

Bayview Hall Rental Agreement

a service of the
North Beach Volunteer Fire Department

This Agreement is entered into by and between the **North Beach Volunteer Fire Department** (hereafter "**NBVFD**" or "**Owner**") and the individual or entity executing this document (hereafter "**Renter**").

1. Rental Fees & Payment Terms

- **Rental Rate:** \$2,000.00 for a maximum duration of eight (8) hours and a maximum of 275 people including caterers, servers, bartenders, waiters, cooks, deejays and guests. Rental includes the use of the standard kitchenette, tables, AV Equipment and televisions. Use of outside vendors, caterers, and bartenders are allowed.
- **Security Deposit & Damage Policy: \$1,000.00**
Renter shall provide a security deposit of \$1,000.00. This deposit will be returned within 30-45 days after the event. The deposit will be forfeited, in whole, for any property destruction or damage caused by the Renter, guests, or vendors. This includes, but is not limited to: holes, tape, staples, or adhesive damage to walls, or broken fixtures and flooring. If the cost of repairing the damage exceeds the security deposit, Renter agrees to pay the remaining balance within 15 days of receiving an itemized invoice. Additional forfeiture details may be found below under Strict Cleaning Conditions & Deposit Forfeiture.
- **Payment Requirement:** Full payment of **\$3,000.00** (Rental Rate plus Security Deposit) is due strictly at the time of signing this contract.
- **Full Kitchen Add-on (Optional):** Available for an additional, non-refundable fee of **\$250.00**.
- **Authorized Payee:** All payments must be made directly by the person administering this contract.

2. Cancellation & Refund Policies

- **Renter Cancellation:** If the Renter cancels this contract within sixty (60) days of the scheduled event, the Renter will forfeit 50% of the total rental fee (\$1,000.00).
- **Unforeseen Circumstances:** If the NBVFD is unable to provide the goods and services agreed upon for reasons beyond its control, the NBVFD will return all monies paid by the Renter.

3. Kitchen Use Policy & Rules

- **Included Facilities:** All rentals include access to the standard kitchenette, which features an ice machine, refrigerator, microwave and bar.
- **Full Kitchen Access:** Access to the stove, ovens, or primary cooking facilities requires the optional \$250.00 non-refundable kitchen upgrade fee to be paid at signing. **(Fryers may NOT be used)**
- **Kitchen Clean-up Requirements:** If the kitchen or kitchenette is used, the Renter or their caterer must clean all utilized surfaces. This includes wiping down countertops, cleaning out sinks, removing all leftover food items from the refrigerator/freezer, and sweeping the kitchen floor.
- **External Equipment:** No external commercial cooking appliances or propane equipment are permitted inside the hall or kitchen area.

4. Strict Cleaning Conditions & Deposit Forfeiture

In addition to the Security deposit & Damage Policy above, the Renter is solely responsible for cleaning the hall immediately at the end of the rental event. To receive the \$1,000.00 security deposit refund, the Renter must complete the following items:

- Sweep the entire main hall floor.
- Sweep all bathroom floors.
- Bag all event trash and remove it entirely to the designated outside dumpster.

5. Mandatory Forfeiture Rules:

- **Cleaning Failure:** If the Renter elects not to clean the hall, or if an inspection determines the hall was not cleaned per these terms, the entire security deposit (\$1,000.00) will be forfeited.
- **Cigarette Litter:** There is **NO smoking** allowed at the front entrance of the hall. If any cigarette butts are found in front of the hall (on the ground, gravel, or grass area), the entire security deposit will be forfeited. Guests must use designated smoking areas on the side of the hall.
- **Landscaping and Property Protection:** Guests must remain outside of all designated landscape and flower bed areas. Any damage to shrubs, flowers, or landscaping elements—including the displacement of landscape rocks into lawn areas—will result in the immediate and total forfeiture of the \$1,000.00 security deposit.
- **Refund Timeline:** If all conditions are successfully met, the security deposit will be processed and refunded within three (3) to four (4) weeks.

6. Facility Rules & Property Restrictions

- **Property Care:** Driving up to the doors or parking on the walkway leading to the front entrance of the hall is strictly prohibited. Please ensure all renters and guests stay off all grass and landscaped areas. Moving or placing rocks into grassy areas will result in the loss of your security deposit.
- **Wall Decor:** The use of scotch tape, command strips, tacks, nails or any other type of adhesive on the walls is prohibited. If an inspection determines the use of any such items, including but not limited to those listed above, the entire security deposit (\$1,000.00) will be forfeited.
- **Flammable Substances:** Flammable substances are not permitted in or about the building and premises. Decorative candles are the only exception and are permitted.
- **Firearms Ban: NO FIREARMS ARE ALLOWED ON THE PREMISES.** Any Renter or guest found with a firearm will cause the immediate closure of the event and the automatic forfeiture of the security deposit, regardless of a concealed carry permit. Sworn Law Enforcement officers are excluded from this ban.

7. Age, Liability, and Insurance Requirements

- **Age Requirement:** The person executing this agreement expressly represents that he or she is over twenty-one (21) years of age.
- **Liability and Excess Damages:** The Renter is fully liable for any and all damages that occur as a result of their event. This includes full financial responsibility for repair costs that exceed the \$1,000.00 security deposit.
- **Owner Indemnity:** The NBVFD assumes no responsibility for claims, losses, or damages to any items of any nature whatsoever left on the premises by the Renter or any guests.
- **Insurance:** The Renter may be required to show proof of liability insurance before the function. This will be determined on an as-needed basis by the NBVFD.

8. Alcohol Policy & Permits

If alcoholic beverages are to be served during the function, all Maryland state laws and requirements (including necessary permits) must be met. Guests may be required to produce proof of minimum legal drinking age.

- *Note: To obtain necessary permits, contact Linda Tayman of the Calvert County Liquor Board at 410-474-1314 or taymanl@comcast.net*

Prior to submitting this agreement, please contact Bayview Hall at NBVFDBayviewhallrentals@gmail.com or by calling 410-257-3322 for availability.

Guest Count & Table Selection

Total number of expected guests: _____

Round Tables Selection (Seats 8-10 people / 28 Available):

- Yes, I would like to use round tables. Quantity Needed: _____
- No, I do not want round tables.

Rectangular Tables Selection (2' 6" x 8' / 40 Available):

- Yes, I would like to use rectangular tables. Quantity Needed: _____
- No, I do not want rectangular tables.

Renter Information & Signatures

Event Date: _____ Event Hours (Max 8): _____

Renter Full Name: _____

Phone Number: _____ Email Address: _____

Billing Address: _____

City, State, Zip: _____

I, _____, have read and agree to the terms and conditions for renting the facilities at NBVFD.

Renter Signature: _____ Date: _____

NBVFD Representative Signature: _____ Date: _____

Payment Tracking Ledger (Internal Office Use)

Total Amount Due: \$3,000.00 (or \$3,250.00 if Full Kitchen is selected)

- Rental Fee Paid: \$_____ Payment Method: Cash Check #_____ Card
- Deposit Fee Paid: \$_____ Payment Method: Cash Check #_____ Card
- Kitchen Fee Paid: \$_____ Payment Method: Cash Check #_____ Card N/A

Received By (NBVFD Initials): _____ Date Received: _____