



Town of Berwyn Heights

5700 Berwyn Road
Berwyn Heights, MD 20740
Tel. (301) 474-5000
Fax (301) 474-5002

TOWN CENTER RENTAL PERMIT APPLICATION

Name of Town Resident Applicant: _____

Address: _____ Cell Phone: _____
Phone: _____

Organization: _____ Attendance: _____ Type of Event: _____

Date(s) Desired: _____ Time: from _____ to _____

Set-up time required? Yes No Time: from _____ to _____

Entertainment/Music? Yes No DJ _____ Band _____ CD _____ Time: from _____ to _____

Will any fees or charges be levied in connection with the event? _____

Will alcoholic beverages be served or consumed? (You must check one) Yes No

If yes, during which hours? _____ Will minors under 21 be present? Yes No

Will the kitchen be used? Yes No E-mail address: _____

FEES: The rental fee and deposit are payable in advance to the Town of Berwyn Heights. Personal checks will only be accepted fifteen (15) days prior to the permitted use. All other payments must be made in cash or by certified check or money order. Check appropriate block(s):

- _____ **Free:** Civic or recreational organizations with the majority members residents of Berwyn Heights.
- _____ **\$250.00:** All other Town resident uses. Fee is \$250 for first 4 hours, \$50 for each additional hour, and an additional fee of \$50 if alcohol is served or consumed.
- _____ **\$250.00:** Deposit required for hall rental which is refundable providing no damages or other expenses are incurred.
- _____ **\$250.00:** Deposit required for kitchen rental which is refundable providing no damages, cleaning costs to the building or grounds, or other expense are incurred.
- _____ **\$25.00:** Key deposit – refundable when key is returned.

In addition, applicants must read and sign the regulation requirements on the reverse of this document.

Signature of resident applicant Date

Application received by: _____ Center checked by: _____

Application approved by: _____ Description of Center's condition: _____

Police Chief _____

Council (PRECA) _____

Council 2 _____

Council 3 _____ Deposit returned on: _____ Amount: _____

REGULATIONS GOVERNING USE OF BERWYN HEIGHTS TOWN CENTER, GROUNDS AND PARKING LOT

Statement of Purpose: The Town Center was purchased and is maintained with public funds of Berwyn Heights. The Town Council is, therefore, interested in guaranteeing the use of the facility to residents. The center and grounds must be used in a manner that does not cause a nuisance to neighbors and surrounding property owners. The following regulations govern the use of this facility by all approved renters:

1. **All applicants must be residents of Berwyn Heights and must be present throughout function.**
2. First priority for the use of the facility will be given to the Town, then Town organizations.
3. Applicant must complete a Town Center Application form at least two (2) weeks prior to the date of the event. Payments by check must be submitted at least fifteen (15) days prior to the event. Otherwise, payment must be made by cash, certified check, or money order. If an application is made with less than two (2) weeks notice and the Center is available, every effort will be made to accommodate the request. However, approval is subject to the requirements and no personal checks will be accepted.
4. All activities must terminate by **10 p.m.** unless special written permission is obtained from Town Council. All vehicles and participants must vacate the premises immediately, except those remaining to clean the Town Center and grounds who may stay one (1) hour after the event terminates. Under no circumstances are participants allowed to continue event or socialize in the parking lot **after 10:00 p.m.**
5. In consideration of neighbors, music or other noise must be kept down after 9:00 p.m. and windows closed at all times. **The use of Amplifiers is banned.** Failure to comply with Section 19-126 of PGC noise statues will result in \$250 fine.
6. If alcohol is to be consumed/served, or any exception or waiver to the regulations is requested, three (3) Councilmembers must approve the use of the Town Center. The use of alcohol is subject to the laws and regulations of Prince George's County and the State of Maryland. No alcohol is to be consumed outside the building on Town property.
7. Keys must be picked up at the Town Office and a separate \$25.00 cash deposit is required. For evening events, keys must be picked up prior to 5:00 p.m. For weekend events, keys must be picked up prior to 5:00 p.m. on Friday. Keys must be returned the day after the event, or if held on the weekend, the Monday after the event. Key deposit will be refunded upon return of the keys.
8. No admission fees or other charges may be collected for any function without special permission from the Town Council.
9. Use of the facility will be under the supervision of the Berwyn Heights Town Council. The Councilmember in charge of Recreation will be specifically responsible for approving permit applications and shall be authorized to deny use of the Center for any purpose. Applicants denied use of the Center may appeal this decision to the Town Council. Majority approval of the full Council is necessary to overturn any previous decision.
10. The facility must be cleaned and left in the same condition as it was found, including the grounds. Failure to return facility and grounds to same condition as found can result in forfeiture of all or portion of deposit(s).
11. Applicant is responsible for any damage to the facility or litter on the grounds.
12. Children must be supervised at all times.
13. Nothing will be hung from, attached to, or placed within eighteen (18) inches of the sprinkler heads.
14. Set-up time is limited to 4 hours preceding the start of the event without special permission of Town.
15. The applicant agrees to indemnify and hold harmless the Town from and against all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought or made against the Town of which the Town must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property occasioned by use of said premises by the applicant, attendees or third parties or from Town's negligent performance of or failure to perform any of its obligations.

I have read and understand these regulations.

Signature of Applicant
