



<b>Internal Use Only</b>	
Date _____	Request Approved _____
	Request Not Approved _____
Board of Directors: _____	

**Wiley H. Bates Legacy Center, Inc**  
1101 Smithville Street  
Annapolis, MD. 21401  
(410) 263-1860  
[wilyhbates11@verizon.net](mailto:wilyhbates11@verizon.net)

### Request Form for Facility Rental (Please complete and sign page 3)

Requesting Person(s)/Group \_\_\_\_\_  
Is requesting person an active member of the Bates Legacy Center (BLC) \_\_\_ Yes  
\_\_\_ No

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Time of Event \_\_\_\_\_  
Setup Date and Time: (2 Hour Limit): \_\_\_\_\_  
Number of Guests Expected: \_\_\_\_\_  
Arrival Time: (Caterer): \_\_\_\_\_

#### Equipment Available:

\_\_\_\_\_ The Center with folding Chairs (Max. 100 Chairs)  
\_\_\_\_\_ The Center with Banquet Tables (12 – 6' Tables), (1- 5' Table), (1– 8' Table) and (2 – 8' tables for food service).  
1 CD Player, 1 DVD Player, 2 Microphone (1 Standard and 1 Cordless)  
1 Video projector with Screen and with capability for laptop use.

Name of Responsible Person (s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

How did you hear about our facility? \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ 50% Deposit Due with Contract: \$ \_\_\_\_\_  
Balance (Due 30 days before scheduled event) \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

#### Facility Use Fees

The recommended usage fee for the center ranges from \$200 - \$350 per event to include use of the BLC Museum area, the adjoining Hallway and the Courtyard.

**A fee will be negotiated on a case by case basis for events that run for multiple days.**

**Guest must pay a deposit of \$100.00 (Separate Check) to be returned within ten (10) business days after the event if there is no damages to the facility.**

### **Cancellation Policy**

**The 50% deposit is refundable up to ten (10) business days prior to the event.**

### **Facility Use Guidelines**

**Decorations may be installed the day of the event with a two (2) hour set-up maximum time limit. All decorations must be removed within two (2) hours after the event. Balloons are not allowed in our facility.**

**The throwing of rice or confetti is prohibited. Bird seed is permitted to be used in the courtyard.**

**On event day, the two (2) hour set-up time must also be used to schedule deliveries and catering preparations.**

**The maximum time for BLC events must not exceed six (6) hours and that includes set-up and clean-up. All events must end before 10:00 PM.**

**No food or drink is allowed on the museum reception desk. Specific areas should be designated during planning to accommodate this activity.**

**Movement of BLC furniture or equipment is prohibited without prior permission from BLC personnel.**

**Use of BLC sound and /or video system is prohibited unless authorized by contract and assisted by BLC personnel.**

**A liquor license is required to serve alcoholic beverages. (only wines will be permitted).**

**BLC display cases should not be obstructed in anyway.**

**Smoking is not permitted in the BLC, hallway or Courtyard at anytime.**

**Event insurance is recommended.**

**BLC guests are to be courteous and respectful to building residents when the hallway and courtyard facilities are being used.**

**Dancing on the hardwood floor in our facility is prohibited.**

**Placing food or drinks on chair seats is prohibited. You are responsible for accidents.**

**The BLC management reserves the right during each event to:**

- 1. Open the gift shop.**
- 2. Make brochures and membership applications available**
- 3. Terminate an activity that is not in compliance with this agreement.**
- 4. Refuse to approve any application for rental if we feel the activity does not support the mission and goals of the BLC.**
- 5. Welcome any group who uses our facility.**

### **Indemnification**

**The Requesting Party shall indemnify, defend and save harmless Wiley H. Bates Legacy Center (BLC), its officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by Requesting Party, its agents, employees, contractors, lessees, invitees, representatives, in, on or about the BLC facility. This indemnity shall survive the termination of this Agreement. The Requesting Party hereby releases BLC from any and all liability or responsibility to Requesting Party or anyone claiming through or under Requesting Party by way of subrogation or otherwise for any loss or damage to equipment or property of BLC covered by an insurance then in force.**

**I have read the above agreement and agree to abide by the provisions therein.**

**Signed**

\_\_\_\_\_

**Requesting party**

\_\_\_\_\_

**Date**

**I have reviewed this application in accordance with the criteria set forth by the Board of Directors of the Wiley H. Legacy Center.**

**Signed**

\_\_\_\_\_

**Wiley H. Bates Legacy Center Representative**

\_\_\_\_\_

**Date**

**Revised July 17, 2018**