

STAGE RENTAL POLICY

POLICY STATEMENT: It is the intent of the Queen Anne's County Department of Parks & Recreation to make this stage available to groups for public and private affairs. The Department reserves the right to refuse any application if it deems the activity will be inappropriate for use of the stage.

RESERVATIONS PROCEDURES:

- Reservations may be made by calling the office at 410-758-0835.
- Application and full payment (including deposit) must be received by the Parks & Recreation Department within fourteen (14) calendar days of phone-in reservation. If not received by the fourteenth day, reservation will be canceled. There will be a \$25 charge for a check returned for insufficient funds.
- A usage permit will be sent to you upon receipt of full payment (including deposit) and reservation form. Please return application and payment to:

QAC Parks & Recreation Department
1945 4-H Park Road
Centreville, MD 21617
Attn: Stage Rental

- Reservations will not be accepted more than one (1) year in advance. Stage is reserved on a first-come, first-serve basis.
- Reservations should be placed thirty (30) days in advance.

RENTAL FEES:

- **Base Rate:**
 - Resident- **\$350** first day; **\$100**/per day thereafter
 - Non-Resident- **\$450** first day; **\$100**/per day thereafter
- **Security Deposit:**

A **\$100** security deposit is also required at time of application. Security deposit will be refunded within twenty-one (21) days of the event, unless the facility is not returned to its original condition or damage has occurred. In the event of damage to the facility, the Department shall determine the monetary cost to cover reparations. These costs will be assessed to user.

ADDITIONAL CHARGES:

A transport fee (which includes setup & breakdown) and a fuel charge will be added to the rental fee, tolls if applicable.

CANCELLATION: If the Department cancels an event due to unforeseen circumstances, all monies will be refunded. If an event is cancelled by the user, a two-week cancellation notice is required to receive a full refund.

GROUP RESPONSIBILITY:

A group representative must meet the departmental staff on site when stage is delivered to ensure proper location for set up.

Please be sure to include a diagram of layout and location of stage. Stage is 8'x 24' 6". A minimum clearance of 12' is required to provide adequate room to enter/exit with stage. Include a copy of directions to delivery location and phone number at location (if applicable)

***Please note:** If you are reserving the stage for an event and the payment will be received from a separate office, paperwork and check **MUST** accompany each other. Payments will not be processed, nor will paperwork if they are sent separately.

DEPARTMENT RESPONSIBILITY:

The Department will arrange to transport the stage to specific site, set stage up and take stage down after the event. The Department will arrange for inspection of the stage prior to take down.





STAGE RENTAL APPLICATION

CONTACT: _____ PHONE NUMBER: _____

CELL NUMBER: _____ WORK NUMBER: _____

EMAIL ADDRESS: _____

ADDRESS: _____
Street/PO Box City State Zip

TYPE OF EVENT: _____ DATE OF USE: _____

LOCATION OF EVENT: _____

SET-UP TIME: _____ BREAKDOWN TIME: _____

START TIME OF EVENT: _____ END TIME OF EVENT: _____

LIABILITY WAIVER

The applicant, for himself/herself, all members and guests, hereby agrees to personally hold Queen Anne's County, Maryland harmless from any and all bodily injuries (including death arising out of or connected with the lawful use of this equipment). The applicant further agrees to personally indemnify Queen Anne's County, Maryland or its employees as a result of bodily injuries (including death) sustained by any member of this group while using this piece of equipment. Furthermore, the applicant accepts the responsibility for any damage and cost for repair of those damages.

RENTAL FEES:

- RATES:
Resident-\$350 first day; \$100 per day thereafter
Non-Resident-\$450 first day; \$100 per day thereafter
SECURITY DEPOSIT:
\$100 Security Deposit (REQUIRED)

ADDITIONAL FEES:

Transport Fee: _____
Fuel Charge: _____
Toll: _____

Full payment (including deposit) must accompany this application form and be returned within fourteen (14) days of the phone reservation.

QAC Parks & Recreation Department
1945 4-H Park Road
Centreville, MD 21617
Attn: Stage Rental

Signature: _____ Date: _____

(APPLICATION MUST BE SIGNED IN ORDER TO BE PROCESSED)

OFFICE USE ONLY:

Date Received: _____ Approved by: _____

FEE: \$ _____ Check #: _____ SECURITY DEPOSIT: \$ _____ Check #: _____