

Caroline County 4-H Youth Park Rental Contract

Return to: Caroline County Recreation & Parks

107 South 4th Street Denton, MD 21629 410-479-8120

Facility Use Agreement

Name _____ Today's Date _____

Address _____ City/State/ Zip _____

Home Phone _____ Work _____ Cell _____

Email address _____

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

Contact Name _____ Phone _____

PLEASE NOTE: Applicants must provide a valid driver's license and be at least 21 years old.

Check one	Facilities Requested	Rental Fee	*With Alcohol	Capacity during Covid
	Main Building (including kitchen)	425	525	250
	Main Building - charging admission (including kitchen)	600	700	250
	Reger Pavillion	100	200	
	Williams Building	200	300	25
	Grounds Fee (includes Reger Pavilion and Williams Bldg., and Main Bldg.)	700	800	
	Horse Rings	500	600	
	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 SET-UP FEE if available = 1/2 of the facility rental fee for use from 4-8			

Deposit is 1/2 of the rental fee and will be refunded after the event as long as the facility is clean and undamaged upon inspection by the park caretaker.

*ALCOHOL USE (upon approval) deposit will double.

NO STAGE AVAILABLE

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: Yes ___ No ___

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

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

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

License # _____

Will you be having a band? No Yes Name and phone of band _____

Will you be having a DJ? No Yes Name and phone of DJ _____

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

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. A copy of the 4-H building use policies has been provided to me. INITIAL HERE: _____
- **Written notice of cancellations** is due at least two weeks prior to the event. Additional notice may be required for larger events, as determined by the rental coordinator. If the rental reservation is cancelled less than two weeks prior to the event, a 20% administration fee will be retained. If the event is cancelled less than three days before the event, the security deposit and the rental fee will be retained. 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 timeframe 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** and that **alcohol consumption** is not permitted unless granted a special-use exemption through the Caroline County Commissioners or their designee. 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: _____
- I understand that I and my guests must be **OFF THE PROPERTY** by midnight. 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 _____ Organization Represented _____

To be completed by Recreation & Parks Department

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

Submitted on: Date _____ Time _____ Initials _____

Non-Profit _____ Private/For Profit _____ Date Insurance Certificate Received _____

FEE PAYMENT RECORD:

Date Deposit Paid: _____ Cash _____ Check # _____ Credit Card _____ \$ _____
Date Rental fees paid: _____ Cash _____ Check # _____ Credit Card _____ \$ _____
Total = \$ _____

Receipt Provided: _____

Security Required: _____ Yes _____ No
Faxed approved application: _____
Deposit refund requested: _____

Initials of Administrative Staff _____
Date

Signature of Management Associate _____
Date

Sent to Park Caretaker _____
Date

Date Customer Contacted: _____