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www.sumnerhall.org | 206 S. Queen St., Chestertown, MD 21620 | 443-282-0023

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## BUILDING RENTAL APPLICATION

Sumner Hall is pleased to make its building available to individuals and organizations for a variety of activities when it is not in use by Sumner Hall. Upon receiving a request, Sumner Hall will email the confirmation of the availability of the space and the proposed rental fee. When accepted by the applicant – as initially proposed or as finally negotiated by Sumner Hall and the applicant – Sumner Hall will email a Rental Contract that reflects the all-inclusive rental fee. The applicant shall sign and return the contract to Sumner Hall. Electronic Signature is acceptable for this agreement. Unless otherwise arranged, payment for the rental fee is due when the contract is submitted to Sumner Hall.

### Basic Rental Rates

The usage fee is \$50 per hour per floor (\$100 per hour for whole building). The first floor has meeting space for 10-12 individuals around a table. The second floor may be set up with or without tables. The use of the restroom and kitchen is included in the fee. You may arrive 1 hour prior to the event for set-up and stay 1 hour after the end of your event for clean-up at no additional charge. The rental fee includes the use of some audio-visual equipment, if you are willing to be trained to use the equipment. You may also bring your own. Please complete this form describing your event and needs. A Sumner Hall team member will contact you to coordinate the event. Please note that you can see photos of Sumner Hall on our website under Events: [www.sumnerhall.org](http://www.sumnerhall.org).

Preferred Event Date \_\_\_\_\_ Alternative Date if Preferred Date Unavailable \_\_\_\_\_

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

Name of Organization (if any): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ End: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Space Needed: Ground Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Both \_\_\_\_\_

Room Arrangement: \_\_\_\_\_

\_\_\_\_\_

Equipment Needs (if any): \_\_\_\_\_

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