



Talbot County Parks and Recreation
Rental Agreement Form
 Phone: 410-770-8050 • Fax: 410-822-7107
 Monday-Friday • 8:00 AM-4:30 PM
 www.TalbotParks.com

COMMUNITY CENTER			POOLS	
	Skipjack Room		*Baseball Field	BHCP Rental
	Tuckahoe Room		*Soccer Field	GMCP Rental
	Pro Shop Room		*Field Hockey Field	
	Wye Oak Room		*Lacrosse Field	
	Chesapeake Room		*Indoor Floor Space	
	Curling Rink		*Basketball Court	PARKS & LANDINGS
	Main Arena			*Pavilion
	Ice Skating Birthday			*Public Landing
	Roller Skating Birthday			
				*Please specify the location of the rental below

Date/Dates Requested: _____ **Hours:** _____ **AM/PM to** _____ **AM/PM**

Type of Event: _____ **Expected Attendance:** _____

***Location** _____

Persons in charge/making reservation MUST BE in attendance.

Name: _____

E-Mail Address: _____

Address: _____

Street
City
State
Zip

Primary Phone: _____ **Secondary Phone:** _____

Setup Instructions: _____

For Office Use Only:			
Paid: Check	Cash	Charge	Amount: _____ Date _____ Staff Initials _____

DAMAGE WAIVER

I, the undersigned, assume the responsibility for damage that may be caused by this group and agree to reimburse Talbot County for same within 10 days of being billed for it by the County. I agree to assume liability for damage as ascertained by the Recreation & Parks Director. Failure to reimburse Talbot County for damage shall result in charges being filed by the County Attorney as well as possible civil action in state court. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group.

Signature

Date

Please Note: During hours in which the county offices are open, persons in charge of activity are accountable to the Talbot County Recreation Dept. At any time an activity becomes an interference with county business or when conduct is not in accordance to accepted standards, such activity will be halted and all persons will be removed.

GENERAL LIABILITY RELEASE

I, _____, the undersigned, in consideration of receiving permission from Talbot County, to engage in athletic events, participation in community service, or to engage in the utilization of any of the services and facilities of Talbot County, the receipt of such permission being hereby acknowledged and in further consideration of receiving permission to participate, the undersigned does hereby release Talbot County, its agents, officers, servants, and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in, on, or upon the premises or engaged in such activities, owned by, sanctioned by, or under the supervision of Talbot County. The undersigned being duly aware of the risks and hazards inherent upon engaging in such activities or participating in such activities hereby elects voluntarily to enter upon the premises, and to engage in or participate in such activities knowing that said activities or participation may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage, or injury, which may be sustained as the result of such participation and activities. Therefore, in consideration of the premises extended to me by Talbot County, through its officers and agents for such participation, I do hereby for myself, my heirs, personal representatives, remise, release, and forever discharge Talbot County and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of any injury to me which may occur from such activities or participation.

The above statement is a release and I have read and understood before signing.

Signature

Date

RENTAL RULES & REGULATIONS

I have read, understand, and agree to all of "Rules and Regulations" supplied within this contract.

Signature

Date

Print Name

Rules and Regulations

1. Full payment is due at the time of reservation. **We reserve the right to cancel any event due to non-payment.**
2. Refunds may be requested *no less than* 48 hours in advance of your scheduled reservation. Call or stop by Talbot County Community Center during business hours of 8:00AM-4:30PM, Monday through Friday.
3. You are Responsible for your guests at all times. Any misconduct and failure to follow the rules, you will be asked to terminate your party/event and vacate the premise. **NO** refund will be given for the lost time.
4. The use of alcoholic beverages will be restricted to the room you are using and alcohol cannot be sold.
5. Built in grills are available at pavilion areas. Portable grills may be brought in. No ground level fires permitted and all grill coals must be disposed properly. They are not to be dumped on the ground.
6. Gambling is prohibited.
7. Political activity other than County events may be permitted only if approved.
8. Furniture, chairs, and tables assigned to the facility may not be removed from the facility.
9. All Parties/Events end at **11:00 PM** to include clean-up and vacate the building. Remember to factor in set-up and clean-up time for your rental (**example:** 30 minutes for set-up and 60 minutes for clean-up). If you wish to rent the room or facility past 11:00 PM (**Terminate at 12:00 AM/Midnight**) special approval must be obtained from the Director of Parks & Recreation, plus an additional fee of \$15.00 per hour (labor) will be added to the rental fee.
10. Rates for groups/organizations are subject to review on a yearly basis.
11. All groups are required to sign a liability waiver. Organized groups and national associations are required to show proof of insurance before rental.
12. Some rooms have a normal set-up of tables and chairs, if you choose a different set-up you are responsible for this set-up and you must return the room to its normal configuration after your event. If we set-up the room for you, a layout must be submitted one week prior to the event and a set-up fee will apply and be paid at the time of submission of this agreement. The set-up fee includes the use of our tables and chairs. **TCCC has a limited number of tables and chairs for large events;** you may need to rent these items from an outside vendor at your expense.
13. When decorating for your event, you must only use blue painters tape to adhere decorations on all surfaces. All decorations must be removed at the end of your event. Trashcans will be provided.
14. If you choose to cater your event, you may use the caterer of your choice; however we must have a current copy of the caterer's business license, health certificate and insurance one week prior to your event.

Violations of these regulations may result in exclusion from future rental through Talbot County Department of Parks & Recreation.

Room	Hourly Rate	Capacity	Size	Normal Room Set-Up	Set-Up Fee <small>(Use of Tables & Chairs)</small>	Notes
Wye Oak	\$50.00	64 w/ Tables 80 w/o Tables	26' Width 48' Length 8' Height	Classroom style: 8 rectangular tables w/ 40 chairs	\$25.00	No Food Allowed Projector Screen and Podium Available
Chesapeake	\$50.00	56 w/ Tables 72 w/o Tables	32' Width 50' Length 8' Height	Party Style: 6 round tables w/ 36 chairs	\$25.00	Projector Screen & Bathrooms in Room Catering Kitchen available for a \$25.00 usage fee
Skipjack	\$36.00	36 w/ Tables 50 w/o Tables	24' Width 32' Length 8' Height	4 rectangular tables w/ 32 chairs	\$20.00	Bathrooms in Room Ideal for Skating Parties!
Tuckahoe	\$36.00	24 w/ Tables 36 w/o Tables	22' Width 26' Length 8' Height	4 rectangular tables w/ 32 chairs	\$20.00	Ideal for Skating Parties!
Curling Rink	\$86.00	200 w/ Tables 300 w/o Tables	44' Width 148' Length 7.5' Height	No normal set-up; Limited number of tables & chairs available	\$100.00	Available April-October
Arena Rental	Contact TCCC for more information		85' Width 200' Length 30' Height	No normal set-up; Limited number of tables & chairs available		Check for availability. Ice is in approximately September-March

Community Center Skating Parties:

1. Parties include: Private room for 2 hours with tables & chairs; Pizza, drinks, plates, napkins, & plasticware; Admission to Public Skating session; Skate rental & helmets
2. Ice Skating Parties are held only during public skating hours; Contact TCCC for dates/times for Roller Skating Parties
3. *Parties are not available during Friday Night Public Skate and are not to be held in the lounge area*
4. Rooms available for party rental: Skipjack, Tuckahoe, & the Pro Shop.
5. Socks are required for all skating activities
6. Set-up and Clean-up is included in your (2) hour rental time.
7. Additional pizzas & drinks may be ordered for \$10.00 per pizza & \$1.50 per drink.
8. No outside food will be aloud except for snacks and cake.
9. The food for your party will be brought to your room 30 minutes after the start of public skate.

Ice Skating Party:

- 1-10 people: \$200.00
- 11-20 people: \$300.00
- *\$10 per each additional skater*

Roller Skating Party:

- 1-10 people: \$150.00
- 11-20 people: \$250.00
- *\$6 per each additional skater*

Parties of 1 to 10 include: 2 Pizzas & 10 Drinks; along with plates, napkins, & utensils

Party of 11 to 20 include: 3 Pizzas & 20 Drinks; along with plates, napkins, & utensils

Number of Food/Drinks:

Cheese Pizza _____ Pepperoni Pizza _____

Pepsi _____ Diet Pepsi _____ Mist Twist _____ Water _____