



FRATERNAL ORDER OF POLICE VENUE #111

814 Albert Street, Salisbury, MD 21804
mail@fop111md.org 410-543-1185

Rental Contract

Fraternal Order of Police, Lodge #111, Inc., grants the use of its community hall, "Venue 111", located at 814-A Albert Street, Salisbury, MD to:

Client:

On:

From:

To:

of Guests:

1. The Client must make the rental payment in full by cash, cashier check or money order prior to the date of the rental. In addition to the rental fee, a security deposit will be collected upon signature of this agreement. The signer immediate family members are considered by the Lodge to be the signer, the spouse, children, and the parents of the signer. The signer of this agreement must pay any fees associated with the rental of the community hall, the employees, catering, etc. Also, the signer of this agreement is expected to attend said event in its entirety.
Initial _____
2. The maximum capacity of the community hall is 242 people and at no time shall this limit be exceeded. COVID-19 restrictions on occupancy may reduce the maximum occupancy. Those temporary restrictions will be enforced.
Initial _____
3. The Lodge will provide up to twenty-two, 72-inch round tables which allow seating for up to 8 people each, and up to 176 chairs. Lodge personnel will set up the tables/chairs in a manner requested by the Client prior to the event. The fee for setup is \$_____ and is in addition to the rental price. The Client and/or Caterer will be given access to the Venue two (2) hours prior to the start of the event for the purpose of set up and decorating. Additional time for the purpose of set up can be provided upon request and may be subject to an additional fee.
Initial _____
4. Tacks, pins, tape, nails, or staples are not permitted on the walls of the facility. The use of confetti or glitter is not permitted. Open flames are not permitted. Candles must be in protective glassware. NO SMOKING inside the hall. A designated smoking area is on the fenced-in loading dock, outside the hall.
Initial _____

5. The Client can bring in non-alcoholic or alcoholic beverages for the event. The Lodge will not provide any ice, ice buckets, cups, serving bowls or serving utensils.

Initial _____

6. If the Client chooses to bring in their own food or have a caterer to prepare the food, the Client or caterer can have access to the rear storage area to use as a food preparation area. Caterers will be required to complete a Caterers Contract, which will be submitted to the Lodge Event Coordinator prior to the event. No supplies such as paper goods, utensils or serving items will be provided by the Lodge. The Client shall be responsible for the clearing and disposal of any trash and debris. Trash receptacles with liners will be provided and trash will be taken to the outside trash dumpster.

Initial _____

7. Tablecloths or linens must be provided by the Client, private vendor, or the caterer.

Initial _____

8. The Client will maintain order and conduct the event in a decent and respectable manner and will assume full responsibility for any and all damages to the Lodge property or to property of other vendors supplying goods or services for the benefit of the Client. Small children shall not be left unattended in the facilities. The signer of this agreement will be responsible for all guests and their actions while in and on the Lodge premises. The use of illegal substances on the Lodge property will not be tolerated. Any person observed using any illegal substance (including non-medical marijuana) will be grounds for the immediate termination of this agreement and all deposits, rental payments and/or fees collected will be forfeited.

Initial _____

9. The Lodge will not be responsible for any goods delivered and the Client must remove all personal items from the hall immediately upon completion of the event. The Lodge is not responsible for items left on the premises.

Initial _____

10. The Lodge retains the right to have an agent on duty during the event, and to refuse use of the community hall for any violation of the terms and conditions of this rental agreement. All written communication by the Client to the Lodge should be directed to the Lodge Event Coordinator.

Initial _____

11. The Client agrees to release, absolve, and hold the FOP, Lodge 111, Inc. harmless as well as all its officers, employees, and agents, from all claims arising from the use of the Lodge property. Further, the Client agrees to indemnify the Lodge and its officers, employees and agents for any losses and costs incurred in the defense of such claims, including reasonable attorney's fees.

Initial _____

12. Should the Client fail to perform any of its obligations under this agreement, The Lodge may cause the same to be performed and paid. Payment of such sums or any costs or expenses to the Lodge arising out of the Client's failure to perform its obligations under this agreement, in any way, shall be deemed an additional rental fee, due and payable immediately. In the event the Lodge makes a claim against the Client, either for payment of the rental fee, or to otherwise enforce the provisions of this Agreement, the Client agrees to pay the costs and reasonable attorney's fees associated with such claim.

Initial _____

13. Payment / Deposit / Fees

All payments must be made with a cashier's check, money order, or cash.

- a. A security deposit of \$_____ is due from the Client upon the signing of this agreement. The Client has the option to ensure that the hall and the restrooms are cleaned, tables/chairs returned to their pre-event location no later than 10AM on the day immediately following their function. If this is completed in a satisfactory manner, and there is no damage to any property the deposit will be refunded. If property is damaged or the Client chooses not to clean the hall, and/or the restrooms, and/or return the tables/chairs to their pre-event location, the deposit WILL NOT be refunded. There will be no partial refunds of the deposit.
- b. A rental payment in full is due from the Client prior to the date of the event.
- c. A table/chair setup fee of \$_____ is due from the Client and will be collected with the rental payment, due prior to the date of the event.
- d. Any additional fees shall be paid prior to the date of the event.

Initial _____

14. Cancellation

- a. Either party may cancel this agreement if done so in writing seven (7) days before the date of the event, and all monies paid by the Client shall be promptly refunded.

Initial _____

- b. If the Client owes a balance or damages have occurred as a result of the event, the Client shall pay all monies due to the Lodge within 30 days after the date of the event.

Initial _____

I have read all of the items in this agreement and fully understand the rules and policies for renting the Fraternal Order of Police Lodge 111, Inc. community hall, known as "VENUE 111". Any violation will result in the forfeiture of the rental fee, deposits or other fees. If Lodge personnel discovers that any of the above information provided by the client or representative is false it will result in the termination of the event and a forfeiture of the rental fee and deposit.

FOP Lodge #111, Inc.

Client

Lodge Event Coordinator

Printed Name of Client (Business)

Signature

Signature

Date:

Address:

Phone:

Payment Details:

Day of Week:

Rate: \$

Additional Hourly Rate: \$

Setup Fee: \$

Deposit: \$

TOTAL DUE: \$