



## School Skate Night Lottery 2020-21 Event Application



Enclosed is the 2020-2021 Cabin John Ice Rink School rental application. Our facility rental season will begin on Saturday, October 3<sup>rd</sup>, 2020 and extend through Saturday, March 27<sup>th</sup>, 2021.

Saturday night rental times are 1 ½ hrs, from 6:30-8:00pm. These rentals are distributed through a lottery system. In an effort to expedite the lottery process, ensure equity in facility distribution and prevent rental allocation duplication, only one application per group may be submitted for consideration in the lottery process.

Requests to enter the Lottery drawing for Saturday night rental times for the 2020-21 season, must be received by May 15<sup>th</sup>, 2020. All requests will be held until the lottery date and randomly selected. Each request will be allocated in order of stated preference(s) until all available times have been reserved or all requests have been filled. No more than one rental date will be assigned per lessee until this process is finished. Incomplete or illegible applications will be held and processed at the end of the drawing.

### **Submissions due by May 15, 2020. Drawing to be held Monday May 18th, 2020**

Saturday night rental times that are still unassigned after the lottery drawing will be allocated to those lessees who have made such requests.

Applications may also be submitted for ice availability other than Saturday nights. Please check with a Cabin John Facility Management for available days and times.

### **Important Information**

- The cost for renting the Facility on Saturday evenings for 1 ½ hrs, is \$540.00. (These are facility rental fees only and do not include skate rental.)
- The \$540.00 will cover the first 100 admissions (for Skaters; there is no charge for Spectators) for the 1 ½ hour party rental.
- For every person over the initial 100, there will be a discounted admission fee of \$7.00 per person
- This does not include skate rental; thus, anyone needing skates will need to pay \$4.00 extra.
- Skate Guards are provided at no additional cost.
- All persons who attend the event who have not pre-paid will be required to pay the regular admission and skate rental price to the front office the night of the party.
- In order for the rink to have sufficient staff on site for the rental, your group must estimate the total number of people attending the event.
- Please keep in mind when planning your event that the rink will only accommodate a maximum of 450 skaters. No more than the maximum number of skaters will be allowed on the rink during your rental time.
- There will be no collection of money in the facility except by the facility staff. Organizers are not allowed to collect money from your guests at the facility for any reason. Therefore, your organization will need to take care of the allocation of monies prior to your event.
- No merchandise may be sold by licensee at the facility.
- Please have a final count for admissions and skate rentals needed submitted to the Office Supervisor no later than 5:00pm on the Wednesday prior to the event.

**To participate in the lottery, complete the attached application and return it by email, along with the Facility Rental Agreement form to:**

**Jane.Beech@montgomeryparks.org**

**In light of the current facility and school closures, payment is not due with your application. Payment will be arranged after the lottery has taken place and permits have been issued.**

**Payment is due no later than September 1, 2020.**

Upon the booking of your reservation, a contract will be e-mailed to you for confirmation and signature. Requests that have not been filled can be placed on a waiting list, and applicants will be notified if a time becomes available.

If you have any questions, please feel free to contact the Facility Management at Cabin John Ice Rink.



# School Skate Night Lottery 2020-21 Event Application



## NHL Rink Rental Application

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Estimated Number of guests: \_\_\_\_\_

Will you be wanting to also rent the: Studio Rink? Yes \_\_\_ Party Rooms? Yes \_\_\_ Which room(s)? 1\_\_ 2\_\_ 3\_\_

Please Select Rental Dates in order of preference starting with #1 (list at least four choices)

10/3/20		10/10/20		10/17/20		10/24/20		10/31/20	
11/7/20		11/14/20		11/21/20		11/28/20			
12/5/20		12/12/20		12/19/20		12/26/19			
1/2/21		1/9/21		1/16/21		1/23/21		1/30/21	
2/6/21		2/13/21		2/20/21		2/27/21			
3/6/21		3/13/21		3/20/21		3/27/21			

Organization/School: \_\_\_\_\_

Organization/School Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ School Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Special Requests/Notes: \_\_\_\_\_

FOR OFFICE USE ONLY	
<b>Amount Due:</b>	
NHL Rink Rental:	\$360/hour x <u>1.5</u> = <u>\$540.00</u> # of hours
Studio Rink Rental :	\$200/hour x _____ = _____ # of hours
Party Room Rental :	\$75/hour x _____ x _____ = _____ # of rms # of hours
<b>Total Amount Due =</b> \$ _____	

<p><b>What Payment Method will you use? (check one)*</b></p> <p><input type="checkbox"/> <b>Cash</b> (accepted in person only)</p> <p><input type="checkbox"/> <b>Check</b></p> <p style="background-color: black; color: white; text-align: center; padding: 5px;"><b>DO NOT Write Credit Card Numbers on this Form</b></p> <p><input type="checkbox"/> <b>Credit card:</b> American Express, Discover, MasterCard and Visa are accepted <b>in person or over the phone.</b> Your reservation is not guaranteed until payment is made.</p> <p>*Payment will be arranged after the lottery has taken place and permits have been issued. Payment will be due no later than September 1, 2020</p>
--

## Facility Rental Agreement

CABIN JOHN ICE RINK  
 Telephone: 301/765-8620 ♦ Fax: 301/469-6196  
 10610 Westlake Drive, Rockville, MD 20852  
[www.cabinjohnice.com](http://www.cabinjohnice.com)



# School Skate Night Lottery 2020-21 Event Application



1. It is agreed that the Cabin John Ice Rink facility is to be used during the stated dates and time periods by the Licensee
2. The Rink Management agrees to furnish a standard skating music program and to operate the Rink sound system. Any special music requirements must be furnished by the Licensee. (Large Rink Only)
3. The Licensee assumes personal liability for the cost of any excessive clean-up of the premises (including the loss, breakage or removal of park property) and assumes responsibility for the orderly conduct of the group.
4. The Licensee will ensure that any and all members of the group will use appropriate restrooms or "hockey changing rooms" to change clothes. Disrobing to underclothes or bare skin will not be permitted in public areas. Individuals in violation of this regulation may be asked to leave the facility and are subject to appropriate civil/criminal charges. Repeated violations of this regulation by members, invites or agents of the same group may lead to immediate termination of this Agreement.
5. The Licensee shall indemnify and save harmless the Commission from and against all actions, liabilities, claims, suits, damage costs or expenses of any kind which may be brought or made against the Commission of which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from the Licensee negligence.
6. The Licensee will not discriminate against any employee and will take affirmative action to ensure that employees are treated fairly without regard to their age, sex, race, creed, national origin, or physical or mental disability. In the event a party is determined by the final order of an appropriate agency or court to be in violation of the non-discrimination provision of Federal, State, or Local laws, this Agreement may be canceled, terminated or suspended, in whole or in part, by the Commission, and that party may be declared ineligible for further Commission Agreements.
7. For hockey league play or in other instances, at the sole discretion of the Commission, the Licensee shall provide a Certificate of Insurance verifying the existence of liability insurance in the amount determined necessary by the Commission's Risk Management Office. Coverage shall remain in effect for the duration of this Agreement and the Certificate shall provide for thirty (30) days advance notice in the event of termination or cancellation of coverage. The Certificate must be current and on file prior to the Licensee use of the facility.
8. The Commission reserves the right to cancel, with just cause, all reservations with as much notice as practicable.
9. All seasonal rental fees must be paid one (1) week in advance, of the first session, in each month and this payment is to cover all sessions reserved by the group for that month. Single-time rentals must be confirmed by full payment prior to rental.
10. Once a contract has been signed, no ice time will be refunded, credited or rescheduled.
11. Unless otherwise stated and provided for herein, this Agreement does not guarantee the Licensee exclusive use of the entire facility: only the designated rink for the expressed purpose or activity listed.
12. The Licensee understands that the use of the Park facilities by any individual or group for commercial enterprise, for private profit or for fund-raising purposes, is strictly prohibited unless authorized in advance by permit. Furthermore, the Licensee and group are responsible for knowing and are subject to all applicable Park Regulations while using said facility. Failure to obey the regulations may result in immediate cancellation, suspension or revocation of this Agreement. These regulations are posted at the ice rinks and/or are available upon request from the Rink Manager or from the Park Enterprise Office, 10611 New Hampshire Avenue, Silver Spring, MD 20903, (301) 495-2530.
13. It is understood that this Agreement is between the Maryland National Capital Park and Planning Commission (M-NCPPC) and the Licensee, for the purposes stated herein and is non-transferable. The Licensee may not sell or transfer ice time, in part or in whole, to any other individual or group, for the same or different purposes or activity.

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

If additional space is necessary, attach Addendum, which will be incorporated herein by refere.

X: \_\_\_\_\_  
**Licensee Signature**

\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_

**Date**

X: \_\_\_\_\_  
**M-NCPPC Representative Signature**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

## MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

**CABIN JOHN ICE RINK**  
**Telephone: 301/765-8620 ♦ Fax: 301/469-6196**  
**10610 Westlake Drive, Rockville, MD 20852**  
[www.cabinjohnice.com](http://www.cabinjohnice.com)



# School Skate Night Lottery 2020-21 Event Application



## General Facility Use Rules & Regulations

All M-NCPPC Cabin John Ice Rink Facility contracts are subject to the following rules and regulations, as well as to the specific rules and conditions stated on each individual facility's contract.

1. This contract entitles the Renter to exclusive use of the party room/s and/or rink reserved for the dates and times indicated on the contract. No additional setup or cleanup time is allowed. Customers must vacate the party room/s and/or rink by the time specified on the signed contract, or he/she will be billed in 15-minute increments for additional time used.
2. Rental agreements will be issued to adults 21 and older only who agree to accept responsibility for the supervision of guests in the party room/s or rink throughout the rental period. The Renter is responsible for maintaining orderly conduct among all participants at their event or function.
3. On the rental day, the total due for rental of the party room/s and/or rink and any other agreed-upon fees must be paid in full before gaining access to any facilities. Renter is required to leave his/her keys (including a car key) with the front desk. Keys will be returned after the room/s, and/or rink have been cleared and are judged to be in satisfactory condition.
4. Cancellation policy: Once a contract has been signed, no ice time will be refunded, credited or rescheduled.
5. Room/rink capacities: Each party room: 25 people; studio rink: 80 people, large rinks: 450.
6. The presence or consumption of alcoholic beverages on Park property is strictly prohibited.
7. Directional signs and decorations are allowed during the rental period only. Decorations may be hung, or taped on walls in the rented space with scotch tape only. No decorations may be hung from the ceiling or ventilation ducts, and no glitter or confetti is allowed.
8. Renter is responsible for removing all signs, decorations and trash after the rental period. If a party room or rink is left in unacceptable condition, a \$50.00 cleanup fee will be added to the total charge. The renter assumes personal liability for the cost of excessive cleanup, loss, breakage, vandalism or removal of Park property.
9. Live bands, loud or offensive music, and any excessive noise which disturbs any other customers are not allowed.
10. Catering is permitted at the discretion of the rink manager. Absolutely no hot plates, portable ovens, open flame fires or warming devices are allowed. Tables must not block doorways. Catering vehicles must park in designated areas only. Caterers must provide a copy of their business license and a certificate of insurance naming M-NCPPC as an additional insured.
11. All contracts/rental agreements are subject to change by M-NCPPC personnel. Failure to comply with the conditions in this contract may result in the immediate cancellation of the event, and/or loss of rental and other fees paid.

**I have read the above conditions governing the use of rental facilities,  
and agree to abide by them or risk the loss of a rental fee and/or any other payment rendered.**

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Rental:** \_\_\_\_\_ **Party Facilities Rented:** \_\_\_\_\_

**CABIN JOHN ICE RINK**  
**Telephone: 301/765-8620 ♦ Fax: 301/469-6196**  
**10610 Westlake Drive, Rockville, MD 20852**  
[www.cabinjohnice.com](http://www.cabinjohnice.com)