

**West River Improvement Association
952 Main Street, PO Box 104, Galesville, MD 20765**

Galesville Memorial Hall Rental Agreement

Renter _____ Phone Number _____

Address _____

Email address: _____

Date(s) of Function _____ Type of Function _____


Start Time _____ End Time _____ Number of People invited _____

Name of Caterer _____ Caterer's License # _____

(Note: the capacity of the Hall is 120 persons seated at tables; 200 standing)

TERMS AND CONDITIONS

Check one of the options below:

	Rental rates effective December 1, 2017	Use of kitchen as staging area only *	Full use of kitchen: stove top, ovens, freezer etc....*
	Monday – Thursday	\$200	\$300
	Friday	\$300	\$400
	Saturday	\$500	\$600
	Sunday	\$300	\$400
	Security Deposit (separate check please)	\$200	\$300

* Rental fees do NOT include use of the Hall's china, silverware, or cooking utensils.

- Security deposits will be returned to the renter upon completion of satisfactory inspection of the Hall.
- **Checks (rental and security deposit) should be made payable to West River Improvement Association.** Return application and checks to **WRIA, PO Box 104, Galesville, MD 20765**

Use of all alcoholic beverages (including wine and beer) requires a one-day liquor license from Anne Arundel County. The signer agrees to obtain such a license at his/her own cost. **Liquor license must be taped to the kitchen door on the day of the event. The WRIA has to sign the back of the form. Please contact WRIA for signed forms before filling out the front.**

Rental check received, Yes No N/A Security deposit check received, Yes No N/A

TERMS AND CONDITIONS

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The signer of this rental agreement agrees to leave Galesville Memorial Hall in a clean and undamaged condition, i.e., the condition in which they found the Hall. The lights and fans should be turned off and a/c or heat should be returned to the position noted by the thermostat. If not, the cost of cleanup/extra electrical use will be charged against the security deposit. Any damages or missing items are the responsibility of the signer. If the cost of repairing damages or replacing missing items exceeds the security deposit, the signer will be billed the said costs. The signer hereby agrees to pay these costs within ten days.

Trash and other debris must be removed from both bathroom and kitchen trash cans and taken from the property by the renter. Do not place trash in Hall's outside trash cans.

The signer of the rental agreement assumes all legal and financial liability for rental of Galesville Memorial Hall. Renter should provide a certificate of insurance which shows their liability coverage (aka "Certificate of Liability"). Non-profits' certificates should have at the bottom of the certificate a "description of operation" naming the Galesville Memorial Hall and referencing the day/date and type of event. **Proof of insurance must be presented 3 days prior to the event.**

No attachments, such as tacks, tapes, etc. may be made to the walls or acoustic panels.

The Hall comes equipped with 20 folding tables, 30"x70", one round table 60" in diameter and 110 stackable chairs. The Hall dimensions are 60' long by 30' wide. It is air conditioned and has ceiling fans.

These terms and conditions are agreed to:

Signature _____ **Date:** _____

Return application to WRIA, PO Box 104, Galesville, MD 20765

Contact: Holly Clark at 410-867-3508.