

# 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: \_\_\_\_\_

Would you like to be on the Mount Airy Mansion Event mailing list? Y N

## 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 is due and payable six (6) weeks prior to the beginning of the 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. 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.

8. Unlimited access to Mansion is permitted during office hours, other access may be billed at a rate of \$25.00 per hour.

9. 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