

## **CONQUEST PAVILION RENTAL POLICY**

**POLICY STATEMENT:** It is the intent of the Department of Parks & Recreation of Queen Anne's County to make this facility available to groups for public and private affairs. Minimal charges will be established to offset operating costs. The Department reserves the right to refuse any application if it deems the activity will be inappropriate.

**The hours available for use are from 10:00 am until 8:00 pm daily.**

All Parks property and activities are open to use by all members of the public regardless of race, sex, national origin, color or creed. The Director reserves the right to approve or deny requests for permit and may subject the same to reasonable restrictions as to time, place and manner.

Any event, which is primarily for the purpose of personal financial or corporate gain, or commercial promotion, will be denied or terminated without notice. In the event that the sponsor wishes to involve vendors as part of a charitable event, a special vendor permit and fee shall be required. Fundraising activities for charitable events will be considered by special approval from the Director.

### **CONDITIONS:**

- **User is responsible for proper clean up of the facility and grounds at the end of the activity. Trash MUST be placed in trash bags, which in turn should be placed in the dumpster.**
- **Restrooms: when your event is over, please make sure bathrooms are locked, all trash is removed, and the restrooms are left clean. If restrooms are found in unclean conditions, appropriate costs will be deducted from security deposit.**
- **Key is to be picked up on the Friday before your event. If key is not picked up and entry to grounds is forced, causing damage to gate/lock, security deposit will not be refunded.**
- The user will be responsible for any property damages incurred while using this facility. Should damage occur, the Department will determine cost of reparations and user will be assessed accordingly.
- No staples, nails etc. are to be used on pavilions, trees or picnic tables. Use tape only.
- User will be responsible for controlling participant's admittance to the facility during the event.
- Pets are not permitted.
- Park users are restricted to pavilion area only. Users are specifically requested to respect the boundaries surrounding the neighboring cemetery and avoid all farmed areas.
- Swimming is allowed at the beach area only and at your own risk. It is the responsibility of the group using the facility to provide adequate supervision during swimming.
- The County's insurance guidelines recommend that user group provide at least one individual on the premises who is certified in Advanced Life Saving and First Aide.
- Consumption of alcoholic beverages is strictly prohibited, except with the specific permission of and a permit issued by the Director (class d offense).
- The sale of alcoholic beverages is strictly prohibited without a permit permission of the Director and proper liquor license (class d offense).
- If event requires a caterer, a permit is required from the QAC Health Department. Call 410-758-0720.
- In the event of inclement weather, please refer to cancellation policy.
- **If your rental of the pavilion includes set-up of tents, tables, chairs, etc. please make sure that these items are removed prior to 10:00 am the following day.**

**RESERVATION PROCEDURES:**

- Reservations may be made by calling the office at 410-758-0835.
- **Application and full payment must be received by Parks Department within fourteen (14) calendar days of phone-in reservation. Failure to comply with these instructions could result in cancellation of reservation.** There will be a \$25 charge for any check returned for insufficient funds.
- A usage permit will be sent upon receipt of full payment (including security deposit) and reservation form. Return application and payment to:

QAC Parks & Recreation Department  
 1945 4-H Park Road  
 Centreville, MD 21617  
 Attn: Conquest Rental

- Reservations will not be accepted more than one (1) year in advance. Conquest is reserved on a first-come, first-serve basis.
- Reservations should be placed thirty (30) days in advance.
- A key to the facility will be issued upon receipt of full payment, including security deposit. Security deposit will not be refunded if key is not returned within the first “working day” following the event. User is responsible for picking up the key at the Parks Department Headquarters between the hours of 7:00 am and 3:00 pm Monday through Friday.

**\*Please note:** If you are reserving the park for an event and the payment will be received from a separate office, paperwork and check **MUST** accompany each other. Payments will not be processed, nor will paperwork if they are sent separately.

**RENTAL FEES:**

- **SECURITY DEPOSIT: \$150**
- **DAILY RATE:**

|                   |           |                       |                                     |
|-------------------|-----------|-----------------------|-------------------------------------|
| Weekdays          | Resident- | <b>\$200</b> /per day | Non-Resident- <b>\$300</b> /per day |
| Weekends/Holidays | Resident- | <b>\$450</b> /per day | Non-Resident- <b>\$650</b> /per day |

*Notes:*  
 Holidays Include: Memorial Day, Fourth of July, Labor Day  
 Resident – lives and resides in Queen Anne’s County

**SECURITY DEPOSIT:** A security deposit is required at time of application (see above). Security deposit will be refunded within twenty-one (21) days of the event, unless the facility is not returned to its original condition or damage has occurred. In the event of damage to the facility, the Department shall determine the monetary cost to cover reparations. These costs will be assessed to user.

**CANCELLATION:**

All cancellations prior to fifteen (15) days of an event will result in a 100% refund of the cost of the facility. All cancellations within fourteen (14) days of an event will receive refund for rental only. The department will retain the security deposit.

Rain dates are not available; therefore, provisions should be made for inclement weather. In case of severe weather, a mutual decision will be made on the day in question.





CONQUEST RENTAL REQUEST

CONTACT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_
Street/PO Box City State Zip

TYPE OF EVENT: \_\_\_\_\_ DATE OF USE: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ BREAKDOWN TIME: \_\_\_\_\_

START TIME OF EVENT: \_\_\_\_\_ END TIME OF EVENT: \_\_\_\_\_
(Note: Conquest is open from 10:00 am – 8:00 pm ONLY)

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LIABILITY WAIVER

The applicant, for himself, all members and guests, hereby agree to personally hold Queen Anne's County, Maryland harmless from any and all bodily injuries (including death) arising out of or connected with the lawful use of County Park facilities. The applicant further agrees to personally indemnify Queen Anne's County, Maryland for any or all claims or judgments against Queen Anne's County or it's employees as a result of bodily injuries (including death) sustained by any member of this group while using the park. Furthermore, the applicant accepts the responsibility for any damage and cost for repairs of those damages.

SECURITY DEPOSIT: \$150 (If you would like to roll your deposit over for next year's rental, please check & initial here) Yes No Initials

RENTAL FEE:

Weekdays Resident (QA County) \$200/per day
Non-Resident \$300/per day
Weekends/Holidays Resident (QA County) \$450/per day
Non-Resident \$650/per day

If you will be using a tent for your event, please initial below.

Full payment must accompany this application form and be returned within fourteen (14) days of the phone reservation. Please make checks payable to:

QAC Department of Parks & Recreation
1945 4-H Park Road
Centreville, MD 21617
Attn: Conquest Rental

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

\*\*Please initial stating that you have read rules and regulations regarding proper clean up of facility and bathrooms.

Initials Date

Office Use Only:

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_

FEE: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ SEC. DEPOSIT: \$ \_\_\_\_\_ Check #: \_\_\_\_\_