**Talbot Agriculture & Education Center, Inc.**

10659 Hiners Lane

Easton, MD 21601

**Rental Agreement**

 Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Applicant Renting Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Telephone No. Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address of Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Estimated Attendance (Maximum of 45 persons in Main Building) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Purpose of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Will you be collecting money from the Public for your Event? Please circle: YES or NO

 **Rental Fees: - Check appropriate line for the rental time of your choice:**

 \_\_\_\_\_\_\_\_\_ $350 (Building & Pavilion) – max. of 6 hours – including your set up time

 \_\_\_\_\_\_\_\_\_ **$450 (Building & Pavilion) – ALL ACCESS – 8 am. To midnight**

 \_\_\_\_\_\_\_\_\_ $550 Entire Facility/Entire Property – 8 am to midnight

 \_\_\_\_\_\_\_\_\_ $50 Per hour charge to set up if more time needed then above \_\_\_\_# of hours requested

 \_\_\_\_\_\_\_\_\_ $15 Cost per round table \_\_\_\_\_\_#of tables requested or $150 for 13 tables

I have read this application and the attached property Rules and Regulations thoroughly. I understand and accept the Rules and Regulations of the Talbot Agricultural Center, Inc. I acknowledge and accept that the Talbot Agriculture & Education Center, Inc. will not be held liable for any property damage, personal injury or loss incurred during use of the facilities and property. It is further understood that the facility should be cleaned to the condition in which it was found and should any damages occur to the facilities of the Talbot Agriculture & Education Center, Inc. I/we, the above named applicant, will make full restitution for the cost of repairs and clean up as stated in the Rules and Regulations of the contract

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

|  |  |
| --- | --- |
| Security Deposit Required to hold date | **$250.00** |
| Rental Fee picked from above | $ |
| Total Due 30 days prior to event w/contract | $ |

**Please send check or Money Order for the above amount to (*10659 Hiners Lane Easton, MD 21601*) with the following:**

1. **Signed Contract**
2. **Certificate of Insurance**
3. **Initialed COVID-19 Guidelines Form**
4. **Be sure to read all the Property Rules & Regulations to ensure that you will have your security deposit returned.**
5. **No Pets allowed on property.**
6. If you use any part of the property other than the agreements in the lease your security deposit WILL NOT BE returned

Any questions, please contact the Ag Center phone at 410-822-8007 or Donna Saathoff directly at 410-310-1331.

 Thanks for your interest in renting our facility!

Rev. 3/21

**COVID-19 Guidelines**

We are excited to be opening and look forward to families renting our venue once again. Please read the following information on the COVID-19 guidelines for the Talbot Agriculture and Education Center. Please initial beside each item to acknowledge that you have read and understand each action. Failure to comply with these guidelines will forfeit the security deposit being returned.

\_\_\_\_\_\_\_\_\_\_ **If the event is indoors**, the 50% capacity limit applies (**max number of people 45*)***, in addition to physical distancing requirements (6 ft. between members of different households in all directions).

\_\_\_\_\_\_\_\_\_\_ **If indoors**, all individuals shall adhere to the face covering and social distancing requirements, unless in the act of consuming food and beverage.

\_\_\_\_\_\_\_\_\_\_ **If the event is outdoors**, physical distancing must be maintained — members of different households must sit at least 6 ft. apart (in all directions) from members of other households – max number of people in the **pavilion is 125.**

\_\_\_\_\_\_\_\_\_\_ Everyone in Maryland **over age 5 must wear a face mask**, even when outdoors, unless they are able to consistently maintain a distance of at least 6 feet from other individuals who are not members of their household.

\_\_\_\_\_\_\_\_\_ Food **may not be served in buffet** format **where the guest are serving themselves.**

\_\_\_\_\_\_\_\_\_ **Food may be served in a buffet-style line or station when:**

* food is served directly by a server.
* a procedure is in place to ensure guests in line are at least 6 ft away from each other and wearing a face mask.
* a barrier is provided to protect the servers from the guests.
* the food is taken immediately to a table to be eaten.

\_\_\_\_\_\_\_\_\_ Food and beverages may not be served to guests for consumption not at a seated table.

Once you have read and initialed this form, please include it in with your rental agreement and security deposit. Thank you for your cooperation!

**TALBOT AGRICULTURE & EDUCATION CENTER, INC. (TAEC)**

**EASTON, MARYLAND**

**PROPERTY RULES AND REGULATIONS**

# AVAILABILITY

* 1. The primary function of the building is to facilitate the needs of the TAEC and its sponsoring organizations. The building will be reserved on a first come, first served basis when not being utilized by the sponsoring organizations of the TAEC.
	2. The TAEC building will be made available to civic, fraternal, educational, self-help, character-building, religious and other organizations and individuals on a rental basis. Any deviation from this policy must be approved by the TAEC Board of Directors.
	3. ALL activities must be scheduled through the Talbot Agriculture & Education Center.

**II. RESERVATIONS**

1. Reservations for use of all facilities must be made through the Talbot. Agriculture & Education Center at 410-822-8007.
2. Reservations should be canceled in the same manner, by calling the Talbot Agriculture & Education Center at 410-822-8007.
3. To reserve rental date, a $250 deposit is due with signed contract. The balance of the appropriate rental fee selected is due 4 weeks prior to the event. Cancellation within two weeks of rental date will result in forfeiture of deposit. Deviation from this policy will be considered by the TAEC Board of Directors on a case-by-case basis.
4. The TAEC reserves the right to ask a group to move to a different room or to cancel a meeting should a conflict with TAEC programs arise.
5. A letter of request addressed to the TAEC Board of Directors will be needed for any group desiring use of the facilities for an ongoing program, pending Board approval.

#  REGULATIONS

1. The use of the TAEC building and grounds is a privilege which carries responsibility. In addition to the rules of common courtesy, you are asked to observe the following standards: no smoking in the building, no profanity, no running in the building, and no sale of alcoholic beverages is permitted. PLEASE KEEP NOISE WITHIN A REASONABLE LEVEL. Curfew hours for the building and grounds will be 12:00 midnight.
2. No one seventeen (17) years of age or younger will be allowed in the building without the benefits of counselors, with one counselor for every 6 to 8 young people. Counselors will be in the building to welcome youths and stay until the last one is picked up.
3. Energy conservation requires the turning out of all lights and the setting of all thermostats at 60 degrees at conclusion of event. This includes checking inside and outside building lights and faucets in the washroom and kitchen. Please lock exterior doors.
4. Maximum occupancy in the TAEC building is 45 persons. This limit is set by the Fire Marshall and may not be exceeded.
5. **All groups are required to leave the facilities neat and clean. Clean stoves and ovens after use. All tables and chairs should be in place as they were found. PLEASE TAKE TRASH BAGS TO DUMPSTER IN FRONT PARKING AREA.** If you overload the dumpster then you must take extra trash with you. There is a cleaning closed by men’s room with a stool to stand on for decorating as needed (Do not stand on chairs). Do not hang anything on curtains, walls or directly to the ceiling. If any additional cleaning is needed, an itemized list of expenses for which deductions were made from the deposit will be provided to the renter. **Cleaning services will be billed at $50.00 per hour**. If cleaning expenses exceed the amount of security deposit, the renter agrees to reimburse the Talbot Ag & Ed Center for the excess within ten (10) days of receiving the itemized list of expenses. The renter will not be eligible for future rentals until all outstanding expenses are paid in full.
6. Damage to the building, equipment and/or grounds must be reported within twenty-four (24) hours to the TAEC caretaker phone at 410-822-8007. The renting party is liable for all damage to the property above normal wear and tear. The TAEC Board of Directors will assess all damages made following an activity and will notify the user within two weeks following rental. Payment for damages will be due within thirty (30) days following receipt of damage assessment notification. The renter also agrees to forfeit the security deposit in addition to all payments for damages. This will be strictly enforced.
7. Borrowing TAEC equipment is restricted to member organizations. Request by other individuals or organizations for equipment use or any deviation from this regulation will be considered by the Board of Directors on a case-by-case basis.
8. Rental fees to cover utilities and housekeeping for the use of the building and grounds by non-member groups and individuals. – SEE ATTAECHED RENTAL AGREEMENT for pricing details

**Groups using the kitchen must provide their own utensils and cookware** Bathrooms and main parking area are included in all rentals.

Application must be made on the attached form, in duplicate, for use of any facilities of the TAEC. All rentals are payable in advance along with a $250 security deposit and the selected rental fee. This deposit is refundable following inspection after usage unless there is a breach of contract. This will be strictly enforced.

1. **All non-member organizations, groups, or individuals must be required to obtain liability insurance at the discretion of the TAEC Board of Directors. A copy of proof on insurance must be submitted at the time of rental payment along with the completed application forms.**
2. The Horse Arena is NOT to be used under any circumstances.
3. **DO NOT ATTAECH anything to walls, windows, doors, ceiling, trim, etc. Please use hooks in ceiling corners.**
4. Parking will only be allowed in designated areas. There will be **NO DRIVING ON THE GRASS** to load or unload around the building. If any grassy areas are damaged it is up to you to repair or pay for the damages.

 N. All tables and chairs are to always remain in the building if any are found to have been used

 outside or left outside you will forfeit your deposit.

 O. **NO PETS** allowed in building at all, if on grounds must be cleaned up behind them.

 P. FIREPLACE - Under no circumstances can the fireplace be used for any reason

 Q. FIRE EXTNGUISHERS – there are 3 – 1) Main meeting room by pavilion exit door, 2) Kitchen

3) hall by ladies bathroom

 R. **PICNIC PAVILION** - Make sure to unplug all fans in the picnic pavilion.

 -Picnic tables are to be placed back in the order they were found

 -No grilling on any cement areas – especially not under the picnic pavilion

 -No staples in picnic tables

## RESPONSIBILITY

1. The applicant is to oversee the event and shall be held responsible for all actions of individuals in the applicants group. Also, it is the responsibility of the applicant to see that all the above rules and regulations are followed. Any damages will be the sole responsibility of the applicant.
2. The TAEC Board of Directors reserves the right to have its representatives check for compliance with the terms and conditions of this rental agreement. Any violations will result in the notification of the proper authorities and forfeiture of the security deposit.
3. The TAEC Board of Directors reserves the right to deny use of the property at its discretion. Any matter not specifically covered by the regulations will be subject to the decision of the TAEC Board of Directors.