



# Wildlife Achievement Chapter

of the Izaak Walton League of America, Inc.  
26430MullinixMillRd, MtAiry, MD21771

## FACILITIES RENTAL AGREEMENT

It is by and between \_\_\_\_\_ who is signing this Agreement either: 1) as a Member in good standing with the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc., or 2) as an authorized agent on behalf of an Organization, and, in either case, who is signing this Agreement on behalf of their guests (collectively hereafter referred to as the "Renters") and the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc. (hereafter referred to as "WAC") and it is agreed by the parties for the use of the following WAC property:

WACpropertybeing rented: (check all that apply)

MeetingHall     Warming Kitchen     Other (describe) \_\_\_\_\_

Informationforwhich the WACpropertywill beused:

Event Name: \_\_\_\_\_

Event Type \_\_\_\_\_

Date of Event: \_\_\_\_\_, 20\_\_\_\_ Day of the Week: \_\_\_\_\_

Time of Event: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm ALL EVENTS MUST FINISH BY 12:00 MIDNIGHT.

Specify times for access needed for setup and decoration (there may be additional fees for multiple days and times):

Time when cleanup will be finished and the property ready for inspection: \_\_\_\_\_ am/pm MUST BE BEFORE 1:00 am

Please provide an estimate of the number of Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Vehicles: \_\_\_\_\_

Please describe any special needs or requirements:

Informationabout Memberand/or Organizationrenting theWACproperty:

Name of Member: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

RentalFeeRates:

In addition to the Security Deposit mentioned below, the Renters must pay the appropriate Rental Fees as determined in the sole discretion of WAC or its designated agent (check all that apply):

<input type="checkbox"/> Meeting Hall - less than 20 persons - 2 hours maximum (no kitchen access):	\$ 50.00
<input type="checkbox"/> Meeting Hall - between 21 to 40 persons - 4 hours maximum (no kitchen access):	\$ 100.00
<input type="checkbox"/> Meeting Hall - more than 40 persons - 8 hours maximum (no kitchen access):	\$ 200.00
<input type="checkbox"/> Meeting Hall - events with Warming Kitchen - 8 hour maximum:	\$ 100.00 added to fee above
<input type="checkbox"/> Other Rentals - contact the Rental Agent by email below for terms and conditions	\$ fee to be determined

**NOTICE:** The Rental Fee is refundable only upon WAC receiving at least one week advance notice of cancellation of event. Also, WAC reserves the right to reassess and charge the Renters the correct Rental Fee in the event that the Renters were not charged and did not pay the appropriate Rental Fee for the event that actually occurred. There shall be no cooking, warming or handling of raw food in, on or around any WAC property without prior written permission of Food & Beverage Chairman who will require active supervision by a person with a Safe Food Handling License and proof of liability insurance.

### Security Deposit:

In addition to the Rental Rate Charge mentioned above, the Renters must pay a Security Deposit in the amount of \$150.00 for the Meeting Hall and an additional deposit of \$100 for the Warming Kitchen which will be deposited in a bank account owned by WAC and will accumulate no interest.

**NOTICE:** The Security Deposit will be used for prompt cleanup, repair of damage and to replace items removed by the Member and/or guests at the sole discretion of WAC or its designated agent discovered at the time of the closing inspection or as discovered at such other times within a reasonable time after the event. Also, the Renters agree to be jointly and severally responsible for any cleanup, repair of damage and to replace items removed by the Member or guests that are not covered by the Security Deposit. The Security Deposit is refundable in the event of cancellation where there is no use of the WAC property by the Member or the Member's guests. Also, any unused portion of the Security Deposit will be refunded within a reasonable time after the cleanup, repair and replacement of missing items after the event.

### Payment Of Rental Rate Charge & Security Deposit

The Rental Rate Charge and Security Deposit must be paid by check or cash at the time of signing of this Agreement. However, no Agreement will be accepted less than two weeks prior to the date of the event unless the full amount of the Rental Rate Charge and Security Deposit are paid in cash. Any returned check will be subject to the maximum penalties, collection fees and costs allowed under the laws of the State of Maryland.

### Indemnification and Hold Harmless

The Renters shall indemnify, defend and hold harmless WAC and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising in or out of or caused by the Member's or guests' negligence in connection with the provisions of this Agreement and/or use of WAC property. WAC and the Member or guests shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which they may have with respect to such Claims. Should events beyond the control of WAC and/or the control of the Renters such as strikes, acts of God, or civil disturbances materially affect either party's ability to perform, this Agreement shall be terminated without prejudice.

### Terms and Conditions

This Agreement with attached Addendum and any other attachments thereto constitutes the entire contract between the parties with respect to the subject matter hereof and shall supersede all previous proposals both oral and written, negotiations, representations, commitments and other communications between the parties. There shall be no sales of any alcoholic beverages. Do not use tape, staples or nails to hang decorations. Do not hang decorations on or near ceiling fans. Pets are allowed only under certain conditions with express permission of WAC and WAC reserves the sole right to determine those conditions. This Agreement may not be released, discharged or modified except in writing and signed by duly authorized representatives of both parties. This Agreement was entered into and shall be construed under the laws of the State of Maryland. This Agreement is not binding on either party until it is accepted by WAC by the signature of an authorized agent of WAC below and WAC reserves the right to refuse to rent without explanation.

**Notice to All Renters:** The facilities should be neat and clean when you arrive and must be left that way when you leave. The following items will be checked during a final inspection of the property rented within a reasonable time upon conclusion of your event:

- \_\_\_ 1. Remove all decorations and other items from the area rented and repair/report any damage to Chapter property.
- \_\_\_ 2. Return all tables and chairs to their appropriate racks and return table rack to storage area in lobby.
- \_\_\_ 3. Sweep floor of all debris, clean up and mop spills and remove all trash to the dumpster by the Maintenance Shed.
- \_\_\_ 4. Close all windows and lock all doors upstairs and downstairs.
- \_\_\_ 5. Check to make sure that the bathrooms are clean.
- \_\_\_ 6. Turn air conditioning off in the summer months and return heat to 58 at all other times.
- \_\_\_ 7. Turn off all lights in meeting hall, kitchen and both bathrooms.

Notice to Renters providing food to guests: All food service in any of the facilities must be operated to provide safe food, free from potentially dangerous or sickening contaminants at all times. The entire WAC facility and grounds are under a Food Service Facility License supervised by the Food & Beverage Chair and other persons with either Food Safety Manager and/or Safe Food Handling certifications who have the authority, either personally or through others, to immediately enforce Safe Food Handling Procedures, during preparation, serving, storage and display of food and beverage practices as well as enforcing good personal hygiene. Depending on rental requirements (see below), before food service is authorized, the Renter must contact our Food & Beverage Chair or such other designated Food Safety Manager as soon as possible with the proposed menu for a review of safe food handling procedures. A person who is a Food Safety Manager or a person with a Safe Food Handling certification may be required to be present at any or all times of the event if deemed necessary by the WAC Food & Beverage Chair or other designated Food Safety Manager.

No Warming Kitchen Use Requested: Food must be brought onto the WAC property fully prepared and ready to serve. No access to Kitchen or utensils will be provided. No food may be warmed, cooked or prepared on the WAC property. No uncooked or raw food may be brought to the WAC property. All event-provided food, utensil and dishes must leave the facility upon completion. No prior contact with the Food & Beverage Chair is required.

Warming Kitchen Use Requested: Food may be stored, warmed, plated and served from kitchen but the Renter must bring all food pre-prepared from off WAC property. No raw or uncooked food may be brought, cooked or prepared on WAC property. You must contact the Food & Beverage Chair with your proposed menu for a brief safety review and either a Food Safety Manager or a person with a Safe Food Handling certification may be required.

The following procedures must be performed at the conclusion of every event:

1. All cooking items must be first washed in soapy water, then rinsed with plain water, then rinsed in a disinfecting solution (consisting of one table spoon of bleach to one gallon water) and placed on the rack for drip drying.
2. All non-cooking items are to be washed, towel dried and returned to the storage places where they were found.
3. Used kitchen towels shall be placed in the bin under the sink at the exterior door. Please be respectful of towels usage.
4. All kitchen and bar counters must be wiped clean, floors swept and mopped. All trash must be bagged and placed in the dumpster by the green Maintenance Shed. Absolutely no trash is to be left in or around the Meeting Hall or Kitchen.
5. All exhaust fans and lights must be turned off and verify that all cooking appliances are switched off.

All Renters are hereby advised that all cooking items are inventoried and must be returned clean to the drawer or other location in the kitchen where they were found. Any items that are missing or damaged must be reported and the security deposit may be used to replace those missing or damaged items.

Signature of Member or Organization

By my signature below, I hereby certify that: 1) I am either a Member in good standing with the Wildlife Achievement Chapter of the Izaak Walton League of America, Inc. or that I have authority to enter into this Property Rental Agreement for my Organization, and 2) that I am signing this Agreement for myself, my organization and on behalf of my guests, and 3) that I will be present at all times during the times of access rented herein, including the inspection at the end of the event, and 4) that I will be responsible for the activities of the event and the conduct of all participants, and 5) that I have read this entire Agreement and it is fully understood, and 6) that I voluntarily signed this Agreement under seal, and 7) that I acknowledge receiving a copy of this Agreement.

Wildlife Achievement Chapter of the  
Izaak Walton League of America, Inc.

\_\_\_\_\_  
(SEAL)  
Signature of Member or Organization

\_\_\_\_\_  
(SEAL)  
Signature of Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Date of Acceptance: \_\_\_\_\_

Rental Agent: Tom Ouellette Email: tomouellette3@gmail.com  
Food & Beverage Chair: Cherie Aker Email: cherie.aker@gmail.com