _____

Will you be having a band? Yes _____ No _____ DJ? Yes _____ No _____
Name of band or DJ: _____
Contact Name and Phone: _____

Will there be pre-event advertising? Yes ___ No ___ If yes, where: _____

Community Center Marquee: The marquee is **not** for personal use (birthdays, weddings, reunions, etc.) but is allowed for public uses. The cost is \$150.00. If you would like to use the marquee, how would you like it to read? _____

TALBOT COUNTY COMMUNITY CENTER ROOM RENTAL AGREEMENT

Signage: Do you wish to place additional signage on the Community Center grounds for your event? Yes___No___(If so, County Codes explained below apply)

Talbot County Sign Codes: One (1) 36 square foot sign, or two (2) 32 square foot unattached signs are permitted on Talbot County Community Center property. If space is available, signs may be erected two (2) weeks prior to scheduled event. All signs must be professionally made. It is *illegal* to place a sign of any description in a Talbot County median or right-of-way. Talbot County and the Department of Parks and Recreation reserve the right to remove any illegally placed sign at a cost of \$125.00 per sign. Violation of these regulations may result in exclusion from using the Talbot County Community Center facilities.

RULES AND REGULATIONS

Alcohol may be served at an event within your room as long as it is not **SOLD**. However, it is **NOT** permitted outside our room, on the outside grounds of the Community Center, or on the grounds of any County park.

INITIAL HERE: _____

Talbot County, Maryland reserves the right to refuse any rental request. Some events shall require one (1) or more Talbot County Sheriff's Department deputies in attendance at your function. Lessee shall be responsible for the scheduling of, and payment to, said deputies. Some rental requests may need to be presented to the Talbot County Sheriff's Department for advance approval (dances, etc.)

INITIAL HERE: _____

Parking spaces at the Community Center are well defined. Participants, visitors, spectators and vendors are to park on the south side of the facility; additional parking is available at the north side as well (designated areas only). Parking in the Red Zone of handicapped areas is prohibited and subject to a fine and/or vehicle being towed at owner's expense. Unloading and loading shall be done at the rear of the facility; no loading or unloading shall occur on the grass or at the front entrance of the facility.

INITIAL HERE: _____

TALBOT COUNTY COMMUNITY CENTER ROOM RENTAL AGREEMENT

When decorating the Community Center for your event, you are to only use blue painters' tape to adhere decorations to walls. Should you wish to hang decorations from the ceiling, the Community Center has clips available for use. At the conclusion of the event, all decorations must be removed from the building; Trash cans are provided. Failure to do so may result in the loss of your security deposit.

INITIAL HERE: _____

A **Security Deposit** is due upon submittal of this Room Rental Agreement. Once the Agreement is signed and approved, the security deposit is due. The remaining balance is due three (3) business days prior to the event. Cancellation notices must be received three (3) business days prior to the event in order to receive a full refund. The Security Deposit will be refunded after an inspection of the room by the Facilities Manager and it is determined that the room is in working order.

INITIAL HERE: _____

Should the Lessee desire to make changes to the Agreement after it has been approved and signed, the Lessee must do so in person and initial any changes. Lessee is the only person authorized to make changes to the Agreement.

INITIAL HERE: _____

A Parks and Recreation staff member will contact you within seven (7) days to notify you of the approval or disapproval of this request. If approved, the Department of Parks and Recreation will accept the application as the Contract between the individual or organization and the Talbot County Community Center. A copy of this Contract will be forwarded to you by mail.

INITIAL HERE: _____

A copy of the Lessee's driver's license must be attached to this application at the time of reservation.

I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS STATED IN THIS AGREEMENT.

SIGNATURE: _____ NAME (PRINTED): _____

DATE: _____

TALBOT COUNTY COMMUNITY CENTER ROOM RENTAL AGREEMENT

STAFF USE ONLY

Called lessee on:	Called lessee on:
Contract approved :	Contract disapproved :
Facilities Manager signature:	Facilities Manager signature:
Director signature:	Director signature:
Deposit amount:	
Date Paid:	
Balance Due/Date:	
Mailed invoice w/copy of agreement on:	