

**TOWN OF SNOW HILL
APPLICATION AND RENTAL AGREEMENT FOR TRAIN STATION**

In consideration of being allowed to use the Train Station facility indicated herein, the undersigned Responsible Person, individually, and also the below-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 at all times throughout the permitted rental time and have a copy of the approved permit available.
3. The User shall submit with this application a fee for each day of use.
4. The building is inspected before and after the rental time. Upon compliance with the regulations herein and upon a satisfactory inspection a refund of \$50 will be issued to the renter.
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 with regard to 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 Train Station for Town purposes at any time during the rental period.
8. Issuance of this permit is exclusive to any other permits which may be required.
9. Proof of insurance coverage for the rental event may be required.
10. **Rental hours for the Train Station is 8:00am – 7:00pm;** rentals beyond these times are only for applicable organizations to conduct business meetings and/or training.
11. Applicant must be 18 years or older, unless applying for alcohol use which requires the applicant be 21 years or older.
12. Alcohol use is prohibited unless special permission is obtained from the Police Department. If applying for permission, please complete page 3 of this form completely.
13. Any events in which alcohol and/or disc jockey services are being used must be approved by the Police Department. Be advised that the Chief of Police will determine if additional security is needed for the event, at which time the User will be notified of the cost (i.e., police officer(s) salary at a rate of time plus one-half).

RULES FOR USE OF THE TRAIN STATION AND RETURN OF SECURITY DEPOSIT

1. Take down all decorations, staples, nails, tape, etc;
2. Sweep all floors;
3. **All garbage/recyclable items must be placed in bags and REMOVED FROM THE TRAIN STATION.** Please bring your own trash containers;
4. Note all problems that may have occurred previous to your reservation (trash, garbage, etc.) If you can, call Public Works at 410-632-1163 and leave a message with problems;
5. 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;
6. Alcohol use is prohibited unless written permission from the Snow Hill Police Department is granted. Possession/use of alcohol without permission will result in loss of deposit;
7. User/applicant must be at the 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

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



**TRAIN STATION
200 BELT STREET**

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

Applicant/Person Responsible: Name: _____ **Organization**:** (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)

- **Rentals times are from 8:00am – 7:00pm. Rentals beyond these times are only for applicable organizations to conduct business meetings and/or training.**
- **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.**

Purpose for Rental: _____

TRAIN STATION RENTAL (MAXIMUM 63 PERSONS)

ORGANIZATION	FEE	DEPOSIT	CHECK BOX
Religious Service	None	None	
Religious Event	\$75	\$50	
Non-Profit	\$75	\$50	
General Public – Monday - Thursday	\$75	\$50	
General Public – Friday - Sunday	\$150	\$50	

**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.
- **Inspection of the rental site will be performed after your event. 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:	_____