



HAVRE DE GRACE COMMUNITY CENTER  
100 LAGARET LANE  
FACILITY USE AGREEMENT

**If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor and Licensing Board. If you will have gambling (i.e., big wheel, raffle tickets, etc.) at your event, you must contact the Harford County Sheriff's Department. If your event will include the Use or Sale of food, you must contact the Harford County Health Department.**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between  
The City of Havre de Grace, (hereafter referred to as the HAVRE DE GRACE COMMUNITY CENTER),  
and \_\_\_\_\_, (hereafter referred to as  
"USER").

Purpose of rental: \_\_\_\_\_

Event sponsor: \_\_\_\_\_

**Note:** Non-profit organizations only: Please check box if you plan to promote your event by placing signs in City right away.  
Signs can be placed 21 days prior to event and are to be removed within 48 hours following event.

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Contact person: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

\_\_\_\_\_ Cell phone: \_\_\_\_\_

THE HAVRE DE GRACE COMMUNITY CENTER grants the USER permission to use all of the space as specified. Please check **only one** of the specific areas of interest to rent:

- 1) \_\_\_ Entire Community Center (use of Main Hall, Meeting Room and Kitchen)
- 2) \_\_\_ Meeting Room and Kitchen only

The permission granted includes reasonable access to the specified space prior to and after the rental for the purpose of delivering, installing, or moving supplies, equipment and props, subject; however, to the right of the HAVRE DE GRACE COMMUNITY CENTER to specify times and conditions appropriate to the HAVRE DE GRACE COMMUNITY CENTER'S continuing use of the rented space.

**USER AGREES:**

A. TO PAY the CITY OF HAVRE DE GRACE for the use of the rented space the sum of \$\_\_\_\_\_ plus any fees for services or additional items furnished by the City at the request of the USER. A NON-REFUNDABLE deposit of 50% of the lease rental in the amount of \$\_\_\_\_\_ is to be made with the return of the signed contract. The BALANCE of the rental fee \$\_\_\_\_\_ is due 30 days prior to the event. A REFUNDABLE security/cleaning deposit of \$100.00 is to be paid prior to picking up the Community Center key. If there are no other charges to the security/cleaning deposit or if the charges to the deposit are less than the amount of the deposit, the USER will be reimburse two weeks after the Community Center is vacated and is deemed returned in its *original state* to the City.

B. TO REIMBURSE the CITY HAVRE DE GRACE COMMUNITY CENTER for any damage, harm or injury to the HAVRE DE GRACE COMMUNITY CENTER'S property in, on, or about the PREMISES caused by any act or omission of the **USER** or his/her exhibitors, performers, employees, patrons, guests, invitees, suppliers or contractors in connection with or arising from the **USER'S** use and occupancy of the rented space. Any additional reimbursement shall be paid by the **USER** within ten (10) days after the use of the rented space.

C. NOT TO CONDUCT or permit activities in or about the rented space in violation of Federal, State, or Local laws or beyond the description of the purpose of the rental as stated above and to take all appropriate action to enforce this provision.

D. TO DEFEND, indemnify and hold The City of Havre de Grace and the HAVRE DE GRACE COMMUNITY CENTER harmless from all claims, suits, actions or liabilities growing out of injuries to persons, including death, or damage to property in, on, or about the rented space during the period in which the privileges herein are granted, or occurring in the course of, or as a result of, the exercise thereto.

E. TO NEITHER ASSIGN the AGREEMENT nor any privilege to any person, company or firm without prior consent of the HAVRE DE GRACE COMMUNITY CENTER.

F. TO NEITHER DISASSEMBLE, alter or remove any item or fixture of the HAVRE DE GRACE COMMUNITY CENTER in the rented space, or to NAIL, SCREW, TAPE OR AFFIX in any manner whatsoever, anything to the premises except at those places and locations expressly provided or designated.





HAVRE DE GRACE COMMUNITY CENTER - RENTAL  
PRE-REQUISITE QUESTIONNAIRE

**If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor and Licensing Board. If you will have gambling (i.e., big wheel, raffle tickets, etc.,) at your event, you must contact the Harford County Sheriff's Department. If your event will include the Use or Sale of food, you must contact the Harford County Health Department.**

PLEASE COMPLETE THIS FORM AND RETURN IT WITH APPLICATION AND DEPOSIT (S).

1. NAME OF RESPONSIBLE PERSON \_\_\_\_\_
2. NAME OF ORGANIZATION \_\_\_\_\_
3. ADDRESS \_\_\_\_\_
4. CONTACT NUMBER \_\_\_\_\_
5. TYPE OF EVENT: \_\_\_\_\_
6. TIME OF EVENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
7. NUMBER OF PARTICIPANTS: \_\_\_\_\_
8. AGE RANGE OF PARTICIPANTS: \_\_\_\_\_
9. HAVE YOU EVER RENTED A LARGE FACILITY BEFORE? \_\_\_\_\_ Date: \_\_\_\_\_  
If yes, Name/location of facility: \_\_\_\_\_
10. TYPE OF EVENT: \_\_\_\_\_
11. ARE YOU OR YOUR CATERER GOING TO SERVE OR SELL ALCOHOLIC BEVERAGES AT THIS EVENT? \_\_\_\_\_  
**If yes, you must contact the Harford County Liquor and Licensing Board.**
12. WILL THERE BE ENTERTAINMENT? \_\_\_ If yes, WHAT TYPE? \_\_\_\_\_
13. WILL YOUR EVENT REQUIRE SECURITY? \_\_\_\_\_
14. REFERENCES:  
NAME: \_\_\_\_\_ CONTACT # \_\_\_\_\_  
NAME: \_\_\_\_\_ CONTACT # \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT # \_\_\_\_\_



USER'S COPY  
Please keep for  
reference.

### **Havre de Grace Community Center – General Information for Using the Facility**

***Thank you for choosing the Havre de Grace Community Center. We trust you and your guests will enjoy using this facility and will take good care of it during your event.***

Upon entering the Community Center, you will find a very clean and well-maintained facility. Our expectation of you, the renter, is to help us maintain this inviting appearance.

Prior to your event, our staff has thoroughly cleaned the Center. The floors of the entrance area, Main Hall, Meeting Room, kitchen and restrooms have been swept, mopped and waxed. You will find the restrooms stocked with an adequate amount of paper products and hand soap. The kitchen has also been cleaned for your use. The facility is to be left as you find it, minus the used bathroom supplies. As per the Rental Contract for using the Community Center, a \$100.00 refundable deposit toward the cleaning of the facility is due when you collect the key. In order to receive a refund, we ask that you give attention to the following list:

#### **Setting-up your event:**

- Tables and chairs are located in the storage room of the Main Hall. During set-up and take-down, please be careful not to drag the tables and chairs across the floor.
- No items, including Decorations are to be affixed to the ceiling, walls, doors or any fixture in the Community Center.
- Do not block the Exit Doors as this is a safety issue and fire code violation.
- Place the provided trash receptacles at an easy distance for your guests to have access. This will help prevent spills and allow for a quicker clean-up at the end of your event.

#### **During the event:**

- Please ask guests not to lean their chairs or rest their feet against the walls as this leaves marks on the newly painted walls.
- Monitor the trash receptacles throughout the rented space and empty as needed.

- Wipe up any spills as soon as possible. Mops and buckets are available in the storage room.

#### **Cleaning-up at the end of your event:**

- Empty all trash cans into the dumpsters on site. Located: in rear parking lot.
- Return all tables and chairs to the storage room.
- Sweep the floors.
- Make sure the kitchen is as clean as you found it. Countertops, sinks, stove top and refrigerator must be wiped clean.
- All remaining food products must be removed from the premises.

#### **Upon leaving the Center:**

- **Turn off all lights.**
- **Make sure all doors are closed securely.**

#### **Returning the Key:**

The Community Center key is to be returned to City Hall the next business day following your event. Please turn your key in to the receptionist located at the entrance.

#### **Receiving your Cleaning Deposit:**

As stated in the Facility Use Agreement under the heading: User Agrees-Section A., a refundable security/cleaning deposit (\$100.00) will be reimbursed two weeks after the Community Center is vacated and deemed returned in its *original state* to the City.

#### **Important Contact Numbers**

The City of Havre de Grace does not have an On-Call person assigned to the Community Center. **In the event of an emergency, Dial 911**

For non-emergencies, please contact Havre de Grace Police Department at **410-939-2121**



**HAVRE DE GRACE COMMUNITY CENTER  
100 LAGARET LANE**

(From Rt. 155, follow Graceview Dr. around Meadowvale Elementary School to Lagaret Ln.)

**Two (2) rooms available**

- Main Hall – 640 (standing), 500 (seated)
- Meeting Room – 60

**Tables and Chairs**

- **329** chairs
- **26** round tables – 60” round
- **49** rectangular tables: **22-** 6’ tables, **27** - 8’ tables

**Required Licenses:** (a copy of the acquired license(s) must be attached to your signed contract.)

- **FOOD LICENSE**– If your event includes the Use or Sale of food at your event, you must contact the Harford County Health Department.  
Ph. 410-877-2305
- **LIQUOR LICENSE** – If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor Board.  
Ph. 410-638-3028 or visit their website at:  
<http://www.harfordcountymd.gov/LCB/oneday>
- **GAMBLING LICENSE** – If you are having gaming at your event (money wheels, raffles, scratch-off bingo, quarter auction, etc.) you must have a **ONE DAY GAMBLING LICENSE** from the Harford County Sheriff’s Office.  
Ph. 410-836-5445 or <http://www.harfordsheriff.org> (application can be downloaded from website and submitted to Sheriff’s Office Mon-Fri. 24 hours a day)

**Party Equipment/Materials Rental**

- **Chesapeake Rental**, located at 1317 Old Post Road, Havre de Grace.  
Ph. 410-939-1720

**Catering Options**

- The City of Havre de Grace offers a wide variety of choices. For a quick reference, ask for a copy of our list of local restaurant/caterers.