

Caroline County 4-H Youth Park Rental Contract Facility Use Agreement

Return to: 107 South Fourth Street Denton, MD 21629 | 410-479-8120

Name _____ Today's Date _____

Address _____ City/State/Zip _____

Home Phone _____ Work _____ Cell _____

Email address _____

Organization _____ Contact Name _____

Are you a Non-Profit or Civic Organization? No Yes

Specify	Facilities Requested	Rental Fee	with Alcohol
	Main Building (including kitchen)	425.	525.
	Main Building—charging admission (including kitchen)	600.	700.
	Reger Pavilion	100.	200.
	Williams Building	200.	300.
	Grounds Fee (includes Reger Pavilion and Williams Bldg., and Main Bldg.)	600.	700.
	Horse Rings	300.	400.
	Barns (each)	200.	300.
	PA System in Main Building	50.	
	Horse Riding (attach proof of insurance, per rider)	25.	
	Horse Stall (responsible for clean-up and filling holes)	25.	
	Camp Site during event only (per night)	50.	
	Early Setup Fee, if available: ½ of the facility rental fee for use from 12–8 pm		

The security deposit equal to 50% of the rental is required when the rental reservation is made. It is refunded after the event provided there are no violations of the rental agreement.

Alcohol use (upon approval) requires double deposit.

Description of Event _____

What is the age/grade range? _____

Event Dates _____ Day of Week: Su M T W Th F Sa

Time Rental Starts _____ Time Rental Ends _____ Expected Attendance _____

Please note that set-up and clean-up times must be included in time frame requested for facility use.

Have you rented space at the 4-H before: No Yes

Are the guests attending by invitation or is it open to the public? Invite Public

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

Are you using a caterer? No Yes If yes, name the vendor _____

Health Department License # _____

RULES AND REGULATIONS

Review and Initial each statement

I understand **my responsibility to follow 4-H Youth Park Policies** as a “Contractor” and pledge to review these policies prior to my scheduled use of the building.

INITIAL HERE: _____

Cancellations of the Agreement must be received in writing at least 2 weeks prior to the event in order to receive a full refund. If cancelled less than two weeks before the event, the department will retain a 20% administrative fee. Within 3 days, no refund will be issued.

INITIAL HERE: _____

I have provided a copy of my driver’s license and understand that the **security deposit, rental fees, and a signed liability waiver, and insurance certificate** (if required) specifying Caroline County Commissioners as additional insured must be submitted to the Department **three (3) weeks prior to the first date** of use requested on this application. Failure to meet this deadline cancels this Facility Use Agreement.

INITIAL HERE: _____

I understand that my guests and my own **access to the 4-H Park Facility is restricted to the areas specified on the FUA**, that set-up and take-down must be completed within the time frame noted on this application and that the activities cannot vary from the activity function stated on this application.

INITIAL HERE: _____

I understand that this is a **non-smoking facility**. Smoking includes vaping, cigars and cigarettes.

INITIAL HERE: _____

I understand that if the event proposed is likely to **attract more than 100 people and/or a public admission fee is charged**, I may be required by the department to provide, at my expense, security via **local law enforcement** for the duration of my event.

INITIAL HERE: _____

I understand if I am **selling food concessions** as a part of my event that I must secure a **Temporary Food Service** permit three (3) weeks prior to the scheduled use. The permit is available through the Caroline County Environmental Health Department.

INITIAL HERE: _____

I understand I am **responsible for the clean-up of the facility and grounds** within each period of contracted use. For a list of guidelines for closing the facility, see the attached Policy. Failure to complete this will indicate a forfeit of the security deposit and may jeopardize Department approval of future Facility Use Agreement requests.

INITIAL HERE: _____

As the applicant for the use of the 4-H Park Facilities, I certify for myself and/or on behalf of the organization I represent, to assume responsibility for the building and grounds leased by this application, to follow the building policy rules and to be responsible for any property damage that occurs as a result of facility use.

I further agree to indemnify and hold harmless Caroline County and its employees from any and all liability claims and judgments, including attorney's fees and court costs, resulting from the rental pursuant to this contract and further agree to provide notice of any claims made against either applicant or Caroline County immediately upon receipt through written notification to the Director of Caroline County Recreation and Parks.

I have read the rules and policies included with this application and I agree to abide by them.

Signature of Applicant _____ Date _____

Printed Name _____

Recreation & Parks Department Office Use

Copy of Applicant's valid driver's license attached.

Non-Profit Private/For Profit Date Insurance Certificate Received (if required) _____

FEE PAYMENT RECORD

Date early setup fee paid: _____ Cash Check # _____ Credit Card = \$ _____

Date deposit paid: _____ Cash Check # _____ Credit Card = \$ _____

Date rental fees paid: _____ Cash Check # _____ Credit Card = \$ _____

Receipt Provided

TOTAL = \$ _____

Initials of Administrative Staff _____ Date _____

Signature of Management Associate _____ Date _____

Date sent to Park Caretaker _____

Date Customer Contacted _____

Security required: Yes No

Faxed notification received _____

Deposit refund requested _____

Submitted on _____

Date _____

Time _____

Initials _____