



Party Room Rental Application

Today's Date: _____ Room Rental Date: _____

Public Session Attending: _____ Room Rental Time: _____

Party Room 1 Party Room 2 Both Rooms

Name of Group: _____

Primary Contact:

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone: Home _____ Work _____ Cell _____

Secondary Contact:

First Name: _____ Last Name: _____

Phone: Home _____ Work _____ Cell _____

Approximate number of people expected: Adults _____ Children _____

Occasion: Birthday Party Meeting Organization/Company Party Other _____

Room Rental Fee must be paid IN FULL at time of application

Food Order Form

Cheese Pizza _____ Other (please explain) _____

Pepperoni Pizza _____

Hot Dog & Chips _____

Pitchers of Soda _____ Time food is needed: _____

MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

General Facility Use Rules & Regulations

All M-NCPPC Park Facility contracts are subject to the following rules and regulations, as well as to the specific rules and conditions stated on each individual facility's contract.

1. This contract entitles the Renter to exclusive use of the party room(s) reserved for the dates and times indicated on the contract. No additional setup or cleanup time is allowed. Customers must vacate the party room(s) by the time specified on the signed contract, or he/she will be billed in 15-minute increments for additional time used. Rental fee covers the cost of the room, tables and chairs ONLY. Admission and skate rentals to the public session are an additional fee and can be paid for on the day of your event or function.
2. Rental agreements will be issued to adults 21 and older only who agree to accept responsibility for the supervision of guests in the party room(s) throughout the rental period. The Renter is responsible for maintaining orderly conduct among all participants at their event or function.
3. Maximum capacities: Each party room: 25 people; Both party rooms combined: 50 people. These limits will be strictly enforced.
4. Directional signs and decorations are allowed during the rental period only. Decorations may be hung, or taped on walls in the rented space with scotch tape only. No decorations may be hung from the ceiling or ventilation ducts, and no silly string, glitter or confetti is allowed.
5. Renter is responsible for removing all signs, decorations and trash after the rental period. If party room is left in unacceptable condition, a \$50.00 cleanup fee will be added to the total charge. The renter assumes personal liability for the cost of excessive cleanup, loss, breakage, vandalism or removal of Park property.
6. Live bands, loud or offensive music, and any excessive noise which disturbs any other customers are not allowed.
7. Catering is permitted at the discretion of the rink manager. Absolutely no hot plates, portable ovens, open flame fires or warming devices are allowed. Tables must not block doorways. Catering vehicles must park in designated areas only.
8. The presence or consumption of alcoholic beverages (including beer) on Park property is strictly prohibited.
9. Cancellation policy: If a cancellation is made with at least two week's notice, 100% of the rental fee will be credited to your ParkPASS account or a refund less a 20% administrative fee will be returned to you in the form it was given. If payment was made by check, please allow 10 days for check to clear before refund is issued. If less than two week's notice is given to cancel a booking, no refund will be issued.
10. All contracts/rental agreements are subject to change by M-NCPPC personnel. Failure to comply with the conditions in this contract may result in the immediate cancellation of the event, and/or loss of rental and other fees paid.

I have read the above conditions governing the use of rental facilities, and agree to abide by them or risk the loss of a rental fee and/or any other payment rendered.

Renter's Signature: _____ **Date:** _____

For office use only

Rink Representative: _____ **Date:** _____