

**South River Park Citizens Association
P.O. Box 835, Edgewater, MD 21037**

SOUTH RIVER PARK CLUBHOUSE RENTAL INFORMATION

Thank you for your interest in renting South River Park Clubhouse. The Clubhouse and grounds are a valuable asset to our community and are maintained by donations of time, labor and money from our community members. Your rental fee will be used to help maintain and pay for required bills for the clubhouse.

Point of Contact for the clubhouse rental is:

South River Park Citizens Association
P.O. Box 835
Edgewater, MD 21037
Attn: Matt Tippett

Clubhouse Street Address:

1410 Circle Drive
Edgewater, MD 21037

Phone: 301-938-2530 or email tippettmatt@gmail.com

Call Matt to rent the Clubhouse. He will check the schedule to see if it is available for rental. You will be required to fill out the attached contract and liquor license application (if you intend to serve liquor), and submit it with the rental fee and deposit. The key to the clubhouse can be picked up and returned to Matt as agreed upon.

The clubhouse is rented on a specific day for a specific period of time. Unless there are two events scheduled for the same day (one in the afternoon and one at night) you should have access to the clubhouse for the entire day.

**South River Park Citizens Association
P.O. Box 835, Edgewater, MD 21027**

SOUTH RIVER PARK CLUBHOUSE NON-MEMBER RENTAL CONTRACT

The South River Park Citizens Association, hereby agrees to rents its clubhouse to:

Name: _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

The Clubhouse is to be rented for the purpose of a _____ on (date) _____. A fee of \$250.00, plus a deposit in the amount of \$250.00 must be paid when making your reservation. The \$250.00 deposit will be returned upon a satisfactory inspection of the clubhouse, made by the clubhouse chairman or representative.

A written certificate of liability insurance must be provided to Matthew Tippet, or his assign at least two weeks prior to the event. A Certificate of Liability can be obtained through your homeowners insurance carrier. This is **non-negotiable** and will cause the cancellation of the event if the certificate is not provided. Additionally, the person renting this facility will be responsible for all damages incurred to the property caused by your event. **The South River Park Citizens Association, will be held harmless against any claims by the person(s) renting the clubhouse. Please also note that if you are applying for the liquor license, you must print it back to back, not on two (2) separate pages. The Liquor License is handled through Anne Arundel County Directly, <https://www.aacounty.org/services-and-programs/alcoholic-beverage--liquor-license> .**

It is the responsibility of the renter to apprise their guests of the rules governing the rental of the clubhouse.

The person renting the clubhouse may cancel this agreement with a full refund a minimum of 30 days in advance. If the person renting the clubhouse cancels without proper notification, the \$250.00 deposit will be forfeited. There is **No Smoking** allowed in the building.

I have read, understand, and will abide by the above contract and attached rules and guidelines regarding the rental of the South River Park Clubhouse.

Signature of person renting the Clubhouse

Date

Signature of the Clubhouse Committee Representative

Date

RULES AND REGULATIONS FOR THE SOUTH RIVER PARK CLUBHOUSE

General Rules

1. All teen/children events must be chaperoned by parents of the participants and by the person who signed the contract.
2. **NO ALCOHOLIC BEVERAGES** are permitted at teen/children parties.
3. Music volume and noise level must be kept at a minimum.
4. All events must end by 12:30 a.m. and the Clubhouse cleaned and locked by 1:00 a.m. Other arrangements may be made on a case-by-case basis with the permission of the clubhouse committee.
5. Clubhouse and grounds must be restored to their initial condition. All trash must be removed from the clubhouse grounds at the end of the event by the person holding the event.

General Information

Electric:

The only breakers that need to be turned on and off are the Men and Women's bathroom and gable fan. Please do not touch any other breakers.

Tables and Chairs: Tables and chairs are available for your event. These must be set up and taken down by you. Please wipe down and clean the tables and chairs after your event.

Bathrooms:

The Men and Women's bathrooms are supplied with the necessary paper products. Please clean the bathrooms and re-stock paper products after your event.

Clean-Up:

Please clean up after your event.

_____ Tables and chairs must be taken down and put away unless you have been told otherwise by the clubhouse committee representative.

_____ The floors must be swept and countertops must be wiped down.

_____ Trash must be picked up and removed from premises.

_____ Bathroom floors must be swept and washed.

_____ Circuit breakers for the Men and Women's bathrooms and the gable fan must be turned off.

Please be considerate of the fact that the Clubhouse is within the community and is surrounded by neighbors.

Renter's Initials

SRPCA Representative