

## Severn Sailing Association

311 First Street, Annapolis, MD 21403 Office: 410-268-8744 Fax: 888-248-8691 office@severnsailing.org

### CLUB FACILITIES USAGE AGREEMENT

<b>SSA Sponsor:</b>		<b>Event:</b>	
Host Name:		Date:	
Contact #:		Time: ( AM / PM )	
Email:		From:	To:
Address:		Number of guests to be invited:	
		Will alcohol be served? ( Yes / No )	
Caterer Name:		Contact #:	

#### CLUBHOUSE RENTAL FEES

The Severn Sailing Association may allow usage of the facilities with prior review and approval by the Board of Governors. The Board of Governors may choose to adjust a usage fee depending based upon review of the request.

	<b>Member Personal use</b>	<b>Marine Organization</b>	<b>Member Business</b>	<b>Base Rental per Day</b>
<b>Fire Code Regulation</b>				
Clubroom      Classroom	<i>An SSA member is good standing has requested to rent the facility for their own personal use.</i>	<i>An organization or company that has a primary business in the marine industry.</i>	<i>An SSA member in good standing is requesting the use of the facility for business purposes.</i>	<i>A non-SSA member, an SSA member not in good standing, or a non-marine related business would pay the full rental rate without discount.</i>
65 Banquet      19 Banquet				
140 Meeting      42 Meeting				
<b>Security Deposit</b>	<u>\$500.00</u> (due with application)			
<i>Discount from Base Rate</i>	75%	50%	20%	0%
<b>Mid-Week</b>	<i>Monday 8:00 AM - Friday 5:00 PM</i>			
Clubroom	\$ 125	\$ 250	\$ 400	\$ 500
Classroom	\$ 125	\$ 250	\$ 400	\$ 500
*Clubroom & Classroom	\$ 200	\$ 400	\$ 640	\$ 800
<b>Weekend</b>	<i>Friday 5:00 PM - Sunday 10:00 PM</i>			
Clubroom	\$ 375	\$ 750	\$ 1,200	\$ 1,500
Classroom	\$ 250	\$ 500	\$ 800	\$ 1,000
*Clubroom & Classroom	\$ 500	\$ 1,000	\$ 1,600	\$ 2,000

*\*Required rate for over 50 guests*

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- **All Event requests need to be approved by SSA Office Manager or BOG before confirmation is made.**
  - Club Regattas and Events will take precedence over usage requests.
  - \$500 deposit is due with signed usage agreement.
    - This will be returned or destroyed once the venue is confirmed to be left clean, in original condition, and undamaged.
- **After Event Approval, Rental Fee must be submitted to secure event.**
- **Free parking is available at the Club**
  - Parking is at the guests risk and SSA is not responsible for any damage or property loss.
- **Set-Up, Breakdown, Trash Removal, and Cleaning is the Renter's responsibility.**
  - All trash needs to be disposed of in dumpster located in parking lot.
  - Around the Clock Janitorial Services: 410-536-0440 or aroundtheclock@comcast.net
  - As a venue with a mission in sustainability and conservation, **we require the use of our recycling bins as much as possible.**
  - If spillage occurs, the Renter must clean and mop the area to avoid damage/injury.
  - Thoroughly wipe down and sanitize counter tops, tables, inside of microwave & refrigerator.
  - No excess food, drinks, or products are to be left in kitchenette, refrigerator, coolers, or trash cans (must be emptied into dumpster).
- **All grills are to be used in designated areas only, and must be in compliance with the Anne Arundel County Fire Code.**
- All events must have music approved and appropriate.
  - Outside music is based on the Annapolis City Noise Ordinance.
  - The music must be completely turned off by 10:00pm.
- **Renters are responsible for proper fireplace usage.**
  - If the Renter intends to light a fire, the Renter must contact the Club Manager.
  - Wood is available from the SSA woodpile by the EYC fence.
  - Locker Room ventilation fans must be turned off prior to lighting.

### REQUIREMENTS

- **All Renters and guests must abide by SSA's Anne Arundel Liquor License.**
  - The liquor license requires that all alcohol consumed on the premises of SSA (which is the clubhouse building, deck and area under the deck) be sold through the SSA liquor license.
  - You can get a personal one-day license through the City of Annapolis.
  - Renter is responsible for guests' consumption and actions.
- **A Certificate of Insurance must be submitted prior to the event by any contracted caterer you hire for your event.**
- **SSA sponsor member must be in attendance at all times.**
- **SSA Clubhouse is a non-smoking facility.**
- SSA has some tables and chairs for use (see list), or Renter can bring in rental equipment at your expense.
- Renter may decorate and move furniture (must not scratch floors).
  - All decorations must be removed promptly after event.
  - No decorations that will put holes in the walls.
  - Renter is responsible for returning the room to the condition it was in before the event.

Sign:

Date:

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### CLUBHOUSE FACILITIES & EQUIPMENT

#### CLUB ROOM:

- Size: 1,025 sf.
- Fire Code: 145 Meeting, 68 Banquet
- Fireplace
- 4 - Sofas
- 1 - Large Round Folding Table
- 12 - Chairs (aluminum/black)

#### CLASS/MEETING ROOM:

- Size: 326 sf.
- Fire Code: 42 Meeting, 19 Banquet
- Whiteboard
- Projector Screen
- LCD Projector (upon request)

#### KITCHENETTE:

- Large 'conference' table
- 8 Captain's Chairs
- Sink
- Microwave (small)
- Refrigerator (space availability limited)

#### WATERFRONT DECK:

- Size: 1,161 sf.
- 6 - 32x32" Square Tables
- 1 - 28" Round Table
- 26 - Deck Chairs (14 aluminum, 12 aluminum/teak)
- 4 - Adirondack Chairs

#### SNACK BAR AREA:

- Size: 1,039 sf.
- 2 - Picnic Tables
- 3 - 32x32" Square Tables
- 12 - Chairs

#### PICNIC AREA:

- 2 Picnic Tables

#### RESTROOMS:

- 1 Unisex Bathroom (handicap accessible) located upstairs
- 2 Locker Rooms: located on ground floor
  - Men's: 4 Stalls (1 handicap accessible), 2 Urinals, 3 Sinks. 3 Shower Stalls (1 handicap accessible)
  - Ladies: 4 Stalls (1 handicap accessible), 3 Sinks. 3 Shower Stalls (1 handicap accessible)
- 2 Outdoor Shower Stalls (except winter months)

#### PARKING: ~48 Spaces

#### WiFi Access

#### Central Heat and AC

#### EQUIPMENT (upon request):

- 4 - 8' Folding Tables
- Royal Blue Tablecloths
  - 4 x Rectangle
  - 2 x Round
- 40 - Folding Chairs
- LCD Projector
- PA System

**20x30 Tent** is available for rental upon request: \$600, \$300/Fleet Use. Assembly is required.

#### OPERATING HOURS: 9am-11pm