

FACILITY RENTAL APPLICATION

Applicant's Name: _____ **Date of Application:** _____

Telephone Number: _____ **Email Address:** _____

Rental Date(s) Requested: _____

Rental Time Requested (please include setup & breakdown) (4-hour minimum): _____

Event Start Time: _____ **Event End Time:** _____

Room(s) Requested (please check all that apply):

Shake and Bake

- ☐ Roller Skating Rink \$220/per hr.
- ☐ Ball Room \$120/per hr.
- ☐ Foyer \$120/per hr.
- ☐ VIP Area 1 \$150/per hr.
- ☐ VIP Area 2 (Billiard Room) \$120 per hr.
- ☐ Game Room \$120/per hr.
- ☐ Bowling Lanes \$30/per hr.
- ☐ Facility buy-out \$2000/4 hr.
- ☐ Bowling buy-out \$1,000/4hr
- ☐ Party Sections \$50/per hr.

Baltimore Rowing & Water Resource Center

- ☐ Rental Hourly Rate \$200/ per hr. (4-hr minimum)
- ☐ Monday-Thursday \$120/per hr. (4-hr minimum)
- ☐ Dock Picnic Area \$25/per hr
- ☐ East boathouse event area \$25/per hr
- ☐ Kayak Picnic Area \$25/per hr

Mt. Pleasant

- ☐ Ice Surface /\$210 per hr.
- ☐ Multi-Purpose Room Rental / \$90 per hr.
- ☐ Conference Room \$125/per hr.

Mimi Ice Arena

- ☐ Ice Surface \$210/per hr.
- ☐ Party Sections \$50/per hr.

Additional Items:

- ☐ Vending Tables \$25/per hr.
- ☐ (Shake & Bake) Pool Table \$5/per hr.
- ☐ (Shake & Bake) Shuffleboard \$5/per hr.
- ☐ (Shake & Bake) Game Controllers \$5/per hr.
- ☐ (Shake & Bake) DJ Service \$20/per hr.
- ☐ 6 to 8 ft Folding Table \$8/per hr.
- ☐ Group Rate \$4 per person (20 guests) (Shake & Bake)
- ☐ Box Office Service Fee \$5 per ticket
- ☐ Promotional Display Rental \$5 per day
- ☐ Audio Visual Equipment \$100 per day (projector, wireless mics, speakers)
- ☐ Cleaning Services \$500
- ☐ Outside Food Caterer \$50
- ☐ Vendor Permit Bar/Food Permit \$500 (8 hours) per month
- ☐ One Day Vendor Permit Bar/Food \$1,000 (4 hours)
- ☐ Rush Fee \$75 (When you book less than 3 weeks in advanced)
- ☐ Repast \$195/per hr.
- ☐ Social Media Promotion \$5 per day
- ☐ Stage \$100/hr.
- ☐ Podium/Lectern \$100 per day
- ☐ Table Cloths- \$10 each

Renter's Initial _____

Customer Information: Please fill out the following

Name of Group (if applicable): _____

Name of Representative: _____

Signature of Representative: _____

Street Address:

City, State, Zip Code:

Telephone Number: Home () _____ Business () _____

The Department of Recreation and Parks, grants permission to _____
(Renter's Name)

for the use of _____
(Recreation Center/ Facility)

The purpose for use is to conduct a _____ to involve _____ participants
(Event/Affair) (Minimum #)

(not to exceed maximum building capacity_____ as ordered by the Baltimore City Fire Department).
(Maximum #)

Fee for Use of Facility: (Staff only)

Base rate includes the chairs and tables assigned to the Facility. Additional tables, chairs, sound equipment and catering services must be obtained by the renter.

Base Rate: \$_____

Date Hold Deposit (nonrefundable): \$

Plus, additional service/ facilities: \$_____

Security Deposit: \$_____

Total: \$ _____

(Facility Director)

Date

(Events Manager)

Date

Notes

Renter's Initial _____

How did you hear about us?

- ☐ Online Search (i.e. Google, Yahoo)
☐ Facility Rental Coupon
☐ City website
☐ Friend/Recommendation
☐ Social Media
☐ Attended meeting/event/program (at facility)
☐ Site Visit
☐ Print Ad

Please answer the following questions regarding your event:		Yes	No
Will event be open to the public?		☐	☐
Will admission be charged? Note: No cash transactions for admission at facilities during rental events.		☐	☐
Will event generate revenue or be a fundraiser?		☐	☐
If yes, please provide City License #			
Will your event have alcohol? Only applies to private events Note: No alcohol is permitted to be served at events where the Guest of Honor is under 21 yrs. old.		☐	☐
Note: Client must provide a licensed bartender to serve all alcohol beverages.			
Will you be selling alcohol? Note: No alcohol is permitted to be sold at events where the Guest of Honor is under 21 yrs. old. All events serving alcohol must have armed security.		☐	☐
If yes, please provide One Day Liquor License #			
Will you be serving food? Note: Food must be prepared by a licensed catering company.		☐	☐
Will you be selling food?		☐	☐
If yes, please provide Health Permit #			
Will you be selling merchandise?		☐	☐

Renter's Initial _____

Will you have vendors?	☐	☐
Will your event be an educational/sales/other seminar?	☐	☐
Please answer the following questions regarding your event:	Yes	No
Will you have minors at your event?	☐	☐
Will you need tables & chairs?	☐	☐
Will you have entertainment at your event (i.e. DJ, Band, Entertainer)?	☐	☐
If yes, What type of entertainment:		
Will you need other equipment?	☐	☐
If yes, please list:		

GENERAL INFORMATION

The above-named person(s) or group agrees to the use of this facility under the following regulations:

1. The renter hereby agrees to indemnify and hold harmless the Mayor and City Council of Baltimore ("City") and the Department of Recreation and Parks ("Department") from any or all claims and judgments for damages and from all cost and expenses to which the City and the Department may be subject or which they may suffer or incur by reason of any action by renter or its guest, agent, servants or employees during its use of the

on _____

(Recreation Center/Facility)

Date
2. Only space specified will be used.
3. The cost of any damage or nuisance requiring repairs or additional custodial care caused by such use shall be paid by the responsible group. This includes the theft or damage of equipment and utensils (including, but not limited to, trash cans, tables, chairs, and fountains). A post-event inspection should be conducted to evaluate the condition of the facility.
4. Use of tobacco products is prohibited except in specified smoking areas. Ash receptacles must be furnished and it is the responsibility of the renter.
5. Use of drugs or any illegal substance is prohibited at all times.

Renter's Initial _____

Use of alcoholic beverages

6. Use of alcoholic beverage is prohibited on the premises without a special permit issued by the Associate Director of Recreation and Parks and a one-day liquor license from the Board of Liquor License Commissioners, 1 N. Charles Street, Suite 1500 Baltimore, Maryland 21201, must be obtained if the cost of alcohol is included in the price of a ticket or if alcoholic beverages are sold at this affair. This license is to be clearly displayed during the event. A copy of the license must be in the possession of the Recreation Center Director/Facility Manager prior to the date of the event.
 - a. Activities at which the attendees are being served alcoholic beverages without charge or where the attendees are responsible for supplying their own will need to complete a form, Request to Serve Alcoholic Beverages, at the time of signing the permit.
 - b. The renter is responsible for adhering to the law prohibiting the serving of alcoholic beverages to minors. They are also responsible for keeping order during the use of the facility.
7. Renter hereby agrees that it will not, in its use of the facility, including any advertising of any event to be held at the facility, discriminate on the basis of race, religion, sex, ancestry or national origin. Any advertising of an event to be held at a Recreation Center/Facility must be submitted to the Center Director/Facility Manager at least 7 business days prior to publication for approval.
8. Activities involving raffling or other games of chance may only be conducted with the approval of the Associate Director Recreation and Parks and/or the Director of Recreation and Parks upon receipt of a permit from the Baltimore City Police Department. Such permission must be secured prior to conducting the event. A copy of the permit must be in the possession of the recreation center director prior to the date of the event.
9. Security Deposit: A security deposit of \$250 is required with all signed contracts. Your security deposit is required for any damage not covered by special event liability insurance or any infraction of the rental agreement. Should the cost of repairs, cleaning, or rental time coverage exceed the amount of the security deposit, the client will be billed for the difference. The security deposit refund will be issued by check or credit card refund to the client of record on the contract and the client is responsible for informing the venue of any changes to the mailing address supplied on the facility rental contract.
10. Security Deposit Refunds:

The security deposit is refunded (without interest) within 60 days following the event, less any penalties. Penalties include, but are not limited to the following:

 - a. Failure to leave the building within the contract period
 - b. Damages incurred to the Venue by the renter, the renter's guests or vendors as determined solely by the Venue not covered by Liability Insurance.
 - c. Additional cleaning fees incurred by the Venue due to the renter/renter's guests or vendors.
 - d. Failure to dispose garbage to its proper disposal site/to secure balloons as stated in contract.
 - e. Vendor violations, including driving on the grass or other vehicular damage to the property.

Renter's Initial _____

- f. Inappropriate conduct of a renter or the renter's guest or vendors
 - g. Use of the facility not included in the rental agreement.
 - h. A false alarm can result in the immediate closing of the facility.
 - i. If the Police or Fire Department is called for any reason, the Security Deposit is automatically forfeited
11. Cancellations:
12. If the event is postponed, but an alternate date is given no penalty is charged.
13. If the event is canceled due to inclement weather or other extenuating circumstances prior to staff reporting and renter notifies the staff, no penalty will be involved. If the staff reports to work, they must be compensated for their time. Renters will be charged, accordingly.
14. Cancellation fee for events canceled less than 24 hours prior to the date is \$50.00.
15. The representative of the group/signer of the permit, or a designee, must be present during the hours specified for use by the renter.
16. This application must be filed with the Department of Recreation and Parks a minimum of three (3) weeks, in advance of the activity. All party sections require a minimum 20% deposit of the total cost of the section. All room rentals require a deposit of \$200. Deposits are nonrefundable. Deposits are required at the signing of the permit. The balance of monies is due (5) business days prior to the event. Clients may request a rental under the three (3) week window but will be charged a fee of \$75 plus the base rate of the rental. The balance of monies and needed documentation will be due within 72 hours prior to the event.
17. The curfew in residential areas is 1:00 a.m. In non-residential areas, the curfew is 2:00 a.m.
18. Insurance:
- Special Event Liability insurance is required for all renters and is due no later than (5) business days prior to your event. The insurance must be at the renter's sole expense, including but not limited to bodily injury and property damage. Renter must provide a copy of the Event Insurance Certificate in the amount of \$3,000,000.00. If alcohol is served at the event your policy must include Liquor Liability coverage.

Please Note: All facilities are cashless during rentals.

The renters agree to be governed by the rules of the contract. The Department of Recreation and Parks may, with cause, at any time, deny permission for continued or recurring use of facilities.

FACILITY RULES & CONDITIONS

Renter's Initial _____

1. Parking availability is not guaranteed and may be limited.
2. Storage is not available. All rented items can only be delivered and picked up the same day as the event. Any other arrangements must be approved by City staff prior to the rental date.
3. Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
4. City staff reserves the right to photograph events for promotional purposes.
5. Subleasing is not allowed
6. The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to City staff for the duration of the event.
7. Helium balloons, rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
8. No red punch or red wine is allowed in any room with carpet.

SECURITY

The general rule for all facilities is one-armed security guard for every 50 guests, though a security company can advise you on your specific security plan for every event and venue. All events serving alcohol must have armed security.

CATERERS/FOOD

Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.

Caterer is required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping into storm drains.

Print Name: _____

Signature: _____

Date: _____

Renter's Initial _____