



TOWN OF COTTAGE CITY

3820 – 40th Avenue
Cottage City, Maryland 20722
(301) 779-2161 • Fax (301) 779-3525

Cottage City Town Hall Rental Agreement

- | | |
|--|--|
| <input type="checkbox"/> Cottage City Employee | <input type="checkbox"/> Cottage City Resident |
| <input type="checkbox"/> Deposit: \$50.00 | <input type="checkbox"/> Deposit: \$100.00 |
| <input type="checkbox"/> Rental Fee: \$100.00 | <input type="checkbox"/> Rental Fee: \$200.00 |

Name of Renter: _____

Address: _____

Has requested the use of the Cottage City Town Hall and its contents on:

Date: _____ From: _____ To: _____

By signing this rental agreement, the Renter agrees to conform to the following requirements:

- The non-refundable rental deposit fee for each requested date of use must be paid two weeks prior to the requested date.
- The balance must be paid the last working day prior to the event.
- Any damages incurred to the building or its contents during the time of rental will be repaired or replaced at the Renter's expense.
- No smoking is permitted inside the Cottage City Town Hall.
- No alcohol consumption allowed in the Cottage City Town Hall.
- No cooking allowed in the Cottage City Town Hall.
- The Renter is responsible for setup, break down and cleanup of the Cottage City Town Hall.
- Failure to return the Cottage City Town Hall to the same condition as when it was rented will result in an additional fee of \$100.00 for cleanup services.
- Trash bags, brooms, mops, paper towels and toilet paper will be provided by the Town of Cottage City.
- Cottage City Town Hall reservations should be confirmed 48-hours in advance by calling the Clerk's office; the contact person is Brittany Gabriel (301) 779-2161.

Indemnification

The Renter agrees to defend, indemnify, and hold harmless the Town of Cottage City, its officers, agents, and employees against any and all liability, lost, costs, damages, expenses, claims or actions, including attorney fees which the Town of Cottage City, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or guests.

Signature of Renter:		Date:	
Total Rental Due:		Date Rental Due:	
Phone:			

Signature of Cottage City Town Representative	
Date	