



The Town of Brentwood Community Center

Community Center - Reservation Request/Agreement

Renter Information

Today's Date: _____

Name: _____ Street Address (residents only): _____

Phone: _____ Email Address: _____

Organization/Group Name (if applicable): _____

For groups: are you a 501(c)(3) non-profit organization? No Yes—*please provide IRS documentation*

Reservation Request Information

Facility: Brentwood Community Center Expected number of participants: _____

Space/Room(s): Community Room

Date(s) of Event: _____

Event Times (not including set up and breakdown): _____

Set up times: _____

Breakdown times: _____

Activity Description (ex. baby shower, meeting, birthday): _____

I (renter) may only access the requested space during the rental times as indicated above. This includes set up and break down times: _____(initials)

Is this event primarily for adults, teens, or youth? Adults Teens Youth

A. Is this event advertised to the public? No—Private event Yes—Public event

B. Serving food? No Yes E. Security provided by renter? No Yes

C. Catering? No Yes F. Charging a fee? No Yes

D. Fundraiser? No Yes G. Providing equipment/entertainment? No Yes

I have read and understand the attached Rental Information: _____(initials)

I understand that this reservation is not final until all required signatures have been received: _____(initials)

If requested, Park Police fee = \$50/hour, per officer, paid in cash the day of the event: _____(initials)

In submitting the Community Center Reservation Request/Agreement, I hereby confirm that I am familiar with The Town of Brentwood Rules and Regulations and understand that any changes from the original request require approval prior to day of use. In addition, Renter agrees to indemnify and hold harmless the Town from and against all actions, claims, suits, damages, cost or expenses of any kind which may be brought or made against the Town or which the Town must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her/its negligent performance of or failure to perform any of his/her/its obligations under the terms of this Community Center Reservation Request/Agreement.

Name: _____ Signature: _____ Date: _____

Office Use Only

Group: Partner Non-Profit

Rental Information: During Hours After Hours

Fee: _____ Reservation #: _____

Town Administrator Signature: _____

Date: _____

Recommendation: Approve Deny Notes: _____

Mayors Signature: _____ Date: _____

Recommendation: Approve Deny Notes: _____

After Hours and Exceptions Requests: Town Administrator Signature: _____ Date: _____

Recommendation: Approve Deny Notes: _____

Other Exceptions Requests: Mayors Signature: _____ Date: _____

Recommendation: Approve Deny Notes: _____

Police required? No Yes Date Contacted: _____ Date Confirmed: _____

Notes: _____



The Town of Brentwood Community Center

Check box if you are you a community partner or supporting organization requesting a fee waiver:

Reservation Details Form

Renter Information

Requested Reservation Date: _____

Name: _____ Reservation #: _____

For the questions that you answered "Yes" to on the Community Center Reservation Request/Agreement, please complete the information below.

A. Public Events

Will this event be advertised to the public? No Yes

If yes, how (circle all): **TV Radio Print Flyers Email/Listserv Social Media/Internet Other**

(Attach a copy of any potential promotional materials)

Will any dignitaries/VIPs be attending (e.g. elected officials, celebrities)? No Yes

If yes, please list names: _____

How many volunteers/staff members will you have working the event? _____

B/C. Food/Catering

Please describe the food that will be provided: _____

Who will be providing the food? (caterer, potluck, family member, etc): _____

If a caterer is providing food, they must have a catering license onsite during the event.

D/E. Fee-Based Events

Will money be collected onsite for the event? No Yes If yes, what platform (cash/online/etc.)? _____

If yes, please explain the type of fee, amount, purpose, and parties that will receive the profits _____

Will there be food/beverage/merchandise vendors? No Yes (how many) _____

F. Will you have own security?

Provide details about security plan _____

G. Equipment/Entertainment

Will you have commercial amusements? No Yes

If yes, please describe (photo booth, clown, etc.) _____

Do you plan to provide musical entertainment? No Yes

If yes, please describe (live band, dance, DJ, playlist/Bluetooth, etc.) and attach a list of band/performer names: _____

Do you plan to provide other entertainment? No Yes

If yes, please describe or attach a copy of your program _____

Will you be using a public announcement or amplified speaker system? No Yes

Do you plan on providing any additional equipment for your event? No Yes

If yes, please describe.

The Town of Brentwood does not provide equipment. All equipment must follow state and county codes.

Please complete all information below.

Additional Event Details/History

Do you have a certificate of insurance? No Yes (if so, please attach a copy)

Have you hosted this event before? No Yes

If yes, please provide location(s) and date(s) _____

Any special request or other related comments for consideration? (Attach additional pages if needed)

Rental Information

- Any individual or organization requesting space must be 20 years.
- This application is not approved until all required official signatures have been received. Renter should not publicize requested activity until final approval of this application has been rendered. If this application is denied for any reason, the Town of Brentwood is not responsible for any costs incurred by the Renter.
- Town of Brentwood reserves the right to refuse any future applications for any individual, group, or organization that does not abide by the standards and policies set forth by the facility and Town.
- The total number of hours requested shall include the time required for setup and cleanup.
- **During-Hours requests** must be submitted at least 3 business days before the event.
- **After-Hours requests** and any Reservations with special requests (fundraisers, public event, etc.) must be submitted at least 14 days before the event.
- All rentals shall end no later than **11:00 pm**.
- **Security Deposit of \$100 and 50% of the rental fees are due at the time of booking. Balance is due within 30 days of the rental date. If rental date is within 30 days, payment in full is due at the time of booking.**
- The Renter may access the space only during the time of the rental, including any time the Renter needs for event preparations and cleanup (placing bagged trash where requested, etc.)
- Any group remaining after the permitted time shall be assessed additional fees.
- **Cancellations** must be submitted in writing/email by the Renter to the Town Administrator.
 - Requests submitted at least 14 days prior to the rental will receive a full refund.
 - Requests submitted fewer than 14 days but more than 3 business days prior to the rental will receive a refund of the rental fees, but the security deposit will be forfeited.
 - Requests submitted fewer than 3 business days in advance are not eligible for a refund.
- **Terminations:** the event may be cancelled, and the Renter may forfeit all payments made if they:
 - Provide inaccurate information on the Community Center Reservation Request Form.
 - Are found in violation of any of the items in the *Community Center Rental Guidelines*. Copy available on the website, <http://www.brentwoodmd.gov>.
- **Changes** (dates, times, locations, etc.) are subject to approval based on facility availability. There is no guarantee that requests for changes will be honored. A \$25 change fee will be charged for all changes to the original request once approved.
- Town of Brentwood is not liable for cancellations or termination due to an act of God or inclement weather.
- **Advertising:** events may not be advertised to the public. The only exception is if the event is shared via a private group/invitation-only format via social media. Any open groups, advertising or other means of publicity will result in cancellation.
- **Brentwood Police** presence is required during the rental if alcohol (beer and wine only) is being served and may be required for groups of 50 or more, majority of the participants are teens and adults, and/or social events that extend past 9PM.
- If approved, Park Police fee = \$50/hour, per officer, paid in cash the day of the event.
- For all **teen events** the Renter must provide a guest list and chaperone list prior the event. Please see *Brentwood Police* section for more information.
- **Amusements** are not allowed: examples are moon bounces, live animals, ball crawls, dunk tanks or water slides.
- Renter is allowed to provide **entertainment**, such as a clown, DJ, or magician, with prior approval. The entertainer may be required to provide insurance or other information. Please check with Town Administrator.
- Renter may provide **food**, such as a potluck, catered food, or prepackaged food, to invited guests during a private event. No food may be prepared on-site. If a caterer is providing food, they must have a catering license onsite.
- Renter is required to abide by all applicable Federal, State, and/or County public laws in accordance with the Town of Brentwood Park Rules & Regulations.