



Central Chesapeake Region

## *Event Reservation Agreement*

Please read this agreement in its entirety and then complete the attached request form and return it to The Arc Central Chesapeake Region office. By signing the Event Reservation Agreement and the Reservation Form you are agreeing to all the fees and guidelines included in this instruction form.

**Our Campus and buildings are a safe, smoke and drug-free environment.** Smoking, alcohol (without a liquor license), and illegal drugs are not permitted on the premises or in the building.

The Director of Executive Services will process your request in a timely manner. If the event is approved, a confirmation will be sent via email. If there is a conflict or other reason it would not be approved you will be contacted to determine another option or way to accommodate your event.

### **Clean-Up:**

The Event Leader is responsible for clean-up after use. This includes placing all trash in the dumpster, vacuuming carpets and restoring any moved items to their original positions.

### **Certificate of Insurance and Alcohol Use:**

All businesses are required to provide a certificate of liability insurance listing The Arc Central Chesapeake Region, 1328-1332 Donald Avenue, Severn, MD 21144 as the Certificate Holder.

A liquor license from Anne Arundel County Liquor Board is required for any alcohol on the premises. Go to <https://www.aacounty.org/boards-and-commissions/board-of-license-commissioners/forms-and-publications/LB-OneDayLicense.pdf> for instructions and a copy of the application.

### **Decorations and Signage:**

Any decorations must be pre-approved by the Director of Executive Services. No items may be nailed, taped or in any other manner affixed to any wall, ceiling, floor or any other permanent fixture of The Rollason Community Center or Hake Pavilion. No open flames are allowed except table candles and chaffing dishes. No hand-held candles or fireworks are allowed at any time. Any balloons must be removed from the property after the event.

**Fees:**

The Arc Central Chesapeake Region does charge minimal usage fees that are used to help offset the cost of the utilities and maintenance of the building. Fees are based on the space being rented and the duration of the event (including set up and tear down). The fee is due ten (10) days in advance of the event is payable in credit card, cash or check to The Arc Central Chesapeake Region. In the event a check comes back due to insufficient funds or credit card has been denied, a service charge of \$25 will be assessed.

|   | <i>Mission Partners</i><br>(Disability Related Organizations & Groups) | <i>Nonprofit, Government Partners &amp; Staff</i> | <i>General Public</i> |
|---|--|---|-----------------------|
| Half Day (up to 4 hours) Rollason Community Center  | Free   | \$100   | \$250                 |
| Half Day (up to 4 hours) Rollason Community Center + Hake Pavilion  | Free<br>+ \$75 Clean Up Fee  | \$150   | \$400                 |
| Full Day (4 or more hours) Rollason Community Center  | Free<br>+\$75 Clean Up Fee   | \$175   | \$375                 |
| Full Day (4 or more hours) Rollason Community Center + Hake Pavilion  | \$100<br>+ \$75 Clean Up Fee   | \$225   | \$600                 |
| <i>Call for Multi-Day Rates; A \$150 holiday surcharge will be applied for any rentals on a federal holiday</i> |  |   |                       |

**Changes/Cancellation Policy:** All fees will be returned within 30 days of notification of cancellation as long as it was provided 48 hours in advance of the event.

The Arc Central Chesapeake Region makes every effort not to cancel or change events. However, there are reasons beyond our control (ie: weather or emergencies) that may require us to cancel your event. Every effort will be made to accommodate you to the best of our abilities and provide you with as much advance notice as possible.

Equipment available for use (no additional charge):

- Round, rectangle and picnic tables
- Folding chairs
- TV's w/HDMI connection
- Trash bags
- Cleaning supplies

- Refrigerator
- Grill

The building(s) will be made available and accessible only during the times indicated on the Reservation Form. Sorry, but we are unable to store any props, equipment and/or supplies needed for your Event. The Arc Central Chesapeake Region assumes no responsibility for the damage or loss of any merchandise or personal articles brought onto The Arc Central Chesapeake Region property during a rental. The Event Leader is responsible for any damage done by guests, attendees, independent contractors, or other persons under their control. A fee may be assessed for furniture and property damage at the time of the event. Lost, stolen or damaged fobs or keys must be reported to Angie DeMoreland immediately. There will be a cost to the Event Leader of \$10 per fob or key that is lost.

The Event Leader agrees that the event will be conducted in an orderly manner and in full compliance with all applicable laws, regulations rules and procedures written in this agreement. The Event Leader hereby agrees to indemnify and hold harmless The Arc Central Chesapeake Region against any and all claims for personal injury, negligence of any guest, invitees or agent of the Event Leader or anyone hired by the Event Leader. Further, The Arc Central Chesapeake Region and any of its officers, agents, employees, or other representatives shall not be held accountable or liable for, and the same are hereby released from accountability for, any damage, loss, harm or injury to the Event Leader or any property of the Event Leader or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or other cause, including damages resulting from the consumption of alcohol.

A few days prior to your event you will be contacted by the Director of Executive Services and given a time to pick up keys and instruction packet for the day of your event.

Contact:

Angie DeMoreland, Director of Executive Services  
[ademoreland@thearcccr.org](mailto:ademoreland@thearcccr.org) or 410.384.4022  
After business hours call 410.627.4985

I have read the agreement and as the Leader of this event agree to abide by these guidelines.

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Print/Sign

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Date