

**West River Improvement Association
952 Main Street, PO Box 104, Galesville, MD 20765-0104**

Galesville Memorial Hall Rental Agreement

Name of Renter _____ Phone Number _____

Address _____

Email address: _____

Date(s) of Function _____ Type of Function _____

Start Time _____ End Time _____ Number of People invited _____

Name of Caterer _____ Caterer's License # _____

(Note: the capacity of the Hall is 120 persons seated at tables; 261 standing)

TERMS AND CONDITIONS

Check one of the options below:

	WRIA Members*	Non Members	Non-Profits
Full use of Hall, including kitchen	\$300.00	\$600.00	\$150.00
Limited use of Hall, kitchen will be locked	\$150.00	\$300.00	\$75.00
Security Deposit (separate check please)	\$300.00	\$300.00	\$75.00

- *WRIA members in good standing (dues should be paid 3 mos. prior to the rental).
- Security deposits will be returned to the renter upon completion of satisfactory inspection of the Hall.
- Checks (rental and security deposit) should be made payable to West River Improvement Association.
- Return application and checks to WRIA, PO Box 104, Galesville, MD 20765-0104.

TERMS AND CONDITIONS

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The signer of this rental agreement agrees to leave Galesville Memorial Hall in a clean and undamaged condition. **Trash and other debris must be removed.** If not, the cost of cleanup will be charged against the security deposit. Any damages or missing items are the responsibility of the signer. If the cost of repairing damages or replacing missing items exceeds the security deposit, the signer will be billed the said costs. The signer hereby agrees to pay these costs within ten days.

The signer of the rental agreement assumes all legal and financial liability for rental of Galesville Memorial Hall. Renter should provide a certificate of insurance which shows their liability coverage. Non-profits' certificates should have at the bottom of the certificate a "description of operation" naming the Galesville Memorial Hall and referencing the day/date and type of event. **Proof of insurance must be presented 3 days prior to the event.**

West River Improvement Association (WRIA) reserves the right to require the signer to bear the cost of security for any function. WRIA normally employs off-duty Anne Arundel County police officers for this.

Use of all alcoholic beverages (including wine and beer) requires a one-day liquor license from Anne Arundel County (phone: 410-222-1148). The signer agrees to obtain such a license at his/her own cost. **Liquor license must be taped to the kitchen door on the day of the event.** Liquor license forms may be obtained from the WRIA rental agent.

No attachments, such as tacks, tapes, etc. may be made to the walls or acoustic panels.

There will be a \$50.00 charge for all checks not honored by the bank.

These terms and conditions are agreed to:

Signature _____ **Date:** _____

Return application to WRIA, PO Box 104, Galesville, MD 20765-0104

Contact: Lynne MacAdam at 410-867-1121 or Holly Clark at 410-867-3508.