



Talbot County Parks & Recreation Rental Agreement Form

Phone: 410-770-8050 • Fax: 410-822-7107

Office Hours: Monday-Friday • 8:00 AM-4:30 PM

TalbotParks.com | parks@talbotcountymd.gov

Event Title/Description: _____ **Expected Attendance:** _____

Event Date(s): _____ **Arrival Time:** _____ **End Time:** _____
(Times above must reflect set-up & clean-up times)

<input type="checkbox"/> Main Arena	<input type="checkbox"/> Chesapeake Room	<input type="checkbox"/> Pavilion <i>Location:</i> _____
<input type="checkbox"/> Curling Rink	<input type="checkbox"/> Skip Jack Room	
<input type="checkbox"/> Wye Oak Room	<input type="checkbox"/> Tuckahoe Room	<input type="checkbox"/> Sport Field <i>Location:</i> _____

Contact Name: _____

**Individual(s) Making Reservation MUST BE in attendance*

Name of Organization/Group *(if applicable):* _____

Relationship of Contact to Organization/Group *(if applicable):* _____

Address: _____
Street **City** **State** **Zip**

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

Email Address: _____

Set-up Instructions: _____

(How many tables & chairs? Classroom style, theater style, dinner set-up? Please use separate page to provide more details and floor plan for event).

Will food/drink be served? Yes No

Will alcohol be served? Yes No

**If yes, proof of event insurance coverage required*

For Office Use Only:

Date Received: _____ **Check Cash Charge Amount:** _____ **Date Paid:** _____ **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 ten (10) days of being billed for it by the County. I agree to assume liability for damage as ascertained by the Parks & Recreation 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 a court of competent jurisdiction. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group, and I hereby certify that I am legally authorized to do so.

Please Note: During hours in which the County offices are open, persons in charge of activity are accountable to the Talbot County Recreation Department. 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.

Signature

Date

GENERAL LIABILITY RELEASE

I, _____, the undersigned, in consideration of receiving permission from Talbot County to engage in athletic events, participate in community service, or 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, do 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 agents, officers, servants, and employees, for such participation, I do hereby for myself and my heirs, personal representatives, successors, and assigns, remise, release, and forever discharge Talbot County and all of its elected and appointed officials, agents, officers, servants, 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. If making this release on behalf of an entity, organization, or other group,

I certify that I am duly authorized to act on behalf of such group and that this release shall be binding upon myself and such group, jointly and severally.

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. Rental Agreement Form and Payment in **FULL** is due at the time of making the reservation. Whenever possible, reservations should be made at least forty-eight (48) hours in advance of the event. Completed forms and payment are to be submitted to the Talbot County Community Center during office hours of 8:00AM-4:30PM, Monday through Friday. Forms can be submitted in person, emailed, or faxed. Payment is accepted via cash, check, or credit card. Credit card payments may be made over the phone, in person, or via our online reservation system.
2. **Event Cancellation:** Please call (410-770-8050) or email (parks@talbotcountymd.gov) if you need to cancel your reservation for any reason. No refunds shall be provided for any cancellations made less than five (5) business days from the date of your scheduled reservation.
3. Applications for events held by an entity, organization, or other group must be completed by an individual authorized to act on behalf of such group and include contact information for both the individual and the group. The application shall also state the purpose of the event, along with any documentation thereof, such as a flyer or online post. At least one (1) individual legally authorized to act on behalf of the group must be present at all times during the event.
4. You are responsible for your event guests at all times, and guests shall remain in the designated rental area only. Any misconduct and/or failure to follow the rules may result in you being directed to terminate your party/event and vacate the premise. **NO** refund will be given for the lost time.
5. **Events with consumption or distribution of alcohol must obtain event insurance coverage and any required permits, such as an alcoholic beverage license.** Alcohol use without such approval or proof of insurance on file will result in immediate termination without refund and possible law enforcement involvement.
6. The use of the TCCC for illegal purposes or activities, including any violation of federal, State, or local laws, regulations, or ordinances is strictly prohibited and shall be grounds for referral to the appropriate law enforcement authorities.
7. Political activity other than County events may be permitted only if approved by the Director.
8. Reservations must vacate the building by **11:00 PM**. Special approval by the Director is required to extend the reservation.
9. Please note: while the Community Center does offer complimentary Wi-Fi (TCCC-WIFI), it is not guaranteed.
10. All groups are required to sign a liability waiver, which shall be signed by an individual legally authorized to act on behalf of the group.
11. **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.
12. Only blue painters tape can be used to adhere decorations on surfaces. All decorations must be removed at the end of your event. Trash cans will be provided.

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

Room	Hourly Rate	Capacity	Size	Normal Room Set-Up	Notes
Wye Oak	\$60.00	80 w/ Tables 90 w/o Tables	26' Width 48' Length 8' Height	Meeting Room style: 8 rectangular tables w/ 40 chairs	No Food Allowed Projector Screen and Podium Available
Chesapeake	\$60.00	54 w/ Tables 80 w/o Tables	32' Width 50' Length 8' Height	Party Style: 6 round tables w/ 36 chairs	Projector Screen & Bathrooms in Room Catering Kitchen available
Skipjack	\$40.00	64 w/ Tables 70 w/o Tables	24' Width 32' Length 8' Height	6 rectangular tables w/ 48 chairs	Bathrooms in Room Ideal for Skating Parties!
Tuckahoe	\$40.00	48 w/ Tables 50 w/o Tables	22' Width 26' Length 8' Height	6 rectangular tables w/ 48 chairs	Ideal for Skating Parties!
Curling Rink	\$100.00	300 w/ Tables 400 w/o Tables	44' Width 148' Length 7.5' Height	No normal set-up; Limited number of tables & chairs available	Available April-November
Ice Rental	\$325	300	85' Width 200' Length 30' Height	N/A	Available year round. Does not include skate rental.

Room Set-Up Examples

The Talbot County Community Center is a multi-use facility with many rooms and spaces available for rental. Whenever possible, we provide tables and chairs at no extra charge.

Using the set-up examples below, please list how you'd like the room arranged for your event in the space provided on Page 1 of this packet.



BANQUET

Generally used for meals and sessions involving small group discussions. A five foot round table seats eight people comfortably. A six foot round table seats 10 people comfortably.



RECEPTION

Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.



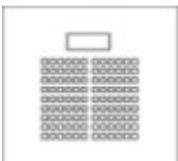
E-SHAPE, U-SHAPE AND T-SHAPE

Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.



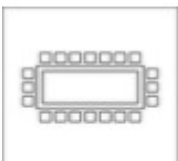
SCHOOLROOM OR CLASSROOM

The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



THEATER

Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.



CONFERENCE AND HOLLOW SQUARE

Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.