

**Garrett Park Town Hall Use Permit**  
**10814 Kenilworth Avenue Garrett Park, Maryland 20896**

Name /Organization: \_\_\_\_\_

Address: \_\_\_\_\_ P.O.Box \_\_\_\_\_

Phone H: \_\_\_\_\_ W: \_\_\_\_\_ Cell: \_\_\_\_\_

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

The party named above is authorized to use the facilities of the Garrett Park Town Hall for the period specified: Date: \_\_\_/\_\_\_/20\_\_\_ Time: \_\_\_\_\_ -- \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ (Limited to 75 persons by law of Fire Marshall)

Person in charge (a legally responsible adult must be present):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of use as listed on p. 2 (circle): A B C D E F

Permission to move the piano: \_\_\_\_\_

Total charge (see reverse side): \$ \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ R'cvd: \_\_\_\_\_ Ck. No. \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ R'cvd: \_\_\_\_\_ Ck. No. \_\_\_\_\_

Security Deposit Paid: \$ \_\_\_\_\_ R'cvd: \_\_\_\_\_ Ck. No. \_\_\_\_\_

**I understand that failure to leave the Hall as clean and tidy as I found it, or damage to any portion or contents of the Hall, will result in partial or complete loss of renter's security fee, and in some cases may incur further financial compensation to The Town of Garrett Park.**

**I agree to the Conditions Governing Use printed on this and subsequent pages of this form. (Please read carefully before signing):**

Renter: \_\_\_\_\_

**Fee Schedule**

- A. **\$500** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership include residents of the Town).
- B. **\$250** Town residents or Town organizations using the Hall for Fund-raising activities.
- C. **\$125** Town residents using the Hall for Private Social Affairs.
- D. **\$125 / \$500 Security Fee equal to rental fee**
- E. **No charge** for Garrett Park Citizens Association, Garrett Park Women's Club, and community activities sponsored by either organization. Memorial Services for Garrett Park residents and their families.

\_\_\_\_\_ RENTAL FEE \$\_\_\_\_\_

\_\_\_\_\_ LIQUOR LICENSE **\$50**

\_\_\_\_\_ PIANO FEE **\$50**

\_\_\_\_\_ SOUND ROOM/PUBLIC ADDRESS SYSTEM **\$50**

\_\_\_\_\_ SECURITY DEPOSIT **\$125 / \$500**

Yes\_\_\_ No\_\_\_ PERMISSION FOR CARPET REMOVAL / **\$100**

Yes\_\_\_ No\_\_\_ PERMISSION FOR BENCH REMOVAL / **\$100**

**TOTAL AMOUNT DUE:** \$\_\_\_\_\_

Deposit Paid: \$\_\_\_\_\_ Ck. #\_\_\_\_\_ Rec'd: \_\_\_\_\_

Balance Due: \$\_\_\_\_\_ Ck.# \_\_\_\_\_ Rec'd: \_\_\_\_\_

Security Deposit (separate check, refundable) \$\_\_\_\_\_

Dated:\_\_\_\_\_ Check No.:\_\_\_\_\_

## Conditions Governing Town Hall Use

**In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in loss of partial or full security deposit. In some cases circumstances may require an additional fee for any renter.**

1. **Put all trash resulting from use of the Town Hall into plastic trash bags and place in trashcans outside the kitchen door.** The Town also provides blue bins for recyclable glass, bottles, plastic and cans (please rinse), located near the outside trashcans.
2. **Bathrooms must be left clean** and all bathroom trash disposed of in plastic bags and placed in the trashcans outside. Cleaning materials are stored underneath the kitchen sink.
3. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
4. **Activities in the Town Hall will be concluded by 10:30 pm** and the Town Hall and grounds will be cleared by 11:00 pm.
5. **No electronically amplified musical instruments** will be operated except by special permission of the Town Administrator or the Town Hall Manager. Granted by: \_\_\_\_\_ Date: \_\_\_\_\_
6. Alcoholic beverages may not be served unless you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
7. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors or panels.
8. Main Hall **carpet and/or benches may be REMOVED ONLY with permission** by the Town and only by the Garrett Park Maintenance Crew. There will be a fee of \$100 for each of these services.
9. A variety of classes take place in the Town Hall regularly. Renters are not permitted to use exercise or musical equipment located on the premises. **Violation of this will result in fees withdrawn from your security deposit**

**Emergency weekend/evening phone numbers:** Mayor's Office: 301-942-0766  
Town Hall Mgr: 917-628-6684

**NOTE: Montgomery County fire officials limit occupancy of the main room of the Town Hall to 75 persons.**

**Permit for the Consumption of Alcoholic Beverages  
On Town Property**

Name/Organization: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date(s) and Locations of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Application

Payment (\$50) Received: \_\_\_/\_\_\_/\_\_\_\_

Permission Granted: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Elizabeth S. Henley,  
Assistant Town Administrator

**IT IS THE RESPONSIBILITY OF THE PERMITTEE TO INSURE  
NO ALCOHOLIC BEVERAGES ARE SERVED TO INDIVIDUALS  
UNDER 21 YEARS OF AGE.**

## Town Hall Measurements

Main Room	29.5 x 23 Ft.
Piano Room	14 x 16.5 Ft.
Stage	11.5 x 11.5 Ft.
Room leading to kitchen	19 x 12 Ft.
Back Room w/closets, ante room to backyard garden	11.5 x 11 Ft.
Enclosed Back Room w/door	11.5 x 11 Ft.

\* \* \*

Grass Area in Backyard	42 x 28 Ft.
From Grass Edge to Stairs	10 Ft.
Flagstone Width	33 Ft.
From Grass Edge to Back Door	18 Ft.
Back Door Stairs	8 Ft.

\* \* \*

The Town Hall provides 50 chairs and 6 rectangular tables, 6 x 2.5 Ft.; a large buffet table (on wheels) which may be moved, 2 small rectangular wooden tables (appetizers/dessert) and 1-36" diameter round oak table.

A full kitchen is available primarily for warming rather than cooking and contains a large refrigerator/freezer and dishwasher. We provide paper towels, toilet paper and garbage bags; cleaning materials reside in the cabinet under the kitchen sink. The vacuum cleaner is stored in the closet stage right in the main room.



