

Carrollton Manor Improvement Association Clubhouse Rental Contract

This Clubhouse Rental Contract ("the Contract") is executed this _____ day of _____, (month) _____ (year) by and between Carrollton Manor Improvement Association (CMIA) and _____, ("the Resident"), whose address is _____, and whose phone number is _____ and whose email is _____ for and in consideration of payment of the rental fee set forth herein, CMIA does hereby rent to the Resident; the facilities located at 546 East Drive, Severna Park MD ("the Clubhouse") on the _____ day of _____, (month) _____ (year) between the hours of _____ AM/PM and _____ AM/PM.

The Resident has submitted by separate check, a deposit of \$250.00 (Two hundred fifty Dollars) and a rental fee check based on chart below \$_____

On weekdays the Clubhouse is rented by the hour with 1/2 hour increments allowed. Minimum 1 hour. Weekend rates are up to 5 hr. rentals at a flat rate Rental time is inclusive of set up and clean up.	
Monday-Thursday 9am-10pm	\$25/hr.
Friday 9am-4pm	\$25/hr.
Saturday and Sunday 9am-4pm	\$125
Friday/Saturday/Sunday 5pm-10 pm	\$175
Note: For certain holidays, the weekend rates may apply. One event per day	

Checks made payable to CMIA and mailed to CMIA, PO Box 1104, Severna Park, MD, 21146-8104.

Provide a copy of your homeowner's or renter's insurance showing CMIA as Additional Insured for this event and provide a Certificate of Liability Insurance for at least \$1,000,000 for the date(s) of the event. (One day policies are usually available through your insurance company as an add-on to homeowner's or renter's insurance. the cost varies by insurance company but should be under **\$100.00** state Farm is \$45.00) This proof of insurance has to be received by CMIA least two (2) days before the event.

If Alcohol will be served at the event, the Resident will provide a copy of a Beer and Liquor license from AACo at least two (2) days before the event. The Application needs to be submitted to the county one week in advance. The form can be found [here](https://www.aacounty.org/services-and-programs/alcoholic-beverage--liquor-license): <https://www.aacounty.org/services-and-programs/alcoholic-beverage--liquor-license>

The Resident hereby covenants that the Clubhouse is to be used and attended by Member **and** his/her guest(s) on the date and time set forth above for the purpose of: *(Include the event and describe the nature of the planned event)*

* The Resident must be present at all times during the said function and will ensure that all attendees including but not limited to contractors such as caterers, photographers, will follow CMIA Clubhouse rules.

The Resident agrees to defend, indemnify and save CMIA harmless from all loss, cost, expense, judgment or damage on account of injury to persons including death or damage to property, in any way caused by the negligence of the Resident or his guests, agents, or employees related to or arising out of this event, together with all legal expenses and costs incurred by CMIA in defending any legal action pertaining to the above.

IN WITNESS WHEREOF, the parties to this Agreement have herewith set their hands to this Contract the day and year first above written.

CMIA Representative

Resident Signature

Email

Date Received by CMIA

Checklist:

- _____ CMIA as additional insured on my policy and submitted to CMIA at least 2 days prior to event
 - _____ Check my insurance liability and increase as needed
 - _____ Submit proof of insurance liability to CMIA at least 2 days prior to event
 - _____ Apply for AACo liquor license and submit to CMIA at least 2 days prior to event
 - _____ submit payment and security deposit to CMIA at least 2 days prior to event
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