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2841

City of Glenarden
THE GOLD ROOM

8600 Glenarden Parkway • Glenarden, Maryland 20706 • (301) 773-2100

RENTAL AGREEMENT

This agreement entered this_____ day of _____, _____by _____ (renter) and the ***CITY OF GLENARDEN*** is for the sole purpose of use of the Gold Room on the _____ of _____, 200_____ for the period from ____ a.m./p.m. to _____a.m./p.m. which shall constitute the rental period.

SAMPLE

SERVICES TO BE PROVIDED BY THE CITY OF GLENARDEN

☐ **Cabaret** (no one under 21 admitted)

A. Covered tables with seating for _____ persons
B. Adequate setups (ice, cups, napkins) for persons
C. _____ Bar

☐ **Private Affairs**

A. Covered tables with seating for _____ persons
B. Covered head table(s) with seating for _____ persons
C. _____ Covered food table(s)
D. _____ Covered gift table(s)
E. _____ Covered cake table(s)
F. _____ Bar

☐ **Religious Services**
☐ **Public/Community Events**
☐ **Meeting/Rehearsals**

A. Covered table(s) with seating for _____ persons
B. Covered head table(s) with seating for _____ persons
C. _____ Covered table(s) for displays or refreshments
D. _____ Chairs in audience

☐ **Auxiliary Services – Additional Charge**

A. _____ Kitchen use (Warming only)
B. _____ Sodas & Chips
C. _____ Other (see special Instructions)

☐ **Special Instructions**

_____
_____
_____

☐ **Services to Be Provided by Renter**

_____
_____
_____

CITY USE ONLY

Rental Rate $ _____ Deposit Paid $ _____
Extra Hours $_____ Receipt # _____
Auxiliary Services $ _____ Balance Due $_____ (Full payment due 60 days prior to event)
Total Rental Rate $ _____ Balance due by:_____

☐ *Copy of Rules & Regulations Given to Renter*
☐ *Copy of Non-Profit Tax ID Attached* ☐ *Certificate #*_____
☐ *Copy of Driver's License Attached*

Payment $_____ Receipt #_____ Date Paid: _____

☐ Charge Card ☐ Money Order # ☐ Certified Check #

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(I) RENTAL BASED UPON FLAT RATE

As consideration for the use of the Gold Room during the rental period, the renter shall pay a flat fee of $ _____.

(II) SECURITY DEPOSIT

In addition to the rental fee, a security deposit in the amount of $_____ shall be tendered to the ***CITY OF GLENARDEN*** at the time this agreement is signed and shall be paid by certified check, money order or credit card. No other means of payment is acceptable. If an event is canceled by the renter after entering into this agreement, the security deposit will be retained as liquidated damages, unless the City receives notice of the cancellation at least ninety (90) days before the date of the event. **NO TELEPHONE CANCELLATIONS WILL BE ACCEPTED. ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THE CITY MANAGER.** If there is any damage to the Gold Room or other City property resulting from the event, the City may retain the security deposit to help defray the costs of repair/replacement. The renter is responsible for any and all damages to city property resulting from the event. Nothing herein shall limit the City in seeking payment of any losses due to such damage.

(III) LATE FEES AND PENALTIES

A penalty of _____ will be assessed for each thirty (30) minutes or any fraction thereof that the renter fails to remove all equipment and accessories from the premises at the conclusion of the rental period.

(IV) RESPONSIBILITY FOR MARYLAND SALES TAX

The renter agrees and acknowledges its responsibility for payment of ten percent (10%) Maryland Sales Tax on admissions. The renter further acknowledges by the signature affixed below that the renter has read, understands, and fully agrees to the terms of this agreement.

(V) SEVERABILITY OF CLAUSES

The terms, clauses, and provisions of this agreement are severable. If any term, provision, or section is held to be invalid, illegal or unenforceable, then such invalidity, illegality or unenforceability shall not affect any other provision hereof

(V) CITY RESERVATION

The ***CITY OF GLENARDEN*** reserves the right to suspend, disallow, or cancel the provisions of this agreement for activities, behavior, or conduct which is in violation of the law of the ***CITY OF GLENARDEN,*** County of Prince George's, the State of Maryland or for any other reason it deems appropriate.

(VI) ARBITRATION

Any dispute involving the rights and obligations of the parties under or pursuant to this agreement shall be submitted to binding arbitration.

THE RULES AND REGULATIONS FOR THE USE AND OPERATION OF THE GOLD ROOM, INCLUDING RENTAL FEES, ARE ATTACHED AND MADE A PART OF THIS CONTRACT. THE RENTER AGREES THAT HE HAS REVIEWED AND UNDERSTANDS THESE RULES AND REGULATIONS. TO BE VALID AND BINDING, ANY CHANGE IN OR WAIVER OF THESE RULES OR REGULATIONS, INCLUDING RENTAL FEES, MUST BE PRE-APPROVED BY THE CITY COUNCIL. TO BE VALID, THIS CONTRACT MUST BE SIGNED BY THE CITY MANAGER OR AUTHORIZED REPRESENTATIVE.

_____

City Manager, City of Glenarden

Print:_____ Title:_____ Phone: _____
Please print clearly name of renter/organization representative

Signed:_____ Phone: _____
Signature of Renter/Organization representative Work

Address: _____
Street City State Zip Code

SAMPLE