

QUEEN ANNES COUNTY
4-H PARK ASSOCIATION, INC.
P.O.BOX 299
CENTREVILLE, MD 21617

Application for use of the 4-H Park facilities

The facilities of the Queen Anne's County 4-H Park are available to individuals and community groups when not utilized by the 4-H program.

The applicants are responsible for any damage above natural wear and will be assessed the actual cost of damages following the activity and notify the user of those findings within five business days. Payment for damages incurred will be deducted from the security deposit and any additional expenses will be the applicant's responsibility. If damages are less than the security deposit a refund will be mailed, if damages are more than security deposit, the applicant will be billed the difference.

To schedule an event at the 4-H Park please contact scheduling secretary (Michelle Tuttle) at 410-490-1231 or by email at tuttle.ml@gmail.com for availability.

The following regulations will be strictly adhered to:

- ❖ Applications must be made on the attached form for use of the 4-H Park. Applications may be printed from the queenannescofair.com web page. Applications must be mailed to the following: Queen Anne's County 4-H Park Association, Inc. P.O. Box 299 Centreville, MD 21617. All fees will be required one month before event. A security deposit of \$300.00 must accompany this application, which will be reimbursed following your event if upon inspection no damages have occurred. If rental fees are not received one month prior to event, security deposit will be returned and the date will be forfeited.
- ❖ All applicants will be subject to approval of the 4-H Park Board Inc. Each application will be reviewed and handled on an individual basis for approval or disapproval.
- ❖ All organizations, individuals or groups are required to obtain Liability Insurance. Proof of Insurance must be presented with this application. Applications and security deposit checks will be returned if there is no certificate of insurance. Comprehensive General Liability required with a minimum of \$500,000.00 per occurrence to \$1,000,000.00 in the aggregate. A certificate of insurance is required naming Queen Anne's County 4-H Park Association, as the certificate holder.
- ❖ Applicant must be aware that unless they are requesting exclusive use of the park that there may be another event being held on the park grounds.
- ❖ All horses must remain in the horse barn area (left side of incoming driveway). Fees for Extension programs and 4-H programs will be handled on an individual basis.
- ❖ All 4-H fundraisers are expected to make a donation to QAC 4-H Park Board Association Inc. 4-H Clubs are expected to make a donation yearly for the upkeep of the park grounds.
- ❖ Rain dates cannot be scheduled.
- ❖ Electric and water supply turned off November 1st yearly due to inclement weather (except for main building).

QUEEN ANNE'S COUNTY 4-H PARK ASSOCIATION

Applicant is to be in charge of the event and shall be responsible for the following

- Submit proper application for use of the facilities and grounds.
- Upon completion of your activities all trash and decoration must be placed in the dumpster on the grounds. If dumpster should become full, it is the responsibility of applicant to have all trash bagged and placed next to the dumpster.
- Leave building and grounds clean and in order, ready for the next event.
- Bathrooms must be left clean or someone will be hired to do so (fee will be deducted from security deposit).
- Set up and take down of tables and chairs is applicant's responsibility.
- No staples, nails or tacks of any kind are to be used on any tables including picnic tables.
- Upon completion of use of the kitchen and dining areas, no food is to be left in the kitchen area and refrigerator and freezer are to be cleaned. Oven and stoves must be cleaned.
- Sinks are to be wiped clean inside and out, all counters and tables wiped clean.
- Dining area tables must be wiped clean, floors swept and mopped.
- White tables are not to be taken outside, without prior approval.
- Floors are to be swept and scrubbed. All mops are to be rinsed and put back in proper place.
- All rules and regulations must be read and completely understood. If there are any questions please ask at the time application is received. Please return this application, security deposit and insurance information within (15) fifteen working days.
- For help/assistance with the buildings and grounds please contact park caretaker at 410-829-6803.

Print Please:

Name of Organization: _____

Date & hours requested: _____

Contact Person/Applicant: _____

Mailing Address: _____

Telephone Number: _____

Who will benefit from proceeds? _____

Facilities/Area of grounds requested for use:

Exclusive use of the park \$500/day (some buildings and grounds are prohibited)

Main Hall & Kitchen \$225 /day

Meeting room only \$50.00/day

Kitchen only \$75/day

Kitchen & Dining Hall \$150/day

Commercial Building No.1 \$50/day

Pavilion \$50 each/day

Other Barns \$50 each/day (applicant is responsible for removal of manure & bedding)

Horse Ring & Stalls \$200/day (applicant is responsible for removal of manure & bedding)

Exclusive use of the QAC 4-H Park does not include the following buildings and grounds

- ❖ Wilson Building bathroom & showers
- ❖ Commercial Building No.2
- ❖ Agricultural / Farm Museum Buildings and grounds
- ❖ Camper hook ups; all camper hook ups are to be approved by the 4-H Park Board before any event. There will be a \$30 fee required per day. Dumping is not permitted on park grounds. All camper request and fees are to be submitted by the applicant prior to the scheduled event.

Security deposit \$300.00 Check # _____ Date: _____

Rental fee (not including security deposit) \$ _____ due thirty days prior to event.

Liability Insurance CERTIFICATE OF INSURANCE MUST BE ATTACHED OR THIS APPLICATION WILL BE RETURNED TO APPLICANT.

I the Undersigned agree to and understand all the above:

Signature: _____

Print Name: _____

QUEEN ANNE'S COUNTY 4-H PARK ASSOCIATION

For Caretakers Use

All events are to be over by 11:00PM

Name of organization or event: _____

Number of person expected: _____ Date: _____

Time of arrival: _____ Time of Departure: _____

Section of the grounds being rented: _____

Applicant / Contact Person: _____

Phone Number: _____

Please submit application and caretaker form to:

Queen Anne's County 4-H Park Board Assoc. Inc.

P.O.BOX 299

Centreville, MD 21617

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Office / Caretakers Comments
