



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: \_\_\_\_\_

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:** \_\_\_\_\_

**Approximate Time you plan to enter the facility for set-up:** \_\_\_\_\_

**Event Start time:** \_\_\_\_\_ **Event End time\*:** \_\_\_\_\_ \* All guests and event sponsors must vacate premises by 12:00 pm midnight.

**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.

**Entire Community Center (use of Main Hall, Meeting Room and Kitchen)**

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.

The 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 60 days prior to the event.

A REFUNDABLE security/cleaning deposit of **\$100.00** is to be paid at time of picking up the keys for entrance to the Community Center. The deposit will be returned if the agreements are met by the User.

**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 an authorized representative 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.

**G. TO NEITHER NAIL, SCREW, TAPE OR AFFIX** in any manner whatsoever, anything to the premises except at those places and locations expressly provided or designated.

**H. A REPRESENTATIVE** of the HAVRE DE GRACE COMMUNITY CENTER shall have **EXCLUSIVE CONTROL** over the regulation and use of all electrical lights, plugs and/or the connection of any electrical device to the electrical outlets of the HAVRE DE GRACE COMMUNITY CENTER; all heat, air conditioning, ventilation (fans) and/or the opening of doors or windows shall be under the **TOTAL CONTROL** of the HAVRE DE GRACE COMMUNITY CENTER REPRESENTATIVE. The REPRESENTATIVE shall have **UNLIMITED ACCESS** to ANY and ALL PARTS of the facility **AT ALL TIMES**.

**I. ALL RIGHTS** not covered by this contract, involving the **USER** or any agent, guest or subsequent Party utilizing the HAVRE DE GRACE COMMUNITY CENTER as a result of this contract shall be determined by the **REPRESENTATIVE** of the HAVRE DE GRACE COMMUNITY CENTER.

**J. CANCELLATION** – there will be no deposit refunds unless a REPRESENTATIVE of the HAVRE DE GRACE COMMUNITY CENTER initiates the cancellation, at which time all deposits made by the **USER** to the HAVRE DE GRACE COMMUNITY CENTER shall be refunded.

**K. USER** is responsible for:

**Setting-up Event:**

- Tables and chairs are located in the storage room in the Main Hall. Please be careful not to drag the tables and chairs across the floor. Arrange tables and chairs so that guests do not lean their chairs or rest their feet against the walls.
- Make sure Exit Doors are not blocked.
- Decorations. It is understood by User that no items whatsoever are to be nailed, screwed, taped, or affixed in any manner to the premises except for those places and locations expressly designated. All decorations are to be removed immediately at end of event.
- Cover tables when using for art projects or any activity that involves pens, markers, glue etc...
- Place the trash cans at an easy distance for guests to have access.

**Taking Care of the Community Center During Event:**

- Monitor the trash cans throughout the rented space and empty as needed. (Dumpster is located on lot behind the kitchen.)
- Wipe up any spills as soon as possible. Mops and buckets are stored on site.

**End of Event Wrap-up:** Arrange the time of your event to insure all tasks are completed by the **12:00pm/midnight** exit. (negotiable if needed.)

- All food products and beverages are to be removed from the premises immediately at end of event.
- Rental items not provided by the Havre de Grace Community Center are to be removed immediately from the premises. Storing rental items on-site for next day or later pick-up is not permitted.
- All trash is to be placed in the dumpsters provided on site.
- Turn off stove.
- Make sure all doors and windows are closed securely.
- Return the Community Center Key to the Drop Box located at City Hall by 8am Monday.
- Turn off all lights in the building upon exit.

\_\_\_\_\_  
Authorized signature of **REPRESENTATIVE**  
HAVRE DE GRACE COMMUNITY CENTER

\_\_\_\_\_  
Authorized signature of **USER**                      Date

\_\_\_\_\_  
**Approved by Mayor of Havre de Grace**  
(Signature required when signage placement is requested.)

\_\_\_\_\_  
Date



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 # \_\_\_\_\_



## **Important Contact Numbers**

The City of Havre de Grace does not have an On-Call person assigned to the Community Center. For non-emergencies during evening or weekend events, please contact Havre de Grace Police at **410-939-2121**.

**In case of Emergency, Dial 911**

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

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

### **Two (2) rooms available**

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

### **Tables and Chairs**

- **300+** chairs
- **26** round tables – 60” round
- **89** rectangular tables: **64**- 6’ tables, **25** - 8’ tables

### **Restaurant-style Kitchen includes:**

Large refrigerator  
Ice Machine  
Portable food stations (2)  
(1-hot foods, 1-cold foods)  
Microwave  
Multi-burner gas stove and oven

### **Required Licenses:** (a copy of the acquired license(s) must be on-site during event rental period.)

- **FOOD LICENSE**– Ph. 410-877-2305 If your event includes the Use or Sale of food at your event, you must contact the Harford County Health Department.
- **LIQUOR LICENSE** – Ph. 410-638-3028 or visit their website at: <http://www.harfordcountymd.gov/LCB/oneday> If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor Board
- **GAMBLING LICENSE** – 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) 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.

### **Party Equipment/Materials Rental**

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

### **Catering Options**

- Havre de Grace offers a wide variety of choices. Ask for a copy of our list of local restaurant/caterers.