

PARK RENTAL POLICIES

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

All Parks & Recreation 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 activity.
- User will be responsible for any property damages incurred while using this facility. Should damages occur, the Department will determine cost of repairs and user will be assessed accordingly.
- Trash must be placed in trash receptacles.
- No staples, nails etc. are to be used on pavilions, trees or picnic tables. Use tape only.
- All cars are to use the designated parking areas. **NO PARKING ON THE GRASS.** Violators will be ticketed.
- The park closes at dark unless special arrangements are approved in advance by the Director of Parks & Recreation.
- All pets must be on a leash and are the owner's responsibility. **NO PETS ARE ALLOWED AT ROMANCOKE PIER, CONQUEST PRESERVE, MATAPEAKE PIER OR TERRAPIN NATURE AREA.**
- 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.
- Groups of 20 or more require a park rental permit in order to reserve the park.

RESERVATION PROCEDURES:

- Reservations may be made by calling the office at 410-758-0835.
- Application and full payment (including deposit) must be received by the Parks & Recreation Department within fourteen (14) calendar days of phone-in reservation. If not received by the fourteenth day, reservation will be canceled. There will be a \$25 charge for a check returned for insufficient funds.
- A usage permit will be sent upon receipt of full payment (including deposit) and reservation form. Return application and payment to:

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

- Reservations will not be accepted more than one (1) year in advance. Facility may be reserved on a first-come, first-serve basis. Though specific areas may be reserved, this shall not restrict general public access.
- Upon receiving payment, a notice of event will be posted on the bulletin board located at the park.
- Reservations should be placed thirty (30) days in advance.
- User must specify on the reservation request if any special equipment, (i.e. tents, loud audio devices, etc.) is required. Fireworks are strictly prohibited.

***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:

- **Daily Rate:**
 _____ Resident- **\$150**/per day _____ Non-Resident-**\$250**/per day
- **Security Deposit:**
 A **\$100** security deposit is also required at time of application. 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: If the Department cancels an event due to unforeseen circumstances, all monies will be refunded. If an event is cancelled by the user, a two-week cancellation notice is required to receive a full refund.

SPECIAL FUNCTIONS (Weddings/Special Events):

- **WEDDINGS:** We suggest the use of Conquest Beach, Terrapin Beach or Terrapin Pond area for wedding ceremonies.
- **SPECIAL CONDITIONS:** If event requires special set-up (i.e. tents, pony rides, amusement rides, etc.) applicant must notify the Department and provide layout of area with reservation request. Subject to approval by Director.





PARK RENTAL REQUEST

CONTACT: PHONE NUMBER:

CELL NUMBER: WORK NUMBER:

EMAIL ADDRESS:

ADDRESS: Street/PO Box City State Zip

TYPE OF EVENT: DATE OF USE:

PARK REQUESTED: NUMER OF PARTICIPANTS:

START TIME OF EVENT: END TIME OF EVENT:

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.

SPECIAL REQUESTS: Special Events (i.e. Wedding, Festival, Athletic Event) Yes No
Caterer Required Yes No
Special Arrangements Yes (please specify on separate sheet) No

RENTAL FEE:

RATES:

Resident- \$150/Per Day
Non-Resident- \$250/Per Day

SECURITY DEPOSIT:

\$100 Security Deposit (REQUIRED)

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

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

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

OFFICE USE ONLY:

Date Received: Approved by:

FEE: \$ Check #: SECURITY DEPOSIT: \$ Check #: