



206 South Queen Street

Chestertown, Maryland 21620

sumnerhall.org

443-282-0023

BUILDING RENTAL APPLICATION

Sumner Hall is pleased to make its building available for rent to individuals and organizations for a variety of uses. Interested parties should complete and email the **Building Use Request Form** to info@sumnerhall.org. Upon receiving this 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 of the rental fee is due when the contract is submitted to Sumner Hall.

MANAGEMENT OF RENTAL CONTRACTS

The overall Management of Rental Contracts at is the responsibility of the Board of Directors. This responsibility has been delegated to Sumner Hall’s Manager of Membership and Administrative Services, Cheryl Hoopes.

BASIC RENTAL RATES

Either the entire building or just one floor may be rented. The entire building consists of (1) the ground floor exhibition space; (2) the second-floor meeting room / performance space; (3) the restroom; and (4) the kitchen. The rental rates include the use of Sumner Hall’s furniture and tablecloths if needed. It also includes setting up the tables and chairs to meet the requirements of the tenant. The use of audiovisual equipment on either floor is not automatically included in the basic hourly rental fee. If needed by the tenant, the cost for using this equipment will be negotiated. Rent is charged for the total number of hours used by the tenant, including the required set-up and clean-up time.

SPACE	HOURLY RATE
Ground Floor – Includes use of kitchen and bathroom	\$35
Second Floor – includes use of kitchen and bathroom	\$35
Whole Building	\$70

Sumner Hall is a 501(c)(3) non-profit organization. It does not support, align or endorse any specific religious organization or political party at local, county, state or national levels. It does reserve the right to decline any rental requests that are not consistent with the mission of Sumner Hall.

BUILDING USE REQUEST FORM

Date of This Request: _____

Requested by: _____

Organization: _____

Contact Person: _____

Phone: _____ Email: _____

DATE NEEDED	TIME OF ACTUAL EVENT TOTAL # HOURS NEEDED	RESPONSIBLE PARTY Name: Address: Phone: Email:	
DESCRIPTION OF THE EVENT			
EXPECTED # OF PARTICIPANTS	ADDITIONAL SERVICE PROVIDERS AT EVENT <input type="checkbox"/> Caterer <input type="checkbox"/> Florist <input type="checkbox"/> DJ, Singer or Musicians	SPACES NEEDED <input type="checkbox"/> Main Floor <input type="checkbox"/> Second Floor <input type="checkbox"/> Kitchen	EQUIPMENT NEEDED <input type="checkbox"/> Screens on the Main Floor <input type="checkbox"/> Screen on Second Floor <input type="checkbox"/> Projector <input type="checkbox"/> Sound System
AGE RANGE OF PARTICIPANTS			
SET UP REQUIREMENTS			
APPLICANT'S ESTIMATE OF BASIC RENTAL FEE			
SUMNER HALL'S RESPONSE TO APPLICATION - IF ANY MODIFICATIONS ARE NEEDED			
Fee: _____			
Other Notes:			