

## Town Hall Rental Application

Thank you for your interest in renting the Garrett Park Town Hall! Town Hall is located at 10814 Kenilworth Avenue, Garrett Park MD, 201814. There is no dedicated parking for Town Hall, and all renters are expected to be courteous to neighbors and not block or park in driveways near Town Hall.

The most current availability information for Town Hall is on the Town of Garrett Park's website, [www.garrettparkmd.gov](http://www.garrettparkmd.gov). The website accepts card payments only.

Please fill out this form completely; incomplete applications will not be accepted, and you may not be able to reserve the date(s) you desire. The final page of this document contains general information that will help you fill out this form.

<b>*Renter First and Last Name:</b>	
<b>Organizational Use:</b>	
<b>*Residency:</b>	
<ul style="list-style-type: none"> <li>○ Town of Garrett Park Resident</li> <li>○ Garrett Park Estates or White Flint Park Resident</li> <li>○ Non-Resident or Non-Resident Organization</li> </ul>	
<b>*Address (including P.O. Box)</b>	
<b>Email Address</b>	<b>*Phone Number:</b>
<b>* Do you intend to use the Piano?</b> \$50 per day fee associated with Piano use.	<b>Event Description and Estimated Attendance:</b>
<b>*Date(s) Requested:</b>	<b>*Hours Requested: (include set-up &amp; clean-up)</b>

**The use of Town Hall is subject to the following conditions:**

**Prohibited Items:**

- No open flame is permitted inside or outside Town Hall. This includes, but is not limited to, birthday candles, sterno cans, and bonfires/fire pits.
- The kitchen is a warming kitchen and may not be used to cook food.
- The benches and carpet may not be removed.
- Staples, tape, tacks, or nails may not be used on the walls, doors, or panels of Town Hall.

- Per Ordinance 2019-6, the use of single-use plastic straws is not permitted at Town-owned facilities. If an event is providing straws, they must be made of biodegradable materials. Straws attached to juice boxes are permitted. Violation of this ordinance is a municipal infraction with a \$100 penalty per offense.

**Cleaning Expectations:**

- Renters are expected to put all refuse into the appropriate trash and/or recycling bins located outside of the kitchen. Trash bags will be provided.
- Renters are expected to clean the bathrooms after the event ends. This includes placing all bathroom trash bags in the trashcans.
- Renters are expected to vacuum the rooms. A vacuum is located in one of the closets at Town Hall.

**Other Conditions:**

- Renters are not permitted to use yoga, film, exercise, or musical equipment that is stored on the premises. The exception to this is the use of the Town-owned Piano, provided that the appropriate use fee has been paid.
- Activities in Town Hall must conclude by 10:30 p.m. and clean up must be completed by 11:00 p.m.
- Alcoholic beverages may not be sold and may only be consumed by adults who are of age if the appropriate paperwork and fee has been completed.
- I acknowledge that I will not play electronically amplified music or instruments unless I have sought and received permission from Town Staff to do so.

**Alcohol Information:**

Please initial the box to the right if you would like to serve alcohol at your event.	
Please initial the box to the right to acknowledge that it is <u>your responsibility</u> to ensure that only adults who are of age are served alcohol at your event.	
Please initial the box to the right to acknowledge that the alcohol permit comes at a cost of \$50 per day, and that you must pay the fee prior to your event.	

I acknowledge all conditions of use and certify that my application is complete and accurate.

I acknowledge that failure to comply with conditions may result in losing some or all of the security deposit, and may result in additional financial compensation to the Town.

The undersigned further agree to indemnify, defend and save harmless the Town of Garrett Park, its agents, servants or employees, from any and all claims, demands, actions and causes of action of any kind for injuries or damages sustained to any person or persons and/or property, in connection with the use of the Town Hall premises due to negligence or any other fault.

By accepting this waiver and release of liability, and in consideration of my use of the facilities, I hereby release and forever discharge the Town of Garrett Park, and its officers,

employees, agents, and successors and assigns, from any and all liability, damages, and claims, of any nature, whether known or unknown, pertaining to or arising in any manner from my use of the facilities.

<b>Renter Signature and Date Signed</b>	
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If paying via check, it must be made payable to: Town of Garrett Park. Please note that the security deposit must be a separate check from the applicable rental fees.

The Town’s mailing address is Town of Garrett Park, P.O. Box 84, Garrett Park, MD 20896

<b>FOR TOWN STAFF ONLY:</b>	Application Complete? Y / N	Payment Received? Y/N Rental Fee Check #_____	Calendar Updated? Y/N
		Y/N Security Deposit Check #_____	

## General Town Hall Policies and Information:

### **Rental Fees and Security Deposits:**

- Rental fees are daily and are not prorated based upon using Town Hall for a portion of a day.
- Security Deposits are equivalent to the rental fee (i.e. Town Residents have a security deposit of \$125, which is equivalent to the rental fee.)
- Fee exempt groups use the Resident rate of \$125 for their security deposits.
- Security deposits paid via check will be held, and only deposited if there is damage found.
- Provided that all conditions of use are met, the security deposit is refundable.
- With the exception of official Town of Garrett Park meetings, all rentals require a security deposit.

### **General Rates:**

- Garrett Park Residents pay a rate of \$125 per day
- Garrett Park Estates and White Flint Park Residents pay a rate of \$300 per day
- Non-residents pay a rate of \$600 per day.

### **Special Rates:**

- Memorials for current Garrett Park Residents and Town employees do not require a rental fee but do require a security deposit.

\*Class fees are only for educational opportunities that are open to Garrett Park Residents, as well as non-Residents, without prior registration. If you are uncertain of the appropriate rate for your event, please contact Town Staff at 301-933-7488 for assistance.

### **Cancellation Policy**

<i>Cancellation</i>	<i>Town Residents</i>	<i>Non-Residents, reduced fee</i>	<i>Non-residents</i>
Received 21 days or more prior	Full Refund	Full Refund	Full Refund
Received 3-20 days prior	\$65 Cancellation Fee	\$150 Cancellation Fee	\$300 Cancellation Fee
Received less than 3 days prior	\$125 Cancellation Fee	\$200 Cancellation Fee	\$450 Cancellation Fee