QUEEN ANNE’S COUNTY 4-H PARK ASSOCIATION, INC.

PO BOX 299; CENTREVILLE, MD 21617

Instructions for Rental and 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 being utilized by the 4-H program.

The submission of this form does not guarantee rental of the facility. All applications will be subject to approval of the 4-H Park Association Board who will then confirm your reservation. For questions or more information on scheduling an event, contact the Scheduling Secretary at 410-490-5463 or qac4hparkrental@gmail.com.

The following regulations will be strictly enforced:

1. Applications - must be made on the attached form. Blank applications may be printed from the Queen Anne’s County 4-H Park Association website ([www.qac4Hpark.com](http://www.qac4Hpark.com)). Completed applications must be mailed to the above address with the Security Deposit. Applications may be emailed to qac4hparkrental@gmail.com for approval but are not confirmed until Security Deposit is received.
2. Security Deposit – a $300 deposit must accompany each application. Within five (5) business days following the event, the facilities will be inspected, and user will be informed of any damage found. Applicants are responsible for any damage above natural wear and will be assessed the actual cost of damages. Payment for damages will be deducted from the Security Deposit and any additional expenses will be billed to the applicant. If damages are less than the total Security Deposit, the balance will be returned by mail to the applicant.
3. Proof of Insurance – a Certificate of Insurance is required naming Queen Anne’s County 4-H Park Association, Inc. as the certificate holder. Comprehensive General Liability required with a minimum of $1,000,000 per occurrence to $2,000,000 in the aggregate. Applicant shall defend, indemnify, and hold harmless Queen Anne’s County 4-H Park Association, Inc., its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Applicant’s use of Premises, or from the conduct of Applicant’s business, or from any activity, work or thing done, permitted or suffered by Applicant in or about the Premises. The Certificate of Insurance must be received at least 30 days prior to the event, or the date shall be forfeited.
4. Rental Fees – Upon approval of application, the corresponding fees must be mailed to the above address. All fees are required to be received at least 30 days prior to the event. If rental fees are not received in full, security deposit will be returned, and the date forfeited.
5. Cancellation Policy – To receive a full refund of the Security Deposit, events must be cancelled at least 90 days in advance. No refund will be made for events cancelled within 90 days prior to the event.
6. Use of Facility – Unless the applicant has requested and paid for exclusive use of the 4-H Park, there may be another event being held on the grounds.
7. Horses – All horses must remain in the horse barn area to the left of the incoming driveway.
8. Livestock and Pets – ALL animals must provide current vet check paperwork prior to entering the Park including any species/breed specific testing and/or vaccines generally requested. Dogs must be kept on a leash at all times.
9. Rain Dates – All events at the 4-H Park are considered rain or shine and rain dates cannot be scheduled.
10. Extension and 4-H Programs – Fees for these programs will be handled on an individual basis. All 4-H fundraisers are expected to donate to the QAC 4-H Park Board Association, Inc. All 4-H Clubs are expected to make a yearly donation towards the upkeep of the Park.
11. Utilities – Except for the Main Building, all electric and water supply will be turned off November 1st.
12. Cleaning of Facility –
	1. Upon completion of your event, all trash and decorations must be placed in the dumpster on the Park grounds. If dumpster should become full, it is the responsibility of applicant to have all trash bagged and placed next to the dumpster.
	2. Bathrooms must be left clean, or someone will be hired to clean them, and fee will be deducted from Security Deposit.
	3. Kitchen and Dining area must be left free of food and the refrigerator and freezer must be wiped clean. Oven and Stove must be cleaned, sinks are to be cleaned inside and out and all counters and tables are to be wiped clean. All floors are to be swept and mopped and mops are to be rinsed and put back in proper place.
13. Tables – Set up and take down of tables is applicant’s responsibility. No staples, nails or tacks of any kind are to be used on any tables including picnic tables. White tables are not to be taken outside with prior approval. If you require assistance with set up, such as moving picnic tables, you must make prior arrangements with the Park Association Board. A fee may be assessed above the standard rental fee.
14. Campers – Use of Camper Hook ups must be approved before any event. There is a $50/camper/day fee required. Dumping of any wastewater is not permitted on Park grounds or in Park facilities.
15. Roadways – for the safety and protection of the Park and attendees, all roads within the Park should be kept clear to allow access by emergency vehicles and personnel.
16. Emergencies – All emergencies should be reported to the 4-H Park Association Board President, Allan Eck, at 410-490-5102. If he is unavailable, contact the Park Caretaker, Tommy Turner, at 443-480-9873.

If you have any questions, it is your responsibility to ask them prior to signing your application.

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PO BOX 299; CENTREVILLE, MD 21617

APPLICATION FOR USE OF THE PARK FACILITIES

Application Received \_\_\_\_\_\_\_\_\_\_\_

Security Deposit Received \_\_\_\_\_\_\_

Application Approved \_\_\_\_\_\_\_\_\_\_

Applicant Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Cert Received \_\_\_\_\_\_\_\_

Rental Fee Received \_\_\_\_\_\_\_\_\_\_\_

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person/Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Who will benefit from proceeds? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates and Times Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of expected attendees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities/Area of grounds requested for use:

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

\_\_\_\_\_ Main Hall only $150/day

\_\_\_\_\_ Main Hall and Shooting Range $200/day.

\_\_\_\_\_ Main Hall and Kitchen $225/day

\_\_\_\_\_ Kitchen only $75/day

\_\_\_\_\_ Kitchen and Dining Hall $150/day

\_\_\_\_\_ Dining Hall only $75/day

\_\_\_\_\_ Meeting Room only $50/day

\_\_\_\_\_ Commercial Building #1 $50/day

\_\_\_\_\_ Main Pavilion $50/day

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

\_\_\_\_\_ Other Buildings $50/day each - Circle Barn(s) Requested (applicant is responsible for removal of manure/bedding from barns)

 Swine Barn Beef Barn #1 Beef/Dairy Barn #2 Beef Barn #3

Beef/Sheep Barn #4 Beef Barn #5 Picnic Pavilion BBQ Pavilion

Rabbit/Poultry Barn Crops Pavilion Goat Barn

\*Exclusive use of the QAC 4-H Park does not include the following building and grounds:

 Wilson Building bathroom and showers.

 Commercial Building #2

 Agricultural/Farm Museum buildings and grounds

By signing this form, I acknowledge that I have read and understand the regulations and rules as listed on the “Instructions for Rental and Use of the 4-H Park Facilities”. I understand that my request is not verified until confirmed by the Scheduling Secretary, and all documentation and fees have been collected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name