



WATERFOWL BUILDING RENTAL AGREEMENT

Rental Dates: _____ Event Date(s): _____

Lessor: Waterfowl Chesapeake Inc.

Lessor's Representative & Phone #: Margaret Enloe, 410/822-4567; 443/786-1210

Lessee: _____

Event Name or Description: _____

Event Hours: _____ No. of Attendees expected _____

Address: _____

Contact Person: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

**RENTAL FEE of \$375.00/day (includes day before and day after rental date) plus
a DAMAGE DEPOSIT of \$200 DUE _____ (See Rate Chart for other rental options)
(Separate checks required AND payable to WATERFOWL CHESAPEAKE)**

A. COORDINATION; COMMUNICATION

1. The Lessee shall provide an event chairman who will be present at all times during the rental period to address all questions and needs of the volunteers, exhibitors and other persons associated with the event. The event chairman will also be accessible via cell phone to Lessor's Representative if there are questions or concerns during the rental activities. Lessor's Representative can be reached during office hours at (410) 822-4567 and after hours at the cell phone number noted above.
2. During the rental period, the event chairman will provide all supplies, equipment, tools and other miscellaneous items that may be needed by any volunteer, exhibitor or other person associated with the event. **The Waterfowl offices will not provide phone service, fax service, copy service, supplies, equipment, tools or any other similar services or assistance to the Lessee or to any persons associated with the event.**

B. THE RENTAL PREMISES

The Rental Premises includes ONLY the front and rear entrance halls, the Drill Hall, the restrooms and the elevator. If Lessee desires to utilize the kitchen or the stage, consent from the Lessor must be requested at least ten days before the rental period.

2. **The Rental Premises does not include the exterior grass area. If Lessee desires to erect a sign in the grass area, consent from the Lessor must be requested at least ten days before the rental period begins and an additional fee may be charged.**
3. The double doors leading from the Drill Hall to the Lessor's lobby/office area will be kept closed from 8am - 5pm, Monday through Friday, except that the first floor ladies restroom and the basement mens restroom are accessible. The small door at the front of the Drill Hall by the elevator must be used for accessibility to the restrooms and kitchen. **Lessor may not use the lobby for discussions, meetings or cell phone conversations from 8am - 5pm, Monday through Friday, as these are Lessor's business hours.**

C. INGRESS/EGRESS

Except at those times when the event is open to the public, all ingress and egress to the building occurring from 8am - 5pm, Monday through Friday for set up or break down must be either through the rear doors of the Drill Hall (off of Talbot Lane) or, if access to the elevator is necessary, through the garage door (off of South Street). Lessor asks the Lessee to be considerate of the fact that Lessor's staff are working during these hours and should be minimally disturbed.

D. ELEVATOR USE

1. Ingress and egress through the exterior South Street elevator vestibule will be permitted **for handicapped use only**. The South Street elevator entrance is to remain closed and locked at all times. The event chairman should provide a person to either: (a) man the South Street elevator entrance, or (b) man the elevator intercom system in the Armory lobby.
2. Access to the elevator for setup and tear down activities, whether by exhibitor or volunteer, shall be only through the rear garage door and basement hallway which leads to the elevator, and NOT through the exterior vestibule on South Street.
3. To operate the elevator for deliveries, **do not apply pressure to the door to keep it open**. Instead, the UTA key must be turned to the **independent service** setting. The door will then remain open and on that floor until the UTA key is turned back to the group service setting. To restore normal service, the UTA key must be turned to the **group service** setting.

E. KEYS

Up to two Armory front door keys are available to the event Chairman who will assure that all doors, including the front door, rear doors of Drill Hall, garage door, and elevator vestibule door, of the Armory are locked and secured when leaving the premises. The event chairman shall be responsible for unlocking the doors for volunteers, exhibitors, and other persons associated with the event.

Lessee requests _____ keys.

F. TABLES

The Waterfowl Chesapeake has 6' and 8' wooden and plastic banquet style tables available for use. Tables are to be set up and returned to their storage space (*in garage*) by rental group IN THE SAME CONDITION AS RECEIVED. Any equipment stored on the stage or in Lessor's office areas is NOT available for use. Chairs are not available from the Lessor.

Lessee requests _____ tables.

G. SECURITY SERVICES, CUSTODIAL AND TRASH REMOVAL SERVICES

 are the responsibility of the Lessee.

1. The Lessee understands and acknowledges that the Lessor will not be providing any security or custodial services. The Lessee will provide for such services at its own expense. The Lessee agrees to inform the Lessor's Representative of the name of the persons/companies providing such services at least 10 days before the rental period begins.
2. All trash must be removed from the property at the conclusion of the event. Town trash pick-up occurs early Monday mornings. If the event ends on a Sunday, trash should be placed on South Street at the curb cut for the drive to the garage. If the event ends any other day of the week, Lessee must remove the trash from the property. If trash is left in the building or on the property, the provisions of section H apply. One trashcan will be provided in the Hall. It must be relined after event.
3. Restroom paper products will be stocked by the Lessor prior to the event date. During the event, the restrooms must be cleaned by Lessee daily and frequently maintained when the event is open to the public. Restrooms shall be restored to their original condition, including removal of trash, by the end of the rental period.
4. After the event, the wooden portions of the Drill Hall, the tiled floors in the public areas (front & elevator lobby and halls leading to restrooms & elevator) and, if used, the kitchen floors must all be wet-mopped. In addition, the carpeted area in the Drill Hall must be vacuumed and spot cleaned. Equipment for these purposes must be provided by Lessee.

H. DEPOSIT & DAMAGES

The Cleaning/Damage Deposit noted on page one is due with submission of the agreement and rental fee. This deposit must be a separate check. The check will be held and returned if the rental premises, tables and all other items, including the floors, doors and walls, are returned in the same condition as upon the beginning of the rental period. Expenses incurred by the Lessor for cleaning, trash removal or repair of damages shall be deducted from the deposit check. Expenses in excess of the deposit will be the responsibility of the Lessee.

I. CERTIFICATE OF INSURANCE

A Certificate of Insurance or single event policy with liability limits of \$500,000 is required. It must include Waterfowl Chesapeake Inc. and Waterfowl Festival Inc. as **additional named insured** (if being used by an organization) **or as additional covered premises** (if being used by an individual lessee), and be forwarded to the Lessor at least two weeks prior to the rental date. Contact your insurance agent for more information.

J. GENERAL TERMS

Music must cease by 11:00pm and premises vacated by midnight. According to Talbot County Law, there is **NO SMOKING** anywhere in the building. By order of the Fire Marshall, a **maximum of 375 persons** are permitted in the building at one time. If liquor is being served, Lessee agrees to contact the Talbot County Board of Liquor License Commissioners (410-770-8019) to determine if a license is required.

Lessee agrees that if a "Genie Forklift" machine is used during setup and breakdown, it will ensure that a layer of carpeting topped with plywood will be placed on the Lessor's tiled floor to minimize damage to the floor. The carpeting and plywood will be a width of the machine, so as to disperse the weight of the machine.

I have read and agree to all of the above listed conditions.

Lessee's Printed Name: _____

Signature of Legal Representative: _____

Date: _____

Lessor's Printed Name: Margaret M.G. Enloe

Lessor's Signature: _____

Date Agreement Mailed: _____

FOR OFFICE USE ONLY

Signed Agreement Received _____

Insurance Certificate Received _____

Rental Fee, Check No. _____

Cleaning/Damage Deposit, Check No. _____

Rental Keys Returned #1 _____ #2 _____