

The Crystal Room

HALL RESERVATION AND CONTRACT FOR LEASE AND SERVICES FOR THE CRYSTAL ROOM

Contact Information: 301-994-2800 Hilda Gatton or 301-904-9899 Patty Sparks

I (We) agree to accept use and responsibility for use of the Crystal Room Social Hall. I (We) further agree to the stated terms and conditions outlined below.

Name: _____ Number of Guests _____

Nature of Activity: _____

Date of Activity: _____ Start Time: _____ Finish Time: _____

License _____

Address: _____

Phone Number (W) _____ Phone Number (H) _____

Cell Phone: _____ Email: _____

Hall Fee Note: Will need to use <i>Preferred Caterer</i>	\$800.00		
BAR			
Bartender 1 @ \$75.00 each for first 4 hours <i>(note: one bartender needed for 125 people/2 bartender after 126)</i>	\$75.00		
Additional hourly charge per bartender @ \$25 per hour	\$25.00		
Type of bar: Open or Cash			
Champagne (Cook's Extra Dry)	\$14.95		
MISCELLANOUS/RENTALS			
White Plates and Silverware	\$1.50		
GRAND TOTAL			
NON-REFUNDABLE \$500 DEPOSIT DUE DAY BOOKED <i>Make Check payable to "Crystal Room"</i>			
Subtotal			
(Total Due two weeks prior to event) Total Paid			

Deposit and Rental Agreement are required to reserve room on specific date.

Crystal Room shall be used only for "Purpose of Rental" as Stated:

CONDITIONS

The following conditions relating to occupants' use of premises, equipment and furnishings are an integral part of this agreement and intended for mutual benefit of all parties concerned.

ASSIGNMENT OF AGREEMENT

Occupant shall not assign this agreement or sublet to any other party.

TERMS OF PAYMENT - ROOM RENT

Deposit of \$_____ to confirm booking is non-refundable. Deposit plus signed contract confirms booking and should be returned promptly to manager at The Crystal Room, Great Mills, Maryland. Total balance shall be received and receipted at least two weeks prior to rental date.

BAR CLOSING

Bar shall close at 12:00 am beverages may remain on tables no later than 12:30 am building must be vacated by 1:00 am. Occupant signature on this agreement certifies acceptance of all terms of agreement. No alcoholic beverages to be brought into premises or consumed on outside of premises per Maryland state Law.

AFFIXING ARTICLES OF ITEMS

No article or item shall be glued, stapled, taped (floors and walls) nailed, wired or otherwise attached or fastened to interior or exterior of building walls without prior authorization of the Crystal Room. Only free-standing items are permitted.

COMPLIANCE WITH LAWS

Occupant shall comply with all health, sanitation and safety laws, by laws, regulations, requirements and directions of any federal, provincial, or municipal or other authority having jurisdiction over any matters relating to this rental.

CONFETTI

Confetti, glitter, rice or similar material are prohibited inside or on the grounds of the Crystal Room.

FIRE PREVENTION

Observance of all fire regulations including use of ash trays and clear access to exits shall be adhered to at all times.

SMOKING

The Crystal Room including all restrooms is a non-smoking facility. Smoking is permitted only in the designated smoking area located outside the rear of the building. Ash Trays are provided.

LOST, STOLEN OR DAMAGED ITEMS

The Crystal Room shall not be liable for any lost, stolen or damaged belongings of occupant, occupant guests, agents or suppliers.

VACATING OF PREMISES

Use of building shall have ceased by agreed upon time noted in this agreement, building shall then be vacated for maintenance service.

WELL BEING OF THE CRYSTAL ROOM

Occupant agrees at all times to exercise the highest standard of care and control that would reasonably be expected with respect to premises, equipment and furnishings of this building

THE CRYSTAL ROOM RIGHT OF ENTRANCE

Occupant agrees that the Crystal Room employees, directors, agents, contractor and representative shall have the right to enter the Crystal Room at any time for any reason.

TERMINATION OF THIS AGREEMENT

The Crystal Room may terminate this agreement at any time without penalty if the Crystal Room premises and/or property are not available for reasons beyond the control of the crystal room, or for any breach of this agreement by occupant. In latter case, occupant shall be responsible for applicable rental rate.

INDEMNITY

Occupant hereby agrees to indemnify and hold the Crystal Room harmless from and against all costs, liability, loss and expenses which arise through usage by occupant including any incidental, indirect, special or consequential damage or any loss of use, revenue or profit of occupant arising out of or in any way related to this agreement and conditions or rental.

The Crystal Room agrees to provide premises, equipment, furnishing and service as set out in this agreement and condition of rental.

Occupant agrees to comply with all terms set out in this agreement and conditions or rental

ALL TERMS AND CONDITIONS ACCEPTED:

Date

Occupant

Date

The Crystal Room