Department of Parks and Recreation
1945 4-H Park Road, Centreville MD 21617
410-758-0835 ~ qacrecreation@qac.org

Queen Anne's County MARYLAND

BLEACHER RENTAL POLICIES

POLICY STATEMENT:
It is the intent of the Queen Anne's County Department of Parks & Recreation to make this bleacher available to groups for public and private affairs. The Department reserves the right to refuse any application if it deems the activity will be inappropriate for use of the stage.

GROUP RESPONSIBILITY:
- A group representative must meet the departmental staff on site when stage is delivered to ensure proper location for set up.
- **Please be sure to include a diagram of layout and location of bleacher.** Area must be level for proper set-up of bleacher and a minimal width and height clearance of 12' is required Include a copy of directions to delivery location and phone number at location (if applicable).

DEPARTMENT RESPONSIBILITY:
- The Department will arrange to transport the bleacher to specific site, set bleacher up and take bleacher down after the event. The Department will arrange for inspection of the bleacher prior to take down.

RENTAL FEES:
- **Base Rate:**
  - County Resident   **$200** first day; **$100** per day thereafter
  - Non-County Resident   **$250** first day; **$100** per day thereafter
- **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.
- **Additional Charges:**
  > A transport fee (which includes setup & breakdown) and a fuel charge will be added to the rental fee, tolls if applicable.

RESERVATION PROCEDURES:
- Reservations may be made by calling the office at 410-758-0835.
- Application and **full payment (including deposit)** must be received by QAC Parks and Recreation within fourteen (14) calendar days of phone-in reservation. Return signed application to:
  - QAC Parks & Recreation   or   Email: qacrecreation@qac.org
    1945 4-H Park Road
    Centreville, MD 21617
  - Payment methods accepted: Cash, Check, Visa, MasterCard, Discover, Amex
  - If payment and signed contract are not received by the fourteenth day, the reservation will be canceled

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 15-day cancellation notice is required to receive a full refund.
- If an event is cancelled by the user within 14-days of the event the user will receive all monies paid except the security deposit.

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BLEACHER RENTAL CONTRACT

APPLICANT/ORGANIZATION:

ADDRESS: **CITY:**   **STATE:**   **ZIP:**

PHONE: **EMAIL:**

DATE OF EVENT: **SET-UP TIME:**   **BREAKDOWN TIME:**

LOCATION OF EVENT: **TYPE OF EVENT:**

RENTAL FEE

Full payment must accompany this application form and be returned within 14 days of the phone reservation. Please make checks payable to QAC Parks and Recreation. There is a $25 fee for returned checks. Please check the box for the amount you agree to pay.

		QAC Resident Rate		Non-QAC Resident Rate
Daily Rate		$200		$250
Additional Days	☐	$100	☐	$100
Security Deposit		$100		$100
Total Base Rate				
Transport Fee				
Toll				
Fuel Charge				
TOTAL DUE				

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 this piece of equipment. Furthermore, the applicant accepts the responsibility for any damage and cost for repairs of those damages.

Signature: _____ Date: _____

(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

METHOD OF PAYMENT FOR TOTAL AMOUNT DUE: $_____.

Cash: _____ Check #: _____ Visa / MC / Discover / Amex #: _____ Exp: ___/___ Zip Code:_____

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

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

_____