

Matapeake Beach and Clubhouse(MBC) Facilities & Grounds Contract

Contact	Telephone	E Mail
Address	Client/Organization	# of Guests
Space Reserved (Clubhouse or Grounds for tented event)	Event Type	Maximum # of Guests: Clubhouse: 66 Both: 241 Grounds: 175

Venue Rates & Event Times

Venue	Rental Fee	50% Down Payment*	Deposit	Total Due with Contract**
Weekend (Fri-Sun)*	\$3,000	\$1,500	\$ 200	\$1,700
Daily	\$1,500	\$ 750	\$ 200	\$ 950
Hourly	\$ 200	TBD	\$ 200	TBD

*If your event is a wedding on the weekend, you must book the entire weekend to allow for setup, rehearsal, wedding, and clean up.

**The remaining 50% of the rental fee is due no later than 14 days prior to the event. The security deposit will be refunded within 21 days of the event, less any charges for damage or additional clean up.

Please list the start and stop times of your event **including set-up and clean-up:**

Event Date	Start Time	End Time
Event Date	Start Time	End Time
Event Date	Start Time	End Time

Rental Rules/Policy

Payment: Checks or Money Orders should be made payable to Queen Anne's County Parks and Recreation and mailed to:
Queen Anne's County Parks and Recreation
Attn: Matapeake Clubhouse Rental
1945 4H Park Road
Centreville, MD 21617

Cancellations: All reservations are final and non-refundable. QACPR is not responsible for inclement circumstances or acts of nature, i.e. rainstorms, floods, fire, electricity outage or other utility problems. If the Department of Parks and Recreation cancels an event due to unforeseen circumstances, all monies will be refunded.

Areas Reserved: Only such areas of MBC premises as are specifically identified in this contract shall be deemed for the exclusive use of the client during the times of the event. The parking lot is deemed "common area." All parking is on a first come, first served basis. No overnight parking is permitted without prior written approval.

Hours/Curfew: MBC has an event curfew of 11:00 pm every evening. At this time, all guests must vacate the premises and clean up must be completed. Should your event extend past the curfew, QACPR reserves the right to make reasonable additional charges for overtime, at a rate of \$50 per 30 minutes. When renting more than one day, no overnight stays are allowed.

Set Up/Clean Up: It is the responsibility of the contracting party to set up the event and return the rental space to the condition in which it was found immediately following the event. Set up times must be coordinated with the MBC Manager at QACPR.

Displays and Decorations: All displays and/or decorations shall be subject to the prior approval of QACPR. QACPR is not liable for any loss of or damage to personal property of the client or client's guests. QACPR prohibits the use of fireworks, sparklers, confetti, open

candles, birdseed, or rice. No bubbles are allowed inside the facilities (only outside). Client shall remove all displays and decorations, including flowers and plants, the same day/evening of the event.

Facilities: QACPR does not supply tables and chairs, linen, china, silverware, glasses, cooking equipment, audio, or visual equipment.

Tents/Canopies: Tents or canopies may be placed on designated areas of the lawn with permission from QACPR. Queen Anne's County requires that all tents be fire resistant. Each tent must include documentation/proof of its fire resistance. The Fire Marshall will need to inspect each tent and surrounding area after set up. To arrange an inspection, please call the Office of the Fire Marshall – 410.758.4500 ext. 1114. Tents must be removed within 24 hours for a daily rental or 48 hours for full weekend rentals. QACPR does not provide any tents or canopies. **Please specify the tent rental company you choose along with delivery and pick-up date of the tent if necessary:**

Tent Rental Company	Delivery Date & Time	Pick-Up Date & Time
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Furniture: QACPR does not provide any additional furnishings other than those belonging to the premises. Your caterer may be able to provide furnishings, or you may contract with a rental company that specializes in party furnishings. Any such furnishings rented by the contracting party must be delivered no earlier than 1 day prior to the event and must be removed within 48 hours after the event. QACPR does not assume responsibility for tents, rental furniture or equipment left outdoors overnight or unattended after delivery or before pick up.

Music: The contracting party must disclose the use of any music to the manager upon reservation of the site. QACPR does not provide any audio or visual equipment.

Caterers: It is the responsibility of the contracting party to employ a caterer for your function. Caterers are required to obtain and present a permit. To obtain permission to have alcohol at your event please email the Director of Parks and Recreation.

Trash: There is a dumpster and recycling receptacles on site. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises.

Shipping/Receiving: All deliveries, including tents, catering equipment and rental furniture, must be coordinated with the MBC Manager.

Staff: On the day of the event, QACPR will provide a site supervisor to help with unlocking of the facilities and locking promptly at 11pm or earlier as deemed by the ending time on contract.

Conduct of Event: Client assumes full responsibility for the conduct of all persons/vendors in attendance and for any damage done to any person or to any part of MBC premises. All such damages shall be considered additional agreed charges under this contract. Client is solely responsible for its own vendors, any damage they do, including their conduct and all licensing and insurances. **A security deposit of \$200 is required.**

Miscellaneous: This contract constitutes the entire agreement between the parties, and no representations not set forth herein are binding. This contract may be modified or amended only in writing, signed by the parties. Disputes shall be governed by the laws of the State of Maryland. This contract governs over any other writing, such as menus, brochures, or sales materials.

I ACCEPT THE ABOVE ARRANGEMENTS AS QUOTED. THE AGREEMENT WILL BE ACCEPTED, WHEN SIGNED AND RETURNED WITH PAYMENT. THE INDIVIDUAL SIGNING HEREBY ACCEPTS INDIVIDUAL AND PERSONAL LIABILITY FOR ALL OBLIGATIONS UNDER THIS CONTRACT, REGARDLESS OF HIS OR HER RELATION TO THE PERSON OR PERSONS HOLDING THE EVENT.

Client: _____ Date: _____

PAYMENT INFORMATION

PAYMENT AMOUNT DUE WITH CONTRACT: Security Deposit : \$200 50% of Rental Fee: _____ AMOUNT DUE: _____

Cash: _____ Check #: _____ Credit Card #: _____ Exp: ____/____ Zip Code: _____

Signature Authorizing Credit Card to be Charged the above Amount: _____

PLEASE REMEMBER TO PAY THE REMAINING BALANCE DUE 2 WEEKS PRIOR TO EVENT:\$

SECURITY DEPOSIT: Please provide name and address for us to return your security deposit check to:

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**OFFICE
USE
ONLY**

	Contract	50% Fee	Security Deposit	Scanned In Team Up	SD Spreadsheet	Remaining Balance	Scheduled with Ranger	Scheduled with MWI	Permit User	Vendor Permit
Completed by										
Received										

