

**TOWN OF SNOW HILL  
APPLICATION AND RENTAL AGREEMENT**



**FIREHOUSE  
210-212 W GREEN STREET**

**UPPER LEVEL \_\_\_\_\_ LOWER LEVEL \_\_\_\_\_ BOTH \_\_\_\_\_**

**SUBMISSION OF THIS FORM CONSTITUTES ACKNOWLEDGMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS WITHIN THIS APPLICATION.**

<b>Applicant/Person Responsible:</b> Name: _____	<b>Organization**:</b> (If any) Company/Organization Name: _____
Address: _____	Address: _____
Phone: _____ email: _____	Phone: _____ email: _____
Signature: _____	Signature: _____
Dated: _____	Dated: _____
	** Certificate of Insurance Required
Date of Proposed Use: _____	Estimated Number of People: _____
Time of Proposed Use: From: _____ To: _____ (include time for set-up and clean-up)	
Purpose for Rental: _____	

**All rentals to be used for meetings must be kept to a maximum of two (2) hours. Any meetings exceeding that time must select "EVENT" for their rental option.**

GROUP	FEE	DEPOSIT	CHECK BOX
Religious Service	None	None	
Religious Event	\$75	\$50	
Non-Profit	\$75	\$50	
General Public: Monday – Thursday	\$100	\$50	
General Public: Friday – Sunday	\$175	\$50	
Stage / Lighting System	\$50	---	
Tables – per table	\$10	---	
Chairs – per chair	\$1	---	

**Please return rental agreement with fees due to:  
Town of Snow Hill, 103 Bank Street, Snow Hill, Maryland 21863**

**Amount Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_**

- All rental fees must be paid at the time of reservation. Your scheduled date will not be guaranteed or held until your signed contract and full payment has been received.
- Once confirmation has been received that all conditions of the contract have been met, you will receive a refund of any deposit that was paid (maximum amount of \$50.00). Please allow up to 30 days from the date of your event to receive your refund. All refunds are mailed to the address on the rental contract.
- When renting the Byrd Park bathrooms, we suggest you photograph the area before and after your rental to document the condition of the restrooms.

**ADULT ENTERTAINMENT MORATORIUM**

**The Mayor and Council have issued a moratorium on all adult oriented businesses and entertainment within the Town of Snow Hill. Therefore, until the moratorium is lifted, any rental location may not be used for any adult entertainment purposes.**

<u>Office Use Only:</u>	
Total Paid: \$ _____	
Cash: _____	Check: _____ Check #: _____
Date Paid: _____	
Deposit Returned: _____	

## BUILDING USE POLICY AND PROCEDURE

In consideration of being allowed to use the facility indicated herein, the undersigned Responsible Person, individually, and the named Organization (if any, collectively herein "User") hereby agree as follows:

1. The User accepts, shall fully comply, and ensure compliance with the Town of Snow Hill regulations contained within this application form.
2. The User agrees to be present always throughout the permitted rental time and have a copy of the rental agreement available.
3. The User shall submit with this application a fee for each hour of use.
4. The Facility is inspected before and after the rental time to ensure proper care.
5. The Person/Organization Responsible shall be directly responsible for any damage done or additional clean-up required as a result of the approved use.
6. The User hereby agrees to indemnify, defend, and save harmless the Town, its agents, and employees of and from any costs, fees (including Attorney fees of an Attorney of Town's choosing) and liability arising from any alleged negligence regarding personal injury, death, or property damage that may arise as a result of User's rental of Town facilities.
7. User acknowledges and agrees that Town employees shall be allowed physical access to the Facility for Town purposes at any time during the rental period.
8. User acknowledges and agrees that the Town will be permitted to provide two weeks notice in which to cancel a scheduled rental date and/or time. Should this occur the User will not be charged a rental fee for that date/ time. If the fee has been paid prior to the cancellation all monies will be refunded or credited toward another rental date.
9. Issuance of this permit is exclusive to any other permits which may be required.
10. Proof of insurance coverage for the rental event is required.
11. Applicant must be 18 years or older.
12. Alcohol use is prohibited in the Town Facilities unless special permission is obtained from the Police Department. Possession/use of alcohol without permission will result in immediate termination of this contract. If applying for permission please complete page 3 of this form completely. Applicant must be 21 years or older for rental with alcohol use.

## RULES FOR USE OF TOWN FACILITIES

1. All tables and chairs must be set up and taken down after the event;
2. **All music must be turned off by 10:00pm;**
3. Take down all decorations, staples, nails, tape, etc;
4. Sweep all floors;
5. **All garbage/recyclable items must be placed in bags and REMOVED FROM BUILDING.** Please bring your own trash containers and for large groups, please bring extra bags;
6. Note all problems that may have occurred before your reservation (trash, garbage, etc.) If you can, call Public Works at 410-632-1163 and leave a message with problems;
7. Radios, televisions and other amplified electronic equipment must be operated so as not to disturb others; should the Police be contacted regarding noise or inappropriate behavior, the event will end immediately and your deposit will not be returned;
8. User/applicant must be at facility during entire rental period;

By signing this, I certify that I understand the rules listed and agree to abide by all rules and regulations set forth by the Town of Snow Hill.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please remember to turn off all the lights and lock all entrances when you leave.**

