



Talbot County Community Center (TCCC) Room Rental Agreement
10028 Ocean Gateway...Easton, MD...21601...Phone 410-770-8050...Fax 410-822-7107

Agreement Details

Name of Contact Person _____ Organization _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (cell) _____

E-Mail address _____

Rental Date _____ Number of People _____ Type of Event _____

Start time _____ End time _____ Name of Room _____

Total # of hours _____ X Cost per hour _____ = Total rental fee _____

Are you using a caterer/vendor? Yes _____ Caterer/Vendor Name _____
*We require a copy of your caterer's license, proof of insurance & Talbot County Health Certificate **PRIOR** to event.*

Will you be having a band/DJ? Yes _____ Band/DJ Name _____

Normal set-up (*no fee*) _____ OR Custom set-up _____ (*see Price Chart*)

If Custom set-up, please provide the following details (*layout required one week prior to event*)

Number of Tables _____ Number of Chairs _____

TCCC has 8 foot rectangle tables, 5 foot round tables & 250 chairs available on a first-come first-serve basis. If you require additional tables or chairs than available you will be required to rent them.

STAFF USE ONLY

Deposit: _____

Payment Type: _____

Date: _____

Initial: _____

RecWare: _____

Rental Fee

Total # of Hours: _____

Cost per Hour: _____

Custom Set-up Fee: _____

Labor Cost: _____

Total Rental Fee: _____

Payment Type: _____

Date: _____

Initial: _____

RULES AND REGULATIONS

FEES:

A **Security Deposit** is due upon completion and submission of this Agreement. Assuming the room is left in pre-rental condition, the Security Deposit will be refunded in the form of a check within 10 to 14 business days. Complete payment is due three (3) business days prior to the event. A cancellation notice must be received three (3) business days prior to the event in order to receive a full refund.

Total fee includes thirty (30) minutes of set-up time prior to the event and thirty (30) minutes of take-down time after the event. Additional set-up or take-down time after the allotted thirty (30) minutes must be factored into the total rental time. All events must end by 11:00 p.m. and the premise must be vacated by 11:30 p.m.

SETUP:

Normal set-up requires the room be returned to its original configuration immediately following your event. Custom set-up requires a layout submitted one week prior to the event. Additional labor cost of \$15 per person per hour will be charged to events taking place before 8:00 a.m. or after 11:00 p.m.

When decorating the TCCC for your event, you **MUST** only use blue painters' tape to adhere decorations on all surfaces. Should you wish to hang decorations from the ceiling, the Community Center has clips available for use. All decorations must be removed at the end of the event. Trash cans are provided.

CATERING:

If you choose to cater your event, you may use the caterer of your choice. However, we must have a current copy of the caterer's business license, Talbot County Health Certificate, and insurance prior to your event.

Alcohol may be served at an event **within** your room as long as it is not **SOLD**. However, it is **NOT** permitted outside of room or on the outside grounds of the Community Center.

FACILITY RULES:

TCCC reserves the right to refuse any rental request. Some events may require one or more approved Law Enforcement Agencies. Lessee shall be responsible for scheduling of and payment to said departments. Some rental requests may need to be presented to the Easton Police Department for advance approval (dances, etc.) Parking in the Red Zone or handicapped areas is prohibited and subject to a fine and/or vehicle being towed at owner's expense. Unloading and loading shall be done at the rear of the facility.

SIGNAGE:

Talbot County Sign Codes: One (1) 36 square foot sign, or two (2) 32 square foot unattached signs, professionally made, are permitted on TCCC property if space is available. Signs may be erected two (2) weeks prior to scheduled event and must be removed within 48 hours of the conclusion of the event. It is **illegal** to place a sign of any description in a Talbot County median or right-of-way. Talbot County and/or the Department of Parks and Recreation reserve the right to remove any illegally placed sign at a cost of \$125.00 per sign. Violation of these regulations may result in exclusion from future room rental at the TCCC.

I have read and agree to follow the rules and regulations in this Agreement.

SIGNATURE: _____ NAME (Printed): _____

DATE: _____

STAFF USE ONLY

Facilities Manager Signature

Date

Director's Signature

Date

Price Chart

ROOM NAME	ROOM DIMENSION	CAPACITY	CAPACITY	CAPACITY	CUSTOM SET-UP	STANDARD HOURLY RATE	NONPROFIT HOURLY RATE	SECURITY DEPOSIT
		CLASSROOM	THEATER	PARTY				
Wye Oak	50x56x8h	80	100	N/A	\$25	\$50.00	\$37.00	\$50
Chesapeake	51x32x8h	48	72	45/64	\$25	\$50.00	\$37.00	\$50
Skipjack	24x32x8h	24	36	24	\$20	\$36.00	\$27.00	\$50
Tuckahoe	22x26x8	24	36	24	\$20	\$36.00	\$27.00	\$50
Curling Rink	148x44x7.5h	200	300	250	\$100	\$86.00	\$65.00	\$75
Chesapeake Curling Rink Combo		See below	See below	See below	\$125	\$115.00	\$86.00	\$200
Main Arena NO Ice	200x84	See below	See below	See below	\$350	\$190.00	\$173.00	\$300
Main Arena WITH Ice	200x84	300 Skating ONLY	300 Skating ONLY	300 Skating ONLY	N/A	\$275.00	N/A	\$500
Wye Oak, Chesapeake, Curling Combo		450	450	450	\$250	\$175.00	\$145.00	\$275
TCCC		1000	1000	1000	\$750	\$3000 PER DAY	N/A	N/A

Additional TCCC Staff Labor Rate is \$15 per person per hour for events taking place before 8:00 a.m. or after 11:00 p.m.

Normal set-up is free of charge. Any amendments to the normal set-up will require a custom set-up fee unless the Lessee sets up and breaks down the room.

Wye Oak Normal set-up of room is 10 tables 40 chairs Classroom Style with no set-up fee

Custom Set-Up

Maximum capacity Classroom Style: 20 tables - 10 rows – 80 chairs

Maximum capacity Theater Style: 100 chairs – 10 rows

Chesapeake Normal set-up of room is 6 round table 36 chairs Party Style with no set-up fee

Custom Set-Up

Maximum capacity Party Style: 9 round tables – 54 chairs – 6 chairs per table

Maximum capacity Party Style: 8 rectangle tables – 64 chairs – 8 chairs per table

Maximum capacity Classroom Style: 12 rectangle tables – 3 rows – 48 chairs

Maximum capacity Theater Style: 6 rows – 72 chairs

Skipjack Normal set-up Party Style: 4 rectangle tables 24 chairs with no set-up fee

Custom Set-Up

Maximum capacity Classroom Style: 6 rectangle tables – 24 chairs

Maximum capacity Theater Style: 36 chairs

Tuckahoe Normal set-up Party Style: 4 rectangle tables – 24 chairs

Custom Set-up same as Skipjack Room

Curling Rink Normally used for large events and has no normal set-up

Main Arena Normally used for large events and set-up fee is required