



## BUILDING RENTAL CONTRACT

This is a contract between Sumner Hall and \_\_\_\_\_.

### General Terms and Conditions

In consideration of the use of Sumner Hall and its Facilities, the Renter agrees to the following Terms and Conditions:

- 1. Statutes, Rules, and Regulations.** This agreement is subject to the applicable rules and regulations and is bound thereby. The Renter further agrees - in presenting any performance, lecture, meeting, or other function - to comply with, and abide by all laws of the United States and the State of Maryland, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulations of the fire department. Failure to comply with this provision will be grounds for termination of the event.
- 2. Supervision and Conduct.** The Renter will be responsible for the supervision and control of its agents, employees, guests and contractors in their activities on Sumner Hall's premises. The Renter's organization agrees to indemnify and hold harmless, assume liability for and defend, Sumner Hall and its officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of its officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of the theater premises.
- 3. Noise Levels.** Sumner Hall is in a residential neighborhood. Exceptionally loud music is not permitted; Sumner Hall reserves the right to lower the sound level during an event. All music must stop by 10:30 pm.
- 4. Arrangements to Access the Building Prior to and After Event.** Arrangements for deliveries, set ups and breakdowns for florist, caterers, or photographers are to be cleared in advance with Sumner Hall. Extra time required for these activities are considered as "rental time" for the purposes of this contract.
- 5. Exhibitions at Sumner Hall.** Art objects and other items displayed at the time of the Renter's event may not be moved without the permission of Sumner Hall.
- 6. Damages.** The Renter agrees to refrain from damaging, destroying, or defacing any property of Sumner Hall and agrees to be responsible for the cost of repair or replacement of any property damaged, destroyed or defaced by those in attendance. Any independent companies or contractors (e. g. lighting technicians, caterers, and equipment rental companies) hired for work on the premises

during specified time of this agreement must show proof of commercial liability insurance. The Renter may be required to provide Sumner Hall with event liability insurance at the time of the signing the rental agreement.

7. **Decorations.** The Renter agrees to refrain from taping, tacking or otherwise affixing anything to the walls, doors, windows or ceilings of the building. All floors and tabletops must be protected from water damage that sometimes occurs with plant and floral arrangements. The Renter further agrees to refrain from using confetti, glitter or any small particle matter for decoration. Helium balloons and lighting candles are not permitted in the building. The Renter will be held financially responsible for cleaning and or replacement of Sumner Hall's property that has been defaced by decorations.
8. **Kitchen Use and Food Serving Notes.** The kitchen is equipped for warming, not cooking.
9. **Clean-Up Instructions.** At the end of the event, the Renter(s)' responsibility is to leave the kitchen and building as it was delivered. The Renter should bring their own dish cloths and should take away all food and drink unless prior arrangements for leaving it were made with Sumner Hall.
10. **Trash and Recycling.** All trash is to be gathered into plastic trash bags and placed in the marked trash cans that are behind Sumner Hall. Note: the only things that we recycle at Sumner Hall is plastic and glass bottles. These are to be crushed and put – with no plastic bags – in the recycling containers located behind Sumner Hall.
11. **Guest Property.** Sumner Hall will not assume any responsibility for the damage or loss of any merchandise or articles left at Sumner Hall prior to, during, or following a function.
12. **Rental Schedule Charges.** Room rental and service charges will be determined in accordance with Sumner Hall's rental schedules. The Renter will be responsible for vacating the space at the designated time. Arriving earlier than the pre-designated start time or leaving later than the pre-designated time of vacating the premises may result in additional rental charges.
13. **Fire Restriction.** In compliance with local fire codes, the maximum room occupancy may not exceed the designated building capacity of 150 persons. Tables or chairs may not be moved so as to block aisles or fire exits.
14. **Security.** Uniform security personnel may be required for certain functions, as determined by the Sumner Hall [BOARD]. Charges for the service will be the responsibility of the Renter(s).
15. **Parking.** Available on Queen Street. Parking lot behind Sumner Hall is a private lot that is restricted by the owner. Parking spaces behind neighboring houses are private and may not be used or blocked.
16. **Alcohol.** Alcoholic beverages may not be sold at Sumner Hall. They may be made available free of charge to participants during an event.
17. **Smoking.** Smoking is not allowed at any time on Sumner Hall's property – either inside the building or on the outside property.

18. **Cancellations.** Late cancellations (15 days before scheduled event) or no-show for a scheduled use are grounds for termination, restriction of use privileges and forfeiture of deposit monies. The Renter will be held responsible for the full amount of facility use as stipulated in this agreement.

19. **Termination.** In the event of unforeseen occurrences or the failure of the Renter(s) to comply with any covenant or term of this Agreement, Sumner Hall shall have the right to immediately terminate this Agreement by verbal notice to Renter's representative. The Renter may terminate this Agreement in advance of its actual commencement of occupancy upon written notice to Sumner Hall. In the event of such termination, the Renter shall be refunded the use fee if written notice is given 15 days before the scheduled event; pro-rated according to any actual occupancy and use.

**Specific Terms and Conditions**

This contract relates to the attached Renter's Building Use Request Form, as proposed by the Renter and approved (perhaps with some modifications) by Sumner Hall. **The total rental price is \$\_\_\_\_\_**

**AGREED TO**

**for the Renter:**

**for Sumner Hall:**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**