

HARFORD PARK COMMUNITY ASSOCIATION, INC.  
SINGLE USE HALL RENTAL AGREEMENT

Hall Location: 2522 Linwood Road Parkville, MD 21234

Property Owner Information

Harford Park Community Association, Inc. (HPCA)  
2522 Linwood Road  
Parkville, MD 21234

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Renter Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Details

Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Payment

Rental Fee: \$ \_\_\_\_\_

Deposit Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Paid \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Refunded (if applicable) \_\_\_\_\_

UNDER THIS AGREEMENT, THE PARTIES ABOVE AGREE TO THE FOLLOWING:

1) USE OF HALL

- a) Renter is entitled to the use of the lower level of the Hall building, including the kitchen and bathrooms.
- b) Renter must provide all food, beverages, decorations, and necessary event supplies.
- c) HPCA is not responsible for any of Renter's property brought to the Hall.
- d) No unlawful activities may be conducted upon any part of the premises.
- e) Renter is responsible for obtaining any permits required for their activity.
- f) Renter is responsible for the safety, conduct, and activities of any person, including children, entering the premises during their event.
- g) Children under 18 years of age must be supervised at all times.
- h) Event must conclude (guests depart, music off, etc.) by 8:00pm. Hall must be vacated by Renter by 9:00pm.
- i) Maximum capacity for the Hall is 74 persons.

2) HALL/HPCA PROPERTY

- a) Renter is responsible for setup and cleanup of hall. HPCA provides tables and chairs for Renter's use. These must be returned to their storage location at the end of the event.
- b) The Hall should be left in the same condition as it was found (broom clean). Cleaning supplies such as trash bags, dish detergent and rags, a broom and dust pan, and a mop are provided.
- c) Trash must be put into the receptacle behind building at the conclusion of the event. Any bags over four (4) are to be removed by Renter.

- d) No nails, staples, tacks, or tape shall be used on the ceiling.
- e) **Renter shall complete, sign, and return Hall Closing Procedures Checklist to the HPCA closer at the conclusion of the event.**

3) PAYMENT

- a) Payment is accepted via cash, money order, or check (payable to Harford Park Community Association, Inc.) and may be mailed to the Hall address listed above.
- b) A deposit must be paid at the time this Agreement is signed in order to reserve the desired date and time.
- c) Any security deposit must also be paid at the time this Agreement is signed. The cost of any damages or cleaning required will be deducted from the security deposit after the event, and the balance will be returned within 7 days of the event to the Renter via US Mail to the address listed above.
- d) The balance on the rental fee must be received no later than 14 days ahead of the event date.

4) CANCELLATIONS

- a) Renter may cancel its reservation at any time. Any amounts paid to HPCA shall be refunded if cancelation occurs more than 14 days ahead of the event date. If Renter cancels the event within 14 days of the event, HPCA is entitled to keep the deposit but shall refund any additional amount paid.
- b) If for any reason beyond the control of the HPCA the hall is not able to be used, such as inclement weather or power outage, the Renter may reserve a future available date or receive a full refund of their deposit (or total payment if fully paid).
- c) HPCA shall not be responsible for any ancillary expenses incurred by Renter if cancellation is outside HPCA's control.

5) FURTHER AGREEMENTS

- a) Renter agrees to abide by the attached Hall Use Rules, and ensure compliance of all guests.
- b) This Agreement contains the entire agreement of the parties. It shall not be modified except by a writing duly executed by the parties. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with the laws of the State of Maryland.
- c) Renter shall not assign this Agreement to any other party without HPCA's prior written consent.
- d) This Agreement grants the Renter a license to use the property and does not create a leasehold.
- e) The waiver by any party of any provision or term of this Agreement shall not be deemed a waiver of any other provision or term of this Agreement.
- f) Renter agrees to indemnify and hold harmless HPCA, its officers, directors, and volunteers from any damages, actions, suits, claims, or other costs (including reasonable attorney's fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by use of the Hall. This includes any acts or omissions on Renter's part or their agents. Renter shall notify HPCA of any damage or injury, regardless of the cause of such damage or injury.

SIGNATURES

HARFORD PARK COMMUNITY ASSOCIATION, INC.

\_\_\_\_\_ (Signature)      Date \_\_\_\_\_

\_\_\_\_\_ (Printed Name and Title)

RENTER

\_\_\_\_\_ (Signature)      Date \_\_\_\_\_

\_\_\_\_\_ (Printed Name)

## HALL USE RULES

1. No loitering outside in the front of the building or on the driveway. All guests must remain in the rear of the property except while arriving or leaving.
2. No smoking except in the designated area behind the steps leading down into the entrance to the hall.
3. Do not block any neighbors' driveways. Allow sufficient space for neighbors to enter or exit their driveways.
4. No parking within 15 feet of the intersection of Linwood Road and Park Drive.
5. Do not turn around in neighbors' driveways. There is a turnaround at the end of Linwood Road.
6. No double parking even to load and unload cars.
7. Keep off the white wall running along the driveway.
8. Absolutely no trespassing on neighboring properties. Use of any neighboring basketball nets is strictly prohibited.
9. No littering.
10. No foul language or noise will be tolerated outside.
11. Drug use is strictly prohibited.
12. Noise levels must be contained to stay within the Hall property and not be heard by the community.
13. No alcohol outside of the building.
14. You are responsible for your guest's actions and their adherence to these rules.
15. The hall is surrounded by permanent residents and we ask that you respect their property and treat them as if they are your neighbors.

**FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN THE TERMINATION OF THE EVENT WITH NO REFUND DUE TO HALL USER.**

**CLOSING CHECKLIST**

#	Item	√
1	Turn off burners, oven, and kitchen fan if used.	
2	Wash and dry any HPCA kitchen items used and return them to the location they were found.	
3	Wipe down kitchen counters.	
4	Empty, rinse and wipe kitchen sinks.	
5	Remove all personal items from the refrigerator, freezer and oven.	
6	Wipe down counters and sinks in bar area if used.	
7	Remove all trash bags and place in the two large green trash cans located in the trash enclosure outside the back door of the building. Take home any bags in excess of four.	
8	Remove all decorations and fasteners	
9	Re-rack all chairs.	
10	Fold up all tables and return to original location.	
11	Mop any spills using floor cleaner, mop and bucket from utility room.	
12	Sweep as necessary. Brooms available in utility room.	

RENTER

\_\_\_\_\_ (Signature)      Date \_\_\_\_\_

\_\_\_\_\_ (Printed Name)

HPCA REPRESENTATIVE

\_\_\_\_\_ (Signature)      Date \_\_\_\_\_

\_\_\_\_\_ (Printed Name and Title)