

CONQUEST PAVILION RENTAL POLICY

POLICY STATEMENT:

It is the intent of the Department of Parks and Recreation of Queen Anne's County to make this facility 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.

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:

- **Key is to be picked up on the Friday before your event by 3:00 pm.** If key is not picked up and entry to grounds is forced, causing damage to gate/lock, security deposit will not be refunded.
- User is responsible for proper clean-up of the facility and grounds at the end of event.
 - **Trash:** must be placed in trash bags, which in turn should be placed in the dumpster. (*Trash bags provided*)
 - **Restrooms:** when your event is over, bathrooms must be cleaned, and trash removed. Please make sure bathrooms are locked. If restrooms are found in unclean conditions, appropriate costs will be deducted from security deposit.
- User will be responsible for controlling participant's admittance to the facility during the event.
- Pets are not permitted.
- No outside grills are permitted.
- No staples, nails etc. are to be used on pavilions, trees or picnic tables. Use tape only.
- 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 hours available for rental are from 10:00 am until 8:00 pm daily.
- The maximum amount of people allowed at the facility is 250.
- 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.
- Consumption and the Sale of alcoholic beverages is strictly prohibited, except with permission of and a permit issued by the Director.
 - If approved to sell alcohol a liquor license must be obtained from QAC Planning and Zoning at 410-758-4088.
- If event is open to the general public and food is going to be sold, please contact the QAC Health Department at 410-758-2281.
- If an event requires set-up of tents or other items, the Department must approve the location of set-up prior to rental.
 - If you have tents, tables, chairs, etc. delivered please make sure that these items are removed prior to 10:00 am the following day.
- Reservations will not be accepted more than one (1) year in advance. Facility may be reserved on a first-come, first-serve basis.
- 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.

RENTAL FEES:

	QAC Resident	Non-QAC Resident
Weekday Daily Rate	\$200	\$300
Weekend/Holiday* Daily Rate	\$450	\$650
Security Deposit	\$150	\$150

**Holidays Include: Memorial Day, Fourth of July, and Labor Day*

- **Security Deposit:**
 - A **\$150** security deposit is 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: gacrecreation@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.
- A usage permit will be sent upon receipt of full payment (including deposit) and reservation form.
 - **User is responsible for picking up the key at the Parks Department Headquarters between the hours of 7:00 am and 3:00 pm on the Friday before your event.**
 - Security deposit will not be refunded if key is not returned within the first “working day” following the event.

CANCELLATION:

- 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.
- If the Department cancels an event due to unforeseen circumstances, all monies will be refunded
- 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 CONTRACT

APPLICANT/ORGANIZATION: _____

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

PHONE: _____ **EMAIL:** _____

DATE OF EVENT:	START & STOP TIME OF EVENT: <i>Including Set-Up / Clean-Up</i>	NUMBER OF PARTICIPANTS: <i>(If over 200 you must fill out a Special Event Permit)</i>
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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	Non-QAC Resident
Weekday Daily Rate	\$200	\$300
Weekend/Holiday* Daily Rate	\$450	\$650
Security Deposit	\$150	\$150
Total Due with Contract	\$	\$
Please initial stating that you have read the rental policy regarding proper clean-up of the facility and bathrooms.		
_____	Initials	_____
		Date

PLEASE FILL OUT THE BELOW PORTION IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:
SPECIAL EQUIPMENT: Please describe below any equipment you intend to bring into the park (ex. tent, audio/visual, etc.)
Delivery & Pick-Up Time if Rented Special Equipment:
If event is open to the general public and food is going to be sold, please contact QAC Health Dept. at 410-758-2281.
Permit Required from QAC Health Dept.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please send Permit to QACPR when received.
If event is open to the general public and alcohol is going to be sold, please contact QAC Planning & Zoning at 410-758-4088.
Liquor License Required from QAC P&Z? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please send License 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 its 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 QAC	Permit User	Caterer Permit	Alcohol Permit
Completed by									
Received									

