

Mount Airy Rental Contract

General Information:

Name of renter (Individual or Group): _____

Contact: _____

Address: _____

City _____ State _____ Zip _____

Telephone: (H) _____ (W) _____ Fax _____

Email: _____

Date requested: _____

Time of event: Start _____ End _____

Type of event (reception, meeting, lecture, etc.): _____

Area to be utilized: _____ Expected attendance: _____

Brides Name: _____ Grooms Name: _____

If you would like to be on the Mount Airy Mansion newsletter mailing list please visit our web site to subscribe.

Rental Fees:

Rate for above noted event: _____ Please make all checks payable to:

The Rosaryville Conservancy

The above fee refers to an **eight hour period of use**. Additional time is billed at the rate of Two Hundred and Fifty Dollars (\$250.00) per hour and can be pro-rated when necessary.

A fifty percent (50%) deposit of the total rental fee is due at the time of the confirmed reservation in order to hold the date available. This deposit will be refunded if the reservation is cancelled at least six (6) months prior to the event. The balance of the total payment plus the \$250.00 security deposit is due six (6) weeks prior to your event.

Terms:

1. The Renter agrees to indemnify and hold harmless, The Rosaryville Conservancy, from any claims, damage, loss or expense (including attorney's fees and court costs) arising out of the use of Mt. Airy by Renter, Renter's guests, agents of those such as musicians and others who are working for or with the Renter.
2. The Renter hereby agrees to be responsible for maintaining Mt. Airy and its grounds in the good, clean condition in which it was found immediately prior to Renter's usage. The Renter further agrees to pay any and all reasonable costs of repair of damage to the facility caused by, or occurring during its use of the facility pursuant to this contract.
3. No vehicles may be driven on the grass or brick walk ways , please inform your vendors.
4. Smoking is not allowed in Mount Airy Mansion. Smoking is only permitted in designated outdoor areas. Monetary fines may apply if no-smoking rules are not adhered to.
5. The renter agrees to remove all items belonging to the renter at the conclusion of the event (including outside decorations). Mount Airy is not responsible for any items remaining after the event that belong to the renter or the renters guests.
6. No food and/or beverage other than the Caterer's will be brought onto the premises without the prior authorization of the Caterer.
7. Pineapple Alley Catering, Inc. has a liquor license for Mount Airy Mansion. Outside sources of alcohol are not allowed under Maryland State Law. If you bring alcoholic beverages to Mount Airy Mansion you will forfeit your security deposit.
8. Rehearsals can be reserved 30 days prior to wedding. If facility is available a one hour rehearsal can be arranged, A \$25.00 fee may apply. Food and drink are not allowed in the Mansion during rehearsal.
9. Unlimited access to Mansion is permitted during office hours, other access may be billed at a rate of \$25.00 per hour.
10. The Renter agrees to abide by all Rules and Regulations for Mt. Airy which are made part of this contract.

Renter:

Organization: _____

Signature: _____ Date: _____

Title: _____

Mount Airy Representative:

Signature: _____ Date: _____

Please return signed contract and deposit to:

The Rosaryville Conservancy
c/o Pineapple Alley Catering, Inc.
8809 Old Branch Avenue
Clinton, MD 20735