**Wildewood Village Event Center**

**RESIDENT RENTAL AGREEMENT**

 **(For Residents only of Wildewood Village Association Only)**

**THIS RENTAL AGREEMENT** is made and entered into on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , by and between Wildewood Village Association, Inc. and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Resident).

**W I T N E S E T H:**

**WHEREAS** The Village desires to lease the Premises known as the Main Dining Room located at

23154 Wetstone Lane, California, MD to the Member upon the terms and conditions as contained herein.

**WHEREAS** The Member desires to lease the Premises from the Village on the terms and conditions as contained herein;

1. **USE OF PREMISES**. The planned event will take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ people at the event.

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

 **(Excludes Weddings)**

**HOURS**. The Room is available for rent from 10:00 am to 10:00 pm, this includes set-up and cleanup time. The rate is $0 per hour 10:00 am to 5:00 pm Monday through Friday

(When clubhouse is open) There will be additional charge of $40.00 per hour if the event continues after 5:00 pm, see Section 8 below). $40 per hour from 10:00 am to 10:00 pm on weekends (Sunday Close 7:00pm) with a $80.00 personnel fee for unlocking and locking. If the event has more than 50 people attending this requires the employee to stay for the whole event time for security reasons and the fee will be $40.00 per hour. If more than 100 people attend the event this requires (2) two staff members to stay at the event at the rate of $40.00 per hour for each staff member.

This event is scheduled from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ (includes setup and cleanup)

1. **COST**. The total for this event is \_\_\_\_\_\_\_\_\_\_\_\_\_. This includes security deposit and staff fee. This must be paid before the event is to occur. All events are to end by 10:00 p.m. and the building is to be cleaned by Lessee. Doors will be locked by staff no later than 10:00 p.m.
2. **SECURITY DEPOSIT.** A security deposit of $200.00 for smaller event larger events will require a larger security deposit. (Certified funds only) are due at the time of the execution of this rental agreement. If the event is cancelled at least 30 days prior to the scheduled event the security deposit will be refunded. If the event is cancelled within 30 days of the scheduled event, the security deposit will be forfeited. Security deposit, via check made payable to the Member, or a statement of deposit forfeiture will be returned within two weeks after the event.

**DAMAGES.** Damage to the Wildewood facilities beyond normal wear and tear will be the responsibility of the Member and Member may be billed for accidental and/or malicious damage. Members will be notified of the charges within five days after the event. If Member does not agree with the charges, Member must submit their appeal, in writing, to the Board of Directors of Wildewood Village within five days of notification of charges. If an appeal is not received, the charges will be considered valid.

1. **FINAL CHARGES-** If any charges related to the event (party runs over time allotted, trash is not cleaned up, damages to the premises) are more than the security deposit held, Member has ten days from notification to remit funds due. Failure to remit funds due may result in legal action being taken against the Member.
2. **AFTER HOURS-** Any event that extends after Clubhouse business hours, or is held outside of Clubhouse business hours, will require staff.
3. **STAFF-** is supplied by the Wildewood Village Association for any event after hours. The rate of staff is $30.00 per hour. If there are more than 100 people at the event this will require (2) two staff members at a the rate of $30.00 per hour per staff member. This fee is over and above the event fee and is required to be paid at the time the event fee is paid.
4. **CHILDREN-** It is the responsibility of the Member to ensure that all children are observed and kept from damaging Association property. Children must be supervised at all times and may not wander throughout the Clubhouse. No Children are allowed in the kitchen at any time. Members will be responsible for any damage.
5. **KITCHEN USE-** Kitchen can be used for **prep and clean up only** (Placing food on trays or plates) Oven or stove top may not be used by Residents.

**No decorations may be fastened to doors/ walls/ ceiling/light sconces or bar area of the Leased Premises. No confetti, rice, birdseed, glitter, bubbles, sparklers, or fireworks are allowed on Leased Premises.**

**Lessee shall be responsible for removing all trash, decorations, or other debris from the Leased Premises at the conclusion of the event.**

* **SETUP/CLEANUP- The Resident** will supply tablecloths and any other paper products etc. and will also be responsible for setting up tables. All tables/surfaces used must be wiped clean. Decorations are free standing decorations only. **No decorations may be fastened to doors/ walls/ ceiling/light sconces or bar area of the Leased Premises. No confetti, rice, birdseed, glitter, bubbles, sparklers, or fireworks are allowed on Leased Premises.**

 The decorations must be removed at the end of the event.

Another person may be designated to this agreement as being responsible for cleanup; however, it is the Member who is ultimately responsible for ensuring that The Wildewood Village Clubhouse is cleaned and returned to an acceptable state prior to departure.

Clean up shall take place immediately following the planned event.

Cleanup Includes:

* Removal of all decorations
* Pickup and/or removal of any rental equipment
* Sweeping/Vacuuming/ moping
* Clean-up of all spills, back-splash, etc. that occurred during event, both inside and outside the building, if utilized.
* Collection of all debris in trash can or plastic bags
* Removal of trash bags from all trash cans and replacement of liner
* Disposal of all trash bags and debris in outdoor dumpster
1. **PERSONAL PROPERTY-** Wildewood Village Association shall not be held liable for lost, stolen or damaged belongings of the renter, the client’s guest, agents, or supplies. Please make sure that valuables are properly looked after during your planned event.
2. **EXCEEDING CAPACITY-** The Wildewood Village Association /Dining Room only has the capacity for 150 people total. This includes hired personnel that will remain in the building during the event. Safety codes must be adhered to. If it is found that the Members event exceeds the room capacity, the event will be shut down and no monies will be refunded, including security deposit.
3. **SMOKING-** Members and their guests ARE NOT permitted to smoke or otherwise use tobacco or marijuana products, including but not limited to smokeless or electronic tobacco products, within the confines of the interior of the building. There shall be no smoking within 15 feet of the building.
4. **VIOLATION OF ORDINANCES OR DISORDERLY CONDUCT-** In the event of unlawful activities- including but not limited to, excessive noise, serving alcohol to minors, disruptive or disorderly activity or conduct on the part of the Member or their guest, the Member agrees to the prompt termination of the activity and to vacate The Wildewood Village Clubhouse and parking area upon the request of the staff or security personal. Forfeiture of all monies will result.

15. **OTHER-** If there is music at the event, you must observe the St. Mary’s County noise ordinance. The pool table and piano located in the Community Room are not part of the rental.

1. **TRUTHFULNESS-** This event contract submitted by Member has been an inducement for Wildewood Village Association to rent the premises to Member. If any material facts in the contract are untrue or if the premises are occupied by anyone other than Member aentitledguests as stated in the contract, Wildewood Village shall have the right to terminate this contract, to hold Member liable for any damages to the premises, to avail himself to all rights and remedies to which he may be entitle at law or equity, and to recover reasonable attorneys' fees and costs as allowed by law.
2. **ASSIGNMENT-** Member shall not assign this Contract or grant any license to use the Premises or any part thereof without the prior written consent of Wildewood Village. Consent by Wildewood Village to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Wildewood Village or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Wildewood Villages option, terminate this Contract.
3. **NON-DELIVERY OF POSSESSION-** In the event Wildewood Village cannot deliver possession of the Premises to Member on the date of the event, through no fault of Wildewood Village or its agents, then Wildewood Village or its agents shall have no liability to Member.
4. **INDEMNIFICATION:** Wildewood Village shall not be liable for any damage or injury of or to the Member, Member’s family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and Member hereby agrees to indemnify, defend and hold Wildewood Village harmless from any and all claims or assertions of every kind and nature.
5. **ATTORNEY’S' FEES**. Should it become necessary for Wildewood Village to employ an attorney to enforce any of the conditions or covenants hereof, Member agrees to pay all expenses so incurred, including a reasonable attorneys' fee.
6. **GOVERNING LAW**. This Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Maryland.
7. **SEVERABILITY**. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.
8. **BINDING EFFECT**. The covenants, obligations and conditions herein contained shall be binding on and insure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.
9. **NON-WAIVER**. No indulgence, waiver, election, or non-election by Wildewood Village under this Agreement shall affect Member’s duties and liabilities hereunder.
10. **MODIFICATION**. The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all the parties hereto.

**Wildewood Village Event Center**

**By my signature I acknowledge that I have read, understand, and agree to the terms and conditions of this agreement. I agree to provide a copy of this agreement which includes cleanup instructions to the person(s) named that will clean up the Premises rented in my absence (if necessary).**

Member Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Wildewood Village Clubhouse Event Center Rental

Special Events Agreement

Security Deposit - $\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Due with signed contract)

Total Rental hours:\_\_\_\_\_\_\_\_\_\_

Hourly Rental Fee of $40.00 (excludes Weddings)

 Weekdays after 5:00 pm / Weekends not to exceed 6 hours on weekend. Sundays close at 7:00pm

Rental Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of staff worked: \_\_\_\_\_\_\_\_\_\_\_\_ Hours: \_\_\_\_\_\_\_\_\_\_

Staff Fee total:\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_

 ($40.00 per hour)

Weekdays after 5:00 pm / Weekends Saturday 10:00am-10:00pm Sundays Close 7:00pm Not to exceed 6 hours.

Total Fees with security deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified funds made payable to Wildewood Village Association

Wildewood Village Dining Room

Special Events Agreement

Vendor Information

Outside Caterer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bartender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partial Kitchen (No cooking equipment)**

If Lessee comes with food prepared, they are welcome to use the walk-in refrigerator, freezer, ice maker, and 3 compartment sinks for cleanup of the dining room.

The Lessee agrees to use the premises (kitchen) in a safe and proper manner and furthers agrees that the lessor shall not be or become responsible for injuries or damages caused by or to any guest, agents, employees, or invitees or either Lessee or Lessor, the general public or any property belonging to any of the same and agrees to indemnify and save harmless Lessor from any claims arising therefore, including attorney fees incurred.

 **CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ANY TIME.**

By signing below, parties agree to be bound to the above conditions.

**LESSEE PRINTED NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LESSEE SIGNATURE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE**

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**CONTACT PHONE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS**

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**LESSEE AGENT(S)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LESSOR: Wildewood Village Association, Inc.**

**Cleanup/Departure Conditions Main Dining Hall/ Clubhouse**

Another person may be designated to this agreement as being responsible for cleanup; however, it is the client who is ultimately responsible for ensuring that The Wildewood Village Event Center is cleaned and returned to an acceptable state prior to departure. Clean up shall take place immediately following the planned event. Premises must be cleaned and completely vacated within the allotted (1) hour cleanup time.

 Cleanup Includes:

* Removal of all decorations
* Pickup and/or removal of all rental equipment
* Sweeping/Vacuuming/ moping
* Wiping down all tables and chairs
* Clean-up of all spills, back-splash, etc., that occur during the event both inside and outside of the building.
* Collection of all debris in trash cans or plastic bags
* Removal of trash bags from all trash cans and replace with new liner
* Disposal of all trash bags and debris in outdoor dumpster

By signing below, parties agree to be bound to the above conditions.

**LESSEE PRINTED NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LESSEE SIGNATURE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE**

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**CONTACT PHONE**

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**LESSEE AGENT(S)**

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**LESSOR: Wildewood Village Association, Inc.**

**Cleanup/Departure Conditions Kitchen**

**CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ANY TIME**

* Sweeping/ moping of kitchen floor
* Wiping down all appliances
* Cleaning sinks from any food particles
* Clean-up of all spills, back-splash, etc.,
* Removal of all food/drinks in walk-in refrigerator/freezer
* Collection of all debris in trash cans or plastic bags
* Removal of trash bags from all trash cans and replace with new liner
* Disposal of all trash bags and debris in outdoor dumpster

By signing below, parties agree to be bound to the above conditions.

**LESSEE PRINTED NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LESSEE SIGNATURE**

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**CONTACT PHONE**

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**LESSEE AGENT(S)**

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**LESSOR: Wildewood Village Association, Inc.**

**Cleanup/Departure Conditions of Men’s & Women’s Restrooms**

* Sweeping/ mopping up any spills on bathroom floor
* Cleaning sinks from any food particles
* Removal of trash bags from all trash cans and replace with new liner
* Pick up any paper towels/trash and dispose in trash bins

 Disposal of all trash bags and debris in outdoor dumpster

By signing below, parties agree to be bound to the above conditions.

**LESSEE PRINTED NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LESSEE SIGNATURE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONTACT PHONE**

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**LESSEE AGENT(S)**

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**LESSOR: Wildewood Village Association, Inc.**

Wildewood Village Event Center

Client Contact Form

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guest \_\_\_\_\_\_\_\_\_\_\_\_