



Wiley H. Bates Legacy Center, Inc
1101 Smithville Street Unit T-17
Annapolis, MD 21401
(410) 263-1860
whbates.legacycenter@gmail.com
www.whbateslegacycenter.org

Request Form for Facility Rental (Please complete and sign page 5)

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).

_____ CD Player, 1 DVD Player, 2 Microphone (1 Standard and 1 Cordless)

_____ 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: _____

Wiley H. Bates Legacy Center, Inc. (BLC)

Charter Life Membership Rental Fee Statement for Organizations/Alum Classes

Year One

- Pay one-time \$500 membership fee ***plus*** \$500 rental use fee (annual).
- Rental use is allowed for monthly or regular meetings (**not to exceed 12 meetings per year*).

Total fee for Year One (excluding additional special meetings) = \$1,000

Year Two and thereafter:

- Pay annual \$500 rental use fee for monthly or regular meetings (**not to exceed 12 meetings per year*)
- All meeting dates should be submitted to BLC Staff by November 1st to be reserved for the following calendar year.

Total fee for Year Two and thereafter (excluding additional special meetings) = \$500

Additional Meetings/Special Events outside of chapter/regular meetings

- All requests must be submitted to BLC staff at least 2 months in advance.
- **A flat rate of \$125 will be assessed for rental use.** Meeting/event cannot extend beyond a 4-hour period. *Rental fee must be paid in full 2 weeks prior to meeting/event.*

Terms and Conditions

- ✓ Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host organization must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- ✓ The “Charter Life Member Organization” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- ✓ The “Charter Life Member Organization” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc.
- ✓ Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
- ✓ Dancing is prohibited.
- ✓ BLC artifacts and displays are off limits for public use or handling.
- ✓ Smoking, vaping, substance use is not allowed on premises.

Wiley H. Bates Legacy Center welcomes donations to support our programs, educational scholarships and community initiatives. Your generosity is always appreciated!

Effective 12/2019—PRB

Charter Life Individual Membership Rental Fee

Year One

- Pay one-time \$500 membership fee
- Rental use is allowed for up to three meetings (**not to exceed 3 meetings per year*).

Additional Meetings/Special Events

- All requests must be submitted to BLC staff at least 2 months in advance.
- **A flat “event” rate of \$125 will be assessed for rental use.** Meeting/event cannot extend beyond a 4-hour period. *Rental fee must be paid in full 2 weeks prior to meeting/event.*
- **Beyond 3rd meeting facility use, a fee of \$75 per hour will be assessed for “standard meetings.”**

Refund Policy

- No party shall be liable for rental payment under this agreement if an event is canceled due to acts beyond their control, including but not limited to fires, hurricanes, flooding, building repairs or pandemics. All Charter Life Members who paid annual rental fees shall receive rental credit equal to the months missed due to closure reasons listed above. All other renters (Non Charter Life Members) will be offered an opportunity to reschedule the canceled event if possible or a complete refund of all rental fees.

Terms and Conditions

- ✓ Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host/facility renter must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- ✓ The “Charter Life Individual Member” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- ✓ The “Charter Life Individual Member” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc.
- ✓ Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
- ✓ Dancing is prohibited.
- ✓ BLC artifacts and displays are off limits for public use or handling.
- ✓ Smoking, vaping, substance use is not allowed on premises.

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Wiley H. Bates Legacy Center

General Rental Rate List

Standard Meetings

- **\$75 per hour** **not to exceed 4 hours*

Events

- **\$125 per hour**
4-hour event cost is **\$500**.
Full Day: 5 hours or more event total cost is **\$800**.

Rental Deposit and Payment Terms

- 50% deposit due at time of contract submission. Deposit is *refundable up to 2 weeks* prior to the event.
- Additionally, a \$100 facility maintenance retainer fee must accompany deposit at time of contract submission. Pending closing break-down, trash removal, and facility is cleaned according to standard arrangement. If all matters are settled satisfactorily, the retainer fee will be returned to the authorized rental party. However, the retainer fee will not be returned if facility is left unclean, disorderly, or the occurrence of broken/damaged goods.
- Rental fee balance must be *paid in full 7 days prior* to meeting/event.
- ****BLC Staff** will facilitate rental use orientation, onsite and/or virtual tour, and review rental use contract outlining detailed policy and utilization guidance with interested parties.

Terms and Conditions

- ✓ Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host/facility renter must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- ✓ The “facility renter” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- ✓ The “facility renter” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc.
- ✓ Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
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Wiley H. Bates Legacy Center

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. Bates Legacy Center.

Signed

Requesting Party

Date

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