

TOWN OF BROOKEVILLE, MARYLAND

PO Box 67, Brookeville, MD 20833

Phone: (301) 570-4465, Fax: (301) 570-0355

Email: brookevilleacademy@comcast.net

Web: www.townofbrookevillemd.org

**The Brookeville Academy Community Center
Rental Contract**

This Contract confirms your rental of the Brookeville Academy for:

Rental date: _____ Time: from _____ AM/PM to _____ AM/PM (_____ hours)

Name	_____	Phone	_____
Organization	_____	Alt Phone	_____
Street	_____	Fax	_____
City/State/Zip	_____	Email	_____

Your signature on this Contract confirms that you have read and are in agreement with all rental terms and facility use requirements for the Brookeville Academy.

Please sign each page and return this contract with the rental fee of \$_____ and a security deposit of **\$250.00**. Checks shall be made payable to the *Town of Brookeville*.

Your security deposit will be refunded upon a satisfactory inspection of the facility following your event. If additional charges are incurred at that time they will be deducted from the security deposit.

Payment in full is due 14 days prior to the event. Cancellation of this contract within 14 days of the event will result in forfeiture of the deposit.

Additional rental charges will be assessed at \$50 per hour or portion thereof.

Should you have any questions, feel free to contact the Academy Manager at (301) 570-4465 or brookevilleacademy@comcast.net.

Signature

Date

The Brookeville Academy Community Center

Facility Use Requirements

ACCESSABILITY - The Brookeville Academy is fully accessible. Contact the Academy Manager for instructions on the use of the Lift.

ALCOHOLIC BEVERAGES - Alcoholic beverages are permitted. Extreme caution is urged in the serving and consumption of alcoholic beverages. *No one under the age of 21 may consume alcoholic beverages in accordance with Maryland State Law.*

CANDLES - Candles will only be permitted on tables, if the flame is enclosed in containers with bases (i.e., hurricane lamps) and an appropriate material is provided to catch any wax spillage. Electric candles are available for the windows.

CAPACITIES - The seating capacity for the Dining/Meeting Room is 65 and the Lecture Hall is 65.

CATERERS/FOOD SERVICE - See Brookeville Academy Food Service Requirements.

CLEAN-UP - At the conclusion of the event the Brookeville Academy is to be left clean. Brooms, mops, and other cleaning supplied are located in the closet adjacent to the kitchen. Please wipe up any spills and leave the floors broom clean. **All trash/recycling is to be removed to the appropriate containers at the rear of the building.** Turn off all lights and reset the thermostats. If directed by the Academy Manager, lock the door and leave the key in the specified location.

CURFEW - All functions must end and guests leave at 11:00 PM.

DAMAGE - Renters are responsible for any damage to the Brookeville Academy or its furnishings caused by but not limited to guests, caterers, florists, and musicians.

DECORATIONS/FLYERS/SIGNS - All decorations are to be free standing. The use of nails, tacks, tape, or similar materials to affix decorations is prohibited. Coated wire or string may be used to hold decorations to handrails, banisters, etc. Attachment of flyers, posters, signs, and similar items to the interior or exterior of the building or utility poles is prohibited. All decorations must be removed from the building and grounds by the end of the rental period.

DELIVERIES AND STORAGE - Delivery of items prior to a function is discouraged, as there is no space or secured area. The Town is not responsible for any equipment or property, which is lost or damaged before, during, or after an event. All equipment and property must be removed by the end of the event. If early or a late pick up is required, additional charges may be incurred.

ENTRANCE TO THE ACADEMY - The entrance to the Academy is via the side or rear door. **The front door (on High Street), which opens to the Dining/Meeting Room, is to be used for emergencies only.**

FURNITURE - All furniture is to be wiped clean and left in its original location and condition. Furniture and accessories are to remain in the room in which they are found, unless a special set-up has been arranged in advance with the Academy Manager; additional charges may apply. Furniture is not to be used outside. First floor furnishings include six 60" round tables, four 6' rectangle tables, up to 65 chairs, and one coat rack. Second floor furnishings include two 6' rectangular tables, up to 65 chairs, and a lectern. If additional furniture or special equipment is required, it must be rented from an outside vendor.

Signature _____

Date _____

KITCHEN – The Brookeville Academy does not have a freezer or icemaker, but a large cooler is available for ice storage. The renter should be aware that there are certain food preparation limitations regarding the catering kitchen. See the Brookeville Academy Food Service Requirements.

LICENSES - Any organization or sponsor conducting a function open to the public must obtain proper licensing or permits and follow all regulations, ordinances, and laws set forth by the State of Maryland and Montgomery County. No function may take place without such proper licensing or permits.

LINENS - No linens are provided.

MUSIC/NOISE - The Brookeville Academy is located in a residential neighborhood. **Excessive, high decibel music or other noise causing complaints to the Town and/or Police may result in termination of your event.** Musical activities will be confined to the interior. Audio volume should be within reasonable levels as determined by the Academy Manager.

PARKING - Parking is available across the street behind the Salem United Methodist Church and/or on the street immediately in front of the Academy. The driveway adjacent to the Brookeville Academy at 3 High Street is private; **do not park in this driveway or block it in any way.** The parking lot adjacent to Bell & Frech at the corner of High Street and Market Street is private; **parking in this lot is strictly prohibited.**

PUBLIC SAFETY - Renters are prohibited from placing items in corridors or blocking emergency exits. Clearance must also be maintained around sprinkler heads and nothing may be attached to them. The use of flammable material, open flames or other such devices are strictly prohibited.

REHEARSALS - Wedding rehearsals or other pre-event activities may be scheduled for an additional charge.

RENTAL PERIOD – The standard rental period includes a 5 hour event, plus 1 hour for set-up and 1 hour for clean-up. Additional time will be charged at \$50 per hour or portion thereof.

RICE/CONFETTI/BIRDSEED - The throwing of rice, confetti, birdseed or similar items is prohibited.

SECURITY DEPOSIT – After a post event inspection, security deposits will be returned unless damage to the building or failure to follow any of the rules and regulations cause partial or total forfeiture. Any additional charges incurred (e.g., additional hours of rental) will be subtracted from the security deposit.

SMOKING - **Smoking and the use of tobacco products are strictly prohibited at the Brookeville Academy.**

TENTS AND CANOPIES - Tents and canopies are not provided, but may be utilized by special arrangement.

THERMOSTATS - The thermostats are set at normal use level. If adjustments are made, thermostats are to be reset to 55 degrees in the winter and 85 degrees in the summer.

TRASH/RECYCLING - All trash and recycling (per Montgomery County guidelines) must be put in plastic bags and **removed from the building** to the appropriate containers at the rear of the Brookeville Academy.

Failure to adhere to any of the above regulations may result in forfeiture of the Security Deposit.

Signature _____

Date _____

The Brookeville Academy Community Center Hold Harmless, Indemnification and Waiver Agreement

Indemnification - The undersigned (user), as renter or agent for the renter of this facility, hereby shall indemnify and hold harmless the Town of Brookeville and its officials, employees and agents from and against any and all liabilities, judgments, settlements, loses, costs or charges (including attorney fees) incurred by the Town of Brookeville and/or any of its officials, employees and agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with this agreement.

Waiver - The undersigned (user) knows, understands and acknowledges the risks and hazards associated with using the property and hereby assumes any and all risk and hazards associated herewith. The user hereby irrevocably waives any and all claims against the Town of Brookeville or any of its officials, employees and agents for any bodily injury (including death), loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the Town of Brookeville from any and all claims of liability arising out of or associated with the use of the Property.

Property Damage - The undersigned (user) shall pay the Town of Brookeville for any and all physical loss or damage to the Property (including the cost to repair or replace the property) caused by, arising out of, or relating to or associated with the use of the Property by the user or by the user's members, employees, agents or invites.

Signature _____

Date _____