

## **PARK PAVILION RENTAL POLICIES**

---

### **POLICY STATEMENT:**

It is the intent of the Queen Anne's County Parks and Recreation Department to make park facilities 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 to be held at the facility. Groups of 20 or more require a Park Rental Permit to reserve the park pavilion

All Parks and 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.

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.

### **THE USER'S RESPONSIBILITY:**

- Proper clean-up of the facility and grounds at the end of event.
- All trash must be placed in trash receptacles.
- No staples, nails etc. are to be used on pavilions, trees or picnic tables. Use tape only.
- No parking or driving on the grass, violators will be ticketed.
- All pets must be on a leash and are the owner's responsibility.
- Any property damages incurred while using this facility, the user will be responsible for. Should damages occur, the Department will determine cost of repairs and user will be assessed accordingly.

### **PLEASE NOTE:**

- The Park is open sunrise to sunset unless special arrangements are approved in advance.
- Consumption and the Sale of alcoholic beverages is strictly prohibited.
- If event is open to the general public and requires a caterer, a permit is required from the QAC Health Department, call 410-758-0720.
- All events over 200 people require the Special Events Permit to be filled out and submitted to Queen Anne's County Planning and Zoning.
- Fireworks, water slides, moon bounces, farm animals and pony rides are prohibited.
- If extra grills are needed, only charcoal grills are allowed, and they must be placed in the grill area.
- If an event requires set-up of tents or other items, the Department must approve the location of set-up prior to 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.

### **RENTAL FEES:**

- **Daily Rate:**
  - County Resident-\$150/per day
  - Non-County 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.

### **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](mailto: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 (14) fourteenth day, the reservation will be canceled
- A usage permit will be sent upon receipt of full payment (including deposit) and reservation form.
- A permit will be posted on the bulletin board located at the park you are renting.

### **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.



## PARK PAVILION RENTAL CONTRACT

**APPLICANT/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

|                       |                                                                              |                                                                                               |
|-----------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>DATE OF EVENT:</b> | <b>START &amp; STOP TIME OF EVENT:</b><br><i>Including Set-Up / Clean-Up</i> | <b>NUMBER OF PARTICIPANTS:</b><br><i>(If over 200 please fill out a Special Event Permit)</i> |
|-----------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

|                           |               |
|---------------------------|---------------|
| <b>PAVILION LOCATION:</b> | <b>EVENT:</b> |
|---------------------------|---------------|

### 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.

|                                | <input type="checkbox"/> QAC Resident Rate | <input type="checkbox"/> Non-QAC Resident Rate |
|--------------------------------|--------------------------------------------|------------------------------------------------|
| <b>Daily Rate</b>              | \$150                                      | \$250                                          |
| <b>Security Deposit</b>        | \$100                                      | \$100                                          |
| <b>Total Due with Contract</b> | <b>\$250</b>                               | <b>\$350</b>                                   |

### PLEASE FILL OUT THE BELOW PORTION IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

|                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SPECIAL EQUIPMENT:</b> Please describe below any equipment you intend to bring into the park (ex: tent, audio/visual, etc.).                       |
|                                                                                                                                                       |
|                                                                                                                                                       |
| Delivery & Pick-Up Time of Rented Special Equipment:                                                                                                  |
| <b>CATERER NAME:</b>                                                                                                                                  |
| Permit Required from QAC Health Dept.: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please send in Permit to QACPR when received. |

**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:** ☐ If you would like to roll-over your Security Deposit to next year's event.  
☐ If you would like your security deposit returned, please provide name and address to return to:

**Name/Address:** \_\_\_\_\_

### 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.

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

**OFFICE  
USE  
ONLY**

|              |          |           |                  |                    |                |            |             |                |
|--------------|----------|-----------|------------------|--------------------|----------------|------------|-------------|----------------|
|              | Contract | Daily Fee | Security Deposit | Scanned In Team Up | SD Spreadsheet | Permit P&R | Permit User | Caterer Permit |
| Completed by |          |           |                  |                    |                |            |             |                |
| Received     |          |           |                  |                    |                |            |             |                |

