College Park Aviation Museum

Where Your Event Takes Off

Rental Rules and Contract

The College Park Airport is the world’s oldest continuously operating airport and is listed on the National Register of Historic Places. When planning your event, please remember that the preservation of the historic artifacts is the first consideration during all events. Planning events at this location may differ from other rental venues due to the need to preserve its’ historic integrity. Our knowledgeable staff will guide you through the process to ensure a successful and memorable event!

1909 & 1985 Cpl. Frank Scott Drive, College Park, Maryland 20740
301-864-6029 TEL / 301-927-6472 FAX /301-445-4512 TTY
Chelsea.Dorman@pgparks.com
www.collegeparkaviationmuseum.com / www.pgparks.com
# Table of Contents

VENUE RULES AND REGULATIONS ........................................................................................................... 4

Contact Information .................................................................................................................................... 4

Directions .................................................................................................................................................... 4

TO RENT A VENUE ...................................................................................................................................... 6

RESERVATIONS .......................................................................................................................................... 6

PAYMENT SCHEDULE: .............................................................................................................................. 5

Security Deposits ......................................................................................................................................... 5

Rental Rates and Capacity .......................................................................................................................... 6

Discounts: ................................................................................................................................................... 7

Capacity: ..................................................................................................................................................... 7

RENTAL HOURS: .......................................................................................................................................... 7

COURTESY HOUR: ....................................................................................................................................... 7

CANCELLATION POLICY: .......................................................................................................................... 8

CHANGE OF RESERVATION DATE: ............................................................................................................. 8

REQUEST FOR TRANSFERS: ...................................................................................................................... 8

ALCOHOL, SMOKING AND PETS ........................................................................................................... 8

Alcohol ........................................................................................................................................................ 9

Smoking: ..................................................................................................................................................... 9

Pets: ........................................................................................................................................................... 9

FOOD AND CATERING SERVICES: ......................................................................................................... 10

Caterers are responsible for ...................................................................................................................... 10

VENDOR COLLECTION ............................................................................................................................. 11

REQUIRED DOCUMENTS: ......................................................................................................................... 11

Furniture and Equipment ........................................................................................................................... 12

DECORATING AND FLOOR PLANS: ......................................................................................................... 13

HOLIDAY DECORATIONS: ......................................................................................................................... 13

ENTERTAINMENT/ADVERTISING/SECURITY: ......................................................................................... 16

ENTERTAINMENT: ...................................................................................................................................... 16

ADVERTISING: .......................................................................................................................................... 16

SECURITY .................................................................................................................................................. 16

PARKING AND GROUNDS ......................................................................................................................... 16

PARKING: ................................................................................................................................................. 16

INDEMNIFICATION .................................................................................................................................... 17

DAMAGES ................................................................................................................................................ 17
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photography on the Airfield</td>
<td>18</td>
</tr>
<tr>
<td>Sample Health Permit</td>
<td>19</td>
</tr>
<tr>
<td>Sample Certificate of Insurance</td>
<td>20</td>
</tr>
<tr>
<td>Sample ServSafe Certification</td>
<td>21</td>
</tr>
<tr>
<td>Sample Business License</td>
<td>22</td>
</tr>
<tr>
<td>Rental Agreement</td>
<td>23</td>
</tr>
</tbody>
</table>
VENUE RULES AND REGULATIONS

Contact Information

Tours available by appointment
- Monday–Friday 10:00 am to 4:00 pm
Call the business office at 301-864-6029; TTY 301-445-4512;
Email: rob.verbsky@pgparks.com

Closings: The office is closed on official holidays, (except Columbus Day), inclement weather or any unforeseen emergencies. Events, however, may be scheduled on the holidays with the exception of Thanksgiving, Christmas Eve and Christmas Day.

Directions

LOCATION: In College Park, Maryland near the University of Maryland, between Route 1 & Kenilworth Avenue (Route 201). Accessible from the Green Line, College Park/University of Maryland Metro Station.

FROM THE BELTWAY: Take the Beltway (I-495) towards College Park and exit at Kenilworth Avenue (Exit 23). Turn south on Kenilworth Avenue (Rte. 201) at end of the ramp. Turn right at traffic light at Campus Drive (formerly Paint Branch Parkway). Turn right at traffic light onto Corporal Frank Scott Drive. Continue to the entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM BALTIMORE: Exit at Route 193 (Greenbelt Road) West toward College Park. Turn left onto Kenilworth Avenue (Route 201 South). Proceed for approximately one and a half miles and turn right onto Campus Drive (formerly Paint Branch Parkway). Turn right at first traffic light onto Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM WASHINGTTON, DC: On MD-295 N (Balt-Wash Pkwy), take State Highway 410 (East-West Hwy) toward New Carrollton/Hyattsville. At end of the exit ramp, turn left onto Hwy 410. Proceed for approximately one mile and turn right at Kenilworth Avenue. Proceed for approximately one mile and turn left onto Campus Drive (formerly Paint Branch Parkway). Turn right at first traffic light onto Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

FROM U.S. ROUTE 1: Turn onto Campus Drive (formerly Paint Branch Parkway) at traffic light at the north entrance of the University of Maryland. Proceed through 3 traffic lights. The next traffic light is Corporal Frank Scott Drive, turn left. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.
**FROM METRO:** Walk to intersection of Campus Drive (formerly Paint Branch Parkway) and River Road. Cross over Campus Drive and walk up to Corporal Frank Scott Drive and turn left. Walk down Corporal Frank Scott Drive and turn right onto Lehigh Road (a road directly behind the three (3) Tennis Bubbles), proceed along Bubbles and then turn left onto a paved pathway that leads you up to the Aviation Museum and Airport Operations on your right.
**TO RENT A VENUE**

All rental contract holders must:

- Be at least 21 years of age and;

- Have a valid form of ID and proof of residency. Valid forms of ID include: a driver’s license, utility bill, deed to house, lease agreement, homeowner insurance policy, or renter’s insurance policy.

- The contract holder is the point of contact during the duration of the reservation/rental period.

**RESERVATIONS**

A 10 day calendar hold can be placed on a specific date with a completed rental application.

Accepted forms of payment for deposit: Visa, MasterCard, checks made payable to Maryland-National Capital Park and Planning Commission (M-NCPPC), cash or money orders. All returned checks will have a $35.00 assessed returned check fee.

*Note: Checks are not accepted less than 90 days before event date.*

If a client purchases two time slots, 10:00am-5:00pm and 6:00pm-1:00am both security deposits must be paid.

- Upon payment of the security deposit, the client will receive the rental contract which must be signed and submitted by the due date specified on the contract.
**PAYMENT SCHEDULE:**

1. Security deposit (25% of total rental) and 50% of the rental fee is due when rental contract is signed
2. 60 days (2 months) prior to event date the remaining 50% of the rental fee is due.
3. For reservations made less than 60 days (2 months) prior to the event date, 50% of the rental will be due to secure the date and the remainder of the rental fee and security deposit will be due within five (5) business days. Both deposit and rental fees must be in the form of cash, credit card, or certified check/cashier check/money order made payable to the Maryland-National Capital Park and Planning Commission (or M-NCPPC)

**Security Deposits**

The security deposit is separate from the rental fee and cannot be applied towards the rental. Once paid, the security deposit is not refundable until three weeks after the event provided there are no charges assessed due to damage, loss, clean up or extension of contract time. Refunds issued by the main office in Riverdale are mailed directly to the contract holder or applied to credit card used. Please call the business office for refund details.
**Rental Rates and Capacity**

Rental Rates: Rates are subject to change without notice.

<table>
<thead>
<tr>
<th>Evening Rental Options (6pm-11pm)</th>
<th>Bi-County¹</th>
<th>Non-Bi-County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum (All Facilities)</td>
<td>$5,000</td>
<td>$6,500</td>
</tr>
<tr>
<td>Museum Mezzanine (includes lobby &amp; patio)</td>
<td>$1,000</td>
<td>$1,300</td>
</tr>
<tr>
<td>Museum and Operations Building</td>
<td>$8,500</td>
<td>$11,050</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime Rental Options (10am-5pm)</th>
<th>Bi-County¹</th>
<th>Non-Bi-County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum (All Facilities)</td>
<td>$5,750</td>
<td>$7,475</td>
</tr>
<tr>
<td>Museum Mezzanine (includes lobby &amp; patio)</td>
<td>$1,180</td>
<td>$1,535</td>
</tr>
<tr>
<td>Museum and Operations Building</td>
<td>$8,500</td>
<td>$11,050</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra Hours</th>
<th>Bi-County¹</th>
<th>Non-Bi-County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentals Under $3500</td>
<td>$200</td>
<td>$260</td>
</tr>
<tr>
<td>Rentals Over $3500</td>
<td>$400</td>
<td>$520</td>
</tr>
</tbody>
</table>

¹ Must provide proof of residency in Prince George’s or Montgomery.

² All facilities include both Conference Rooms, lobby, and terrace. Does not include hangar.
**Discounts:**
Non-profit groups are eligible for a 50% discount on rental held Monday-Friday.

- A copy of 501(c) (3) form is required for all non-profit organizations.
- Discounts apply only to events benefiting the non-profit organization (i.e. personal events do not apply).

**Note:** The Maryland Association of Non Profit Organizations’ Public Policy Alert state that if a non-profit organization employs a professional solicitor or a fundraising counsel, they too must be properly registered with the Maryland Secretary of State and must follow public disclosure requirements for solicitation. For more information, visit the Secretary of State website: [http://www.sos.state.md.us/Charity/CharityHome.html](http://www.sos.state.md.us/Charity/CharityHome.html) or contact the Secretary of State’s office at 410.974.5521.

**Capacity:**

<table>
<thead>
<tr>
<th>Rental Space</th>
<th>Banquet</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum (All Facilities)</td>
<td>80</td>
<td>250</td>
</tr>
<tr>
<td>Museum Mezzanine (includes lobby &amp; patio)</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Operations Conference Room A (includes lobby)</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>Operations Conference Room B (includes lobby)</td>
<td>88-132</td>
<td>156</td>
</tr>
<tr>
<td>Operations Conference Room A and B (includes lobby)</td>
<td>175</td>
<td>250</td>
</tr>
<tr>
<td>Operations Terrace</td>
<td>n/a</td>
<td>40</td>
</tr>
</tbody>
</table>

The Commission strictly upholds the facility’s capacity restriction. The use of outdoor patio does not increase the capacity of facility. The event will be shut down if the capacity level is exceeded.

**RENTAL HOURS:**
Contracted rental hours include the setup and breakdown time for all vendors. Due to liability issues, access to the venue by all parties, including the coordinator, florist, decorator, DJ/band, photographer, etc. is allowed only at the start of the contracted time.

**COURTESY HOUR:**
Only the catering staff is provided a one hour courtesy before the contracted time for setup of tables and chairs. If available, additional hours can be purchased with a written request.

**EXAMPLE:** If your contracted hours are 6:00pm – 1:00am, 5:00pm would be the very earliest that your caterer could
enter the museum or operations building. 6:00pm would be the very earliest that your vendors could enter the facility. This means your event should NOT start before 7:30pm. The event would need to end by 12:00am, so that cleanup can take place between 12:00am and 1:00am. Please check with your caterer and other vendors regarding the amount of time needed for setup and breakdown.

**CANCELLATION POLICY:**
All cancellations must be in writing by the contract holder, signed and addressed to the facility manager. *Cancellation policy applies with or without a signed contract.*

1. If the contract holder cancels the event **more than 60 days before event date**, 50% of the rental fee will be forfeited.
2. If the contract holder cancels the event **less than 60 days before** the event date, 100% of the rental fee will be forfeited.

**Note:** The contract holder is responsible for notifying the facility staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed to the address listed on the contract. Payments made by personal check will be made payable to the contract holder.

It is our mission to ensure an extraordinary rental experience. If prior to or during the rental any element of the event is found to compromise the venue, M-NCPPC or its staff reserves the right to cancel the event without reimbursement.

If the venue is unable to fulfill a contract due to causes beyond the control of the venue, any payments, except for services already rendered, will be refunded in full or payments received can be applied to a future re-booking.

**CHANGE OF RESERVATION DATE:**
A one-time reservation date change is acceptable up to **6 months prior** to the event date. Any further date changes will be treated as a cancellation. Modifications or changes to the contract can only be made by the contract holder and must be made in writing.

**REQUEST FOR TRANSFERS:**
Transfers between Commission owned facilities will be treated as cancellations. The policies for cancellation by the contract holder will apply. See the policy for cancellation.

**ALCOHOL, SMOKING AND PETS**
**Alcohol**
Alcoholic beverages must be served by a licensed bartender/caterer who must ensure all guests being served are twenty one (21) years of age and over.

The following are prohibited: BYOL (bring your own liquor), red wine, punch or cranberry juice or any red beverage (unless red wine waiver has been signed & submitted).

The bar must close down one hour before the end of the contracted time (NO EXCEPTIONS).

**Cash bars:** Only non-profit organizations that have received approval to obtain and acquire a one day liquor license can have a cash bar. All cash bar approval requests must be in writing and addressed to:

Director’s Office
M-NCPPC
Prince George’s County
Department of Parks and Recreation
6600 Kenilworth Avenue
Riverdale, MD 20737

If approved, the director’s office will address a letter of approval directly to the Prince George’s County Liquor Board for your convenience. The contract holder is responsible for purchasing the one day liquor license from the Liquor Board. **A one day license is only granted to Non-Profit organizations.** A copy of the license must be submitted to the venue at least one week prior to the scheduled event and the original license must be displayed on the bar during the event.

**Smoking:**
This is a smoke free facility. This includes electronic cigarettes and hookah/hookah bars.

**Pets:**
College Park Aviation Museum & Airport Operations Building are a pet free facility with the exception of service animals.
FOOD AND CATERING SERVICES:

Caterers are responsible for

Submitting the following documents:
- a copy of their current liability insurance certificate (must be insured up to $1,000,000 per occurrence under General Liability),
- facility permit issued by the Health Department in their county in the name of the caterer,
- a food handler’s permit of the staff who will be on site the duration of the event, at least 2 months prior to the event date.

All required documents must be in the caterer’s name. Caterers cannot utilize rented kitchens.

Caterers are prohibited from using polystyrene (Styrofoam)
Prince George’s County prohibits food vendors from selling or providing food in expanded polystyrene containers.

Cleaning dining areas and guest tables and chairs. Commission employees are not responsible for cleaning these areas. Failure to clean areas of the Museum or Operations Building used by the contract holder will result in the forfeiture of all or part of the contract holder’s security deposit.

Staying on site for the duration of the event. The caterer must call in advance to verify entry/set-up time. No caterers will be allowed to enter any earlier than the setup time. The caterer must check in/out with the supervisor at time of arrival and departure.

Setting up and breaking down of tables and chairs, buffet tables, food stations, cake tables and beverage stations throughout the facility and outdoor setup on terrace.

Only licensed and insured caterers are allowed to set up and break down the tables and chairs. If the caterer is not able to setup and breakdown, they will not be permitted to cater at the facility. The caterer will have access to the facility furniture and equipment.

If it is determined that the caterer did not provide the set up and breakdown of the tables and chairs, the entire security deposit will be forfeited.

The breakdown must be done in the last hour of the contracted time. Failure of the caterer to cleanup and breakdown by the end of the contract holder’s contracted time will result in additional overtime fees to the contract holder.

Cooking and preparing all food off the premises and warming the food at the facility. Cooking and preparing food is not permitted inside the facility.

Complying with the Commission’s rules and regulations regarding food service and clean up after events.

Signing the caterer’s responsibilities agreement and returning it to the facility, 90 days prior to the event
**VENDOR COLLECTION**

Clients must choose a caterer from the M-NCPPC approved vendor collection.

The caterer must provide copies of the required documents listed below to the facility 90 days prior to the event.

**REQUIRED DOCUMENTS:**

1. **Food Service Facility License**
2. **Food Managers License**
3. **Certificate of Liability Insurance with a minimum of $1,000,000 per occurrence under general liability and names The Maryland National Capital Park and Planning Commission located at 6611 Kenilworth Avenue, Riverdale, MD 20737 as an additional insured.**

Food Service Facility License and Certificate of Liability Insurance must list same name.

The approved caterer must abide by all laws, rules and regulations of the venue, the State of Maryland, Prince George’s County and the Commission.

The caterer is responsible for setting up the furnishings and equipment in the interior rooms based on the contract holder’s floor plan. The caterer must stay on site for the duration of the event and is responsible for cleaning the facility. Failure to clean the facility properly or vacate the venue by the end of contracted hours will result in additional fees to the contract holder.

Food handler’s permits are only necessary in counties that require them: Prince George’s County, Montgomery, Howard, Baltimore and Baltimore County. All other jurisdictions must submit updated certificates of insurance and Facility Permits.
Furniture and Equipment

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>6-ft rectangular tables</td>
</tr>
<tr>
<td>100</td>
<td>cushioned metal folding chairs</td>
</tr>
<tr>
<td>4</td>
<td>round patio tables with six attached chairs (fixed locations)</td>
</tr>
<tr>
<td>1</td>
<td>podium</td>
</tr>
<tr>
<td>1</td>
<td>easel</td>
</tr>
<tr>
<td>1</td>
<td>projection screen</td>
</tr>
<tr>
<td>1</td>
<td>projector</td>
</tr>
<tr>
<td>2</td>
<td>coat rack</td>
</tr>
<tr>
<td>1</td>
<td>stainless steel hand sink</td>
</tr>
<tr>
<td>1</td>
<td>mop sink &amp; mop</td>
</tr>
<tr>
<td>1</td>
<td>90-lb. capacity ice machine</td>
</tr>
</tbody>
</table>

The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received from the Manager. **The quantities of above furnishings and equipment are subject to change. Please consult with your caterer, decorator and/or coordinator before preparing your floor plan.**

Rental items from an outside vendor must be delivered and removed during the client’s contracted time. Equipment or property left behind, lost or damaged is not the responsibility of M-NCPCC.

Please refer to the equipment list for available furnishings. Consult with facility staff for availability as these quantities are subject to change.
DECORATING AND FLOOR PLANS:

Decorating or signage must be free standing or secured by coated wire, string or painters tape. Nails, screws, push pins, metal hooks, damaging adhesive, etc. is prohibited.

Flower petals (real or fake), balloons, rice, confetti, decorative glitter, birdseed, and candles are not allowed.

Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.

Museum furniture, exhibits, and displays may not be removed or rearranged during events. The Taylorcraft and half Ercoupe can be moved upon written request received ten (10) business days before the scheduled event. Any and all special requests must be submitted in writing no later than ten (10) business days before an event and must be approved by the Curator of Collections. **Aircraft, display cases, and other collection material CANNOT be moved by anyone other than designated museum staff.**

Floor plans should indicate the placement of tables, chairs and other equipment and must be submitted within 3 weeks of the event date.

Driveways, corridors and emergency exits cannot be blocked and must be accessible at all times.

HOLIDAY DECORATIONS:

During the year-end holiday season, the Museum displays seasonal decorations, including Christmas trees, wreaths, lights and garland. These decorations may not be removed or rearranged during events. The seasonal decorations are generally installed the first week of December and are taken down the first week in January. Inquire about specific dates by contacting the office.
ENTERTAINMENT/ADVERTISING/SECURITY:

ENTERTAINMENT:

All entertainment is subject to approval. The facility must be informed of all entertainment planned for events at the time of booking as this must to be approved by Park Police. Amplified music is only allowed at certain venues.

The DJ and/or band must cease playing music and begin breakdown of their equipment one hour before the end of the contract.

ADVERTISING:

A copy of proposed advertising and tickets must be submitted to venue management for approval at least 90 days prior to the event date.
Tickets must be numbered to not exceed the maximum capacity of the venue and must indicate the proper closing time of the event. All tickets must be sold in advance; there are no ticket sales at the door.

SECURITY

Park Police are required for:

- All social events with the exception of weddings and receptions.
- If the nature of your contracted event requires Park Police coverage, the facility will make arrangements to schedule security. Please inquire with management about rates and number of officers required for your scheduled event.
- Restrictions: There is a curfew of 12:00am on Sunday through Thursday and 1:00am on Friday and Saturday. There are no exceptions to this rule. Other restrictions on party type or noise may apply.

PARKING AND GROUNDS

PARKING:

There is ample parking provided for guests within the posted rental capacity as well as designated accessible parking.

Parking, standing or driving on any grassy areas is prohibited and would be grounds for forfeiture of the security deposit.
Vehicles should be removed by the end of the event and may not be left overnight. M-NCPPC is not responsible for vehicles left on the premises.

**INDEMNIFICATION**

Contract holders and guests are required to abide by all applicable Federal, State and/or County public laws and ordinances arising from use of venues.

The contract holder shall indemnify and hold harmless the M-NCPPC from and against all actions, liabilities, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC of which M-NCPPC must pay and incur by reason of or in any manner resulting from the sponsor’s negligent performance of or failure to perform any of his/her obligations under the terms of the reservation agreement.

M-NCPPC shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God or inclement weather.

**DAMAGES**

Renter agrees to assume full financial liability and responsibility for any and all damages to the Facility or its contents and collections during the scheduled event, or costs incurred by the Commission resulting from the renter, or renter’s guests, invitees, organization, agents, caterers, or any contractors at the facility during their rental time frame.

Any damages to museum collections and/or aircraft will be covered by the renter – based upon an appraisal through a restoration or conservation company of the Museum’s choosing.

The Commission reserves the right to deny the application, or revoke an approved application, where (1) an individual, group or organization has (i) provided false information on an application, (ii) failed to meet past obligations, or has an outstanding obligation with the Commission; or (2) there is insufficient staff to conduct the event.

This agreement is not transferable to another party, individual, group or entity.

The supervising employee or representative shall have the authority to regulate, at his or her sole discretion, activities during the event and will terminate the function if, after the first warning, the rules and regulations are not observed by the renter, or the renter’s guest, invitees, organization, agents, caterers or contractors.
Photography on the Airfield

If you wish to have a photoshoot on the airfield, you must coordinate with the Airport Manager. You must use the approved photographer.
Sample Health Permit
## Sample Certificate of Insurance

### Certificate of Insurance

**Issuer:**

**Company:**

**Inured:**

**Compartment:**

**Coverage:**

**Limitation:**

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Policy Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Payments</strong></td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Auto Liability</strong></td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>General Liability</strong></td>
<td>$500,000.00</td>
</tr>
</tbody>
</table>

**Certificate Holder:**

Maryland National Capital Park & Planning Commission
8811 Kenilworth Avenue
Riverdale, MD 20737

**Certificate Number:**

MM1130723
Sample ServSafe Certification

To: ARTHUR T JACKSON

DATE OF EXAMINATION: 10/08/2012

CERTIFICATE NO.: 4758

EXAM FORM NO.: 9466445

PAGE 1 OF 2

Sample ServSafe Certification

This certificate is the result of successfully completing the ServSafe Food Protection Manager Certification Examination, which is administered by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

National Restaurant Association

02-11-2013
SAMPLE
Rental Agreement

Name: ___________________________  Company: ___________________________

Address: __________________________

Phone: ___________________________  Email address: _________________________

Function: __________________________

Rental Space: ______________________  Space Fee: ____________________________

Date & Time: __________________________

Estimated guests: _______________________

Fees and Due Dates

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Payment (50% of space fee)</td>
<td>At contract signing</td>
</tr>
<tr>
<td>Security Deposit (25% of space fee)</td>
<td>At contract signing</td>
</tr>
<tr>
<td>Final Payment</td>
<td></td>
</tr>
<tr>
<td>Total Fees</td>
<td></td>
</tr>
</tbody>
</table>

Maryland-National Capital Park and Planning Commission, Department of Parks & Recreation, Prince George’s County, College Park Aviation Museum grants signer permission to use the Facilities as outlined, subject to the Terms and Conditions of this agreement contained herein and attached hereto all of which form part of this agreement.

In submitting this application, signer hereby confirms they will comply with the Rules and Regulations governing use of this facility, as well as The Maryland-National Capital Park and Planning Commission’s Rules and Regulations for the Use of Park Property and Facilities (a copy of which can be obtained from the Department of Parks and Recreation. 6600 Kenilworth Avenue, Riverdale, MD 20737).

In addition, signer agrees to indemnify and hold harmless the Commission from and against all actions, liability, claims, suits, damages costs or expenses of any kind which may be brought or made against the Commission or which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her actions of or failure to perform any of his/her obligations under the terms of this applicant/permit.

Print Name: _______________________

Signature: _______________________

Date: ________________