



206 South Queen Street

Chestertown, Maryland 21620

summerhall.org

443-282-0023

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(s) agree 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(s) further agree(s) that - in presenting any performance, lecture, meeting, or other function - it will conform 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(s) will be responsible for the supervision and control of its agents, employees, guests and contractors and their activities on Sumner Hall's premises. The Renter(s)' organization agree(s) 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.
4. **Arrangements to Access the Building Prior to and After Event.** Arrangements for deliveries, set-ups and break-downs for florists, 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 (s') event may not be moved without the permission of Sumner Hall.

6. **Damages.** The Renter(s) agree(s) 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(s) may be required to provide Sumner Hall with event liability insurance at the time of the signing the rental agreement.
7. **Decorations.** The Renter(s) agree(s) not to tape, tack or otherwise affix 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(s) further agree(s) not use confetti, glitter or any small particle matter for decoration. Helium balloons and lighted candles are not permitted. The Renter(s) 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. Renter(s) should bring their own dishcloths and should take away all food and drink unless prior arrangements for leaving it was made with Sumner Hall.
10. **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.
11. **Rental Schedule Charges.** Room rental and service charges will be determined in accordance with Sumner Hall's rental schedules. The Renter(s) will be responsible for vacating the space at the designated time. Arriving earlier than the pre-designated start time or the leaving later than the pre-designated time of vacating the premises may result additional rental charges.
12. **Fire Restriction.** In compliance with local fire codes, the maximum room occupancy may not exceed the designated building capacity of 200 persons. Tables or chairs may not be moved so as to block aisles or fire exits.
13. **Security.** Uniformed security personnel may be required for certain functions, as determined by the Sumner Hall. Charges for this service will be the responsibility of the Renter(s).
14. **Parking.** Available on Queen Street. Parking lot behind Sumner Hall is a private lot that is restricted by the owner. Parking behind neighboring houses is private.
15. **Alcohol.** Alcoholic beverages may not be sold at Sumner Hall. They may be made available free of charge to participants during an event. The organizer of the event may accept donations for the beverages offered.
16. **Smoking.** Smoking is not allowed at any time on Sumner Hall property.

17. **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(s) will be held responsible for the full amount of facility use as stipulated in this agreement.

18. **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)'s representative. The Renter(s) 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(s) 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(s) and approved (perhaps with some modifications as noted on that form) by Sumner Hall.

AGREED TO

for the Renter(s):

for Sumner Hall:

Date: _____

Date: _____