

Wharves of Choptank Visitor & Heritage Center Rental Agreement

<input type="checkbox"/> Database
<input type="checkbox"/> Scan
<input type="checkbox"/> Upload
<input type="checkbox"/> Added to Calendar
<input type="checkbox"/> Insurance (COI)
<input type="checkbox"/> DL

Name _____ Today's Date _____

Address _____ City/State/ Zip _____

Home Phone _____ Work _____ Cell _____

Email address _____

Organization _____ Contact Name _____

Are you a Non-Profit, Government, or Civic Organization? Yes ___ No ___

Are you a Town of Denton Employee? Yes ___ No ___

The Town of Denton retains the right to cancel and refund any approved reservation if the room reserved is required for an official Town of Denton program or event that may arise.

PLEASE NOTE: Applicants must provide a certificate of liability insurance, valid driver's license, and be at least 21 years old to rent the visitor center.

Fees

<i>Non-Profit Users</i>	<i>Private or For-Profit Users</i>
Rental Fee: <u>\$35.00</u> (flat rate)	TOWN OF DENTON Resident/Business Owner Rental Fee: <u>\$50.00 per hour</u> (must live/or business be within town limits)
Deposit: <u>\$100.00</u> (refundable if space is cleaned)	NON-DENTON Resident Rental Fee: <u>\$75.00 per hour</u>
<i>*Frequent non-profit user deposits may qualify to revolve to the next event during the year, please contact staff to verify.</i>	Deposit: <u>\$100.00</u> (refundable if space is cleaned)
Hours Available for use: Monday-Saturday, <u>8a.m.-8p.m.</u> (Clean-up must be complete by 8p.m.)	Hours Available for use: Monday-Saturday, <u>8a.m.-8p.m.</u> (Clean-up must be complete by 8p.m.)

<p><i>To be completed by Staff Only.</i></p> <p>OPEN _____</p> <p>CLOSE _____</p>	<p>Total Hours you plan to rent the space _____</p> <p>Fee Estimated \$ _____/hr. \$ _____</p> <p>Deposit \$ <u>100.00</u></p> <p>Total Rental \$ _____</p> <p>Fees not paid within 15 days of the event are not guaranteed.</p>
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Remit payment to: Town of Denton, 4 N. Second St., Denton, MD, 21629

The Visitor Center has a limited supply of tables and chairs available for use. (10 round tables, 75 chairs) these items must be set up by the group renting the center. Verify current maximum occupancy with staff. We follow Maryland and Caroline County guidelines for maximum occupancy indoor gatherings. Overhead Audio/Visual unit available, please bring your own laptop and cords to connect.

Description of Event _____

Event Dates _____ **Day of Week:** (circle one) **M T W Th F Sat.**

Setup Time Start _____ Clean Up Time End _____

(Please be specific on times as we have staff scheduled to open and close).

Time Event Starts _____ Time Event Ends _____ Expected Attendance _____ (75 max)

Tables Needed: No ___ Yes ___ How Many? _____ **Chairs Needed:** No ___ Yes ___ How Many? _____

Please Note: The lobby cannot be used as part of your event during visitor center open hours. Also the lobby counter cannot be used for any event. This must remain clean and setup with literature. No exceptions.

Have you rented space at the Visitor Center before: Yes ___ No ___

Are you charging admission? Yes ___ No ___ If yes, who benefits from the fee: _____.

Are you serving food? Yes ___ No ___ If yes, (See **BUILDING USE POLICY form.**)

Are you serving alcohol? Yes___ No___. *If yes, please review alcohol information on the Building Use Policy form.*

Will you have a band? No___ Yes___ Name and phone of band _____

Will you have a DJ? No___ Yes___ Name and phone of DJ _____

Do you wish to place additional signage on the Visitor Center grounds for your event? No___ Yes___

RULES AND REGULATIONS: Review and Initial each statement.

1. I understand **my responsibility to follow Visitor Center Policies** as a “Contractor” and pledge to review these policies prior to my scheduled use of the building. **I will share these regulations with the person (if not myself) setting up and cleaning up for my event.** A copy of the Visitor Center Building Use Policies has been provided to me. INITIAL HERE: _____
2. I understand **that I am responsible for staying on-site until staff arrive to lock up and complete the cleaning check-off list.** *(The Visitor Center should not be left unlocked and unoccupied at any time during rental use.)* INITIAL HERE: _____
3. **Cancellations of this agreement must be received three (3) business days prior** to the event to receive a full refund. I understand the Town Office may contact me within five workdays of the date of my submission of this application to confirm the application details and review any questions. INITIAL HERE: _____
4. I understand that if a caterer *(or someone other than myself)* is taking care of food during the event, **they will not set up and leave premises before the rental party arrives.** The Visitor Center **cannot be left unattended with open flame** *(i.e. open flame food warmers running)* **or doors unlocked when staff are not in the building.** INITIAL HERE: _____
5. I have provided a copy of my driver’s license and understand that the security deposit, rental fees, signed liability waiver, and certificate of liability insurance, specifying Town of Denton as additional insured must be submitted to the Town Office at the same time as this FUA. INITIAL HERE: _____
6. I understand that **parking** in the Visitor Center lot is only permitted during the event time. No overnight parking permitted. The Town of Denton and/or the Visitor Center are not responsible for damage to any vehicle parked at the visitor center or Crouse Park parking lot. INITIAL HERE: _____
7. I understand that my guests and my own **access to the Visitor Center is restricted to the areas specified in the Facility Use Agreement**, that set-up and take-down must be completed within the timeframe noted on this application and that the activities cannot vary from the activity function stated on this application. If I arrive late for set up or am late cleaning up past the time noted on the application, I may lose a portion of my cleaning deposit. INITIAL HERE: _____
8. I understand that this is a **non-smoking facility**, and that **alcohol consumption is permitted for ages 21 and over only.** Anyone selling alcohol as part of a fundraiser or event must receive a temporary alcohol permit through the Caroline County Liquor Board. *(Check online for requirements of the Caroline County Liquor Board and meeting dates).* If you are serving alcohol as part of your event and NOT charging a fee for it, the permit is not needed from the Caroline County Liquor Board. INITIAL HERE: _____
9. I understand that if my event takes place during **normal Visitor Center operating hours**, the center is still open to the public with access to the lobby and restrooms. INITIAL HERE: _____
10. I understand I am **responsible for the clean-up of the Visitor Center** within each period of contracted use **including trash removal (from premises), sweeping and/or vacuuming, and removal of all decorations installed by this event.** **NO decorations are to be stapled, tacked, or Command stripped to the walls.** *Blue painter’s tape is acceptable.* Failure to complete this will indicate a forfeit of the security deposit and may jeopardize your approval of future Facility Use Agreement requests. *(see Building Use Policy)* INITIAL HERE: _____

As the applicant for the use of the Wharves of Choptank Visitor & Heritage Center, I certify for myself and on behalf of the organization I represent to assume responsibility for the building and grounds leased by this application, to follow the building policy rules and to be responsible for any property damage that occurs as a result of facility use.

I further agree to indemnify and hold harmless Town of Denton, Wharves of Choptank Visitor & Heritage Center and its employees from any and all liability claims, defences, and judgments, including attorney's fees and court costs, resulting from the rental pursuant to this contract and further agree to provide notice of any claims made against either applicant or Town of Denton, Wharves of Choptank Visitor & Heritage Center immediately upon receipt through written notification to the Town of Denton Town Administrator.
I have read the rules and policies included with this application and I agree to abide by them.

Signature of Applicant

Date

Printed Name and Organization Represented

Remit payment to: Town of Denton, 4 N. Second St., Denton, MD 21629

APPLICATION AND PAYMENT WILL BE ACCEPTED ONLY AFTER A COPY OF THE RENTERS DRIVERS LICENSE AND CERTIFICATE OF GENERAL LIABILITY INSURANCE HAVE BEEN RECEIVED AND APPROVED BY VISITOR CENTER STAFF.

Thank you for your consideration.

(Full payment should be received by the office no later than 15 days before the event to confirm the rental).

To be completed by Town Staff

Copy of Applicant's valid driver's license attached ____
 Cert. of Insurance ____
 Non-Profit ____
 Private/For Profit ____
 Town Employee ____

FEE PAYMENT RECORD:

Rental Costs: # of hours _____ Per Hour Fee \$ _____ = \$ _____

Date Rental fees paid: _____ Cash ____ Check # _____ Credit Card ____

Date Deposit Paid: _____ Cash ____ Check # _____ Credit Card ____ = \$ _____

Total = \$ _____

Signature of Town Administrator or Designee

Date

Wharves of Choptank Visitor & Heritage Center

Building Use Policy

Your event or program is welcome at the Wharves of Choptank Visitor & Heritage Center. Under the management of the Town of Denton, please review the policies and fees for public use outlined below.

Visitor Center Policies

- I. Definition of Terms
- II. Priority Use Policy
- III. Required Information for all Rental Agreements
- IV. Fee Schedules and Room Specifications
- V. Smoking and Alcohol Policies
- VI. Insurance and Risk Management Requirements
- VII. Fire safety
- VIII. Clean-up and Custodial Service Options
- IX. Food/Concession Operations
- X. Energy Conservation
- XI. Accident, Building or Property Damage
- XII. Special Event Sign Options
- XIII. Policies for Discounted Room Use and Town Employee Use

A. Definition of Terms

- A. "Town" refers to the Town of Denton. The Town office headquarters are located at 4 N. Second St., Denton, MD 21629.
- B. "Building Entry" refers to access to all entrances and includes elevator service.
- C. "Town Activities" are programs and services under the direct management and production of the Town of Denton.
- D. "Non - Town Activities" include programs, services or events produced and sponsored by any organization or group that is not an agency of or affiliated with the Town.
- E. "Commercial Groups" are all business organizations which are not recognized as tax-exempt organizations under the U.S. Internal Revenue Code.
- F. "Non-Commercial Groups" include, but are not limited to churches, family groups, civic organizations, etc. which may or may not have a non-profit tax-exempt status under the U.S. Internal Revenue Code.
- G. "Facility Supervisor" is a Town-trained employee or volunteer who is physically on-site for the duration of the non-department activity at the visitor center.
- H. "Contractor" is the private citizen or organization that signs the facility-use agreement with the Town.
- I. "Facility Use Inspection Report" refers to a form completed by the Facility Supervisor at the close of the non-Town activity use period.

II. Priority Use Policy

Use of the Visitor Center facilities is reserved for Town activities. Time periods not scheduled for Town activities may be available for non-department use under the following conditions.

- A. The Town reserves the right to alter previously scheduled non-department activities to reduce interference with Town-sponsored activities, to restrict access due to building repair, to weather conditions or to cancel facility agreement if the user violates building use policies.
- B. Activities organized by and primarily serving the employees of the Town shall be considered Town activities and afforded the privileges of such under the following conditions:
 1. All rules and regulations set forth in this document are followed.
 2. The use does not conflict with the Town activities.

III. **Required information for all non-Town scheduled use of Visitor Center facilities** includes the following:

- **A complete Facility-Use Agreement Form (FUA)**
 - **Copy of the applicant's valid driver's license**
 - **Evidence that the applicant is 21 years of age or older.**
 - **Security deposit**
 - **Certificate of Insurance** for Comprehensive General Liability (*and alcohol insurance, if selling alcohol*) listing Town of Denton as additional insured.
- A. **Applicants are responsible for ensuring the following:**
 1. The orderly behavior of their guests – no excessive noise.
 2. Responsiveness to the directives of department staff, including the Facility Supervisor.
 3. The program is of a suitable nature for presentation in a public building – that the activity is lawful and in conformity with municipal, state, and Federal laws.
 4. That the applicant will not remove, change, or rearrange anything in the Visitor Center without the specific approval from the Town and their designated representative.
 5. **That they will stay on-site until staff have completed the cleaning check-off list and locked up the facility.**
 - B. Room rental requests are formerly initiated by the submission of a Facility Use Agreement (FUA) form no later than three (3) weeks or 15 workdays prior to the first date of the requested use and the complete payment of all security deposit and rental fees.
 1. **FUA forms may be submitted to the Town up to six months in advance of the requested use date.**
 2. An FUA form is not complete until all rental fees, security deposits, and required documentation is provided by the applicant. Otherwise, the facilities requested are not reserved and may be released to another applicant.
NOTE: A phone call to the Town does not reserve the facility. However, we may place a temporary hold on the date you inquire about until you send in your rental form or call back to cancel the hold. Staff will contact you to verify use before canceling a hold.
 3. No FUA will be completed for a period longer than six months.
 4. **The FUA must be submitted to the Town even if fees are waived or reduced** under the policies for discounted room use. **A Security Deposit for the use of the building shall still be required.**
 5. Applicants whose activities vary from those stated on the FUA form or violate the rules and regulations detailed in this document will be asked to leave the premises and no refund shall be made for the fees paid. Damage charges may apply, and future rental privileges shall be revoked for at least a one-year period.
 6. Applicants renting the Visitor Center are entitled to the space reserved and the designated support facilities (i.e. lobby entrance areas, restrooms, elevator access, outdoor deck area) only. Participants and or spectators should not be in other areas of the building.
 7. Set-up and take-down must take place within the day and time specified on the FUA form. Applicants cannot gain access to the building prior to their rental time for set-up and cannot store equipment or supplies at the facility after the rental period is completed.

IV. Fee Schedule for facility use and room specifications.

A. Facility-use fees for non-Town use are structured to recover building utilities and building security/support by the Facility Supervisor.

<i>Non-Profit Users</i>	<i>Private or For-Profit Users</i>
Rental Fee: <u>\$35.00</u> (flat rate)	TOWN OF DENTON Resident/Business Owner Rental Fee: <u>\$50.00</u> per hour (must live/business be within town limits)
Deposit: <u>\$100.00</u> (refundable if space is cleaned)	NON-DENTON Resident Rental Fee: <u>\$75.00</u> per hour
*Frequent non-profit user deposits may qualify to revolve to the next event during the year, please contact staff to verify.	
Hours Available for use: Monday-Saturday, <u>8a.m.-8p.m.</u> (Clean-up must be complete by 8p.m.)	Deposit: <u>\$100.00</u> (refundable if space is cleaned) Hours Available for use: Monday-Saturday, <u>8a.m.-8p.m.</u> (Clean-up must be complete by 8p.m.)

There is a fee for all returned checks.

- B. The table inventory for the Visitor Center is limited.
 - 1. Furnishings available for use inside the facility include.
 - a. 10- 6 ft. round tables
 - b. 75 banquet chairs.
 - c. 4 banquet tables
 - 2. Furnishings are not permitted for use beyond the Visitor Center building and should be specified for use on the FUA.
 - 3. Damage to furnishings and equipment caused during the contracted use shall be recorded and recovered per the requirements of Section XII of this document.
- C. The **lobby** is off limits to event setup or decorations during visitor center operating hours. Please do not place food or other items on the lobby counter. This counter needs to remain clean and setup with all literature at all times. Thank you for your consideration.
- D. Facility Supervisors and Town personnel are permitted to access the following areas:
 - 1. Panel boxes for lights
 - 2. Equipment closets
 - 3. Mechanical room
- E. **A refundable security deposit** is due at the time of reservation. The applicant can secure this with a check, cash, or credit card, which will be bank deposited. A check will be re-issued to the applicant following the scheduled building use within 10 working days to the address provided on the FUA. If the check does not clear the bank account, the FUA is not complete and shall be voided. There is a fee for all returned checks.
- F. **Cancellations** of a FUA must be received by the Town at least three (3) business days prior to the event to qualify for a full refund.
- G. The Town Administrator or his/her designee shall notify the FUA applicant within (5) five workdays of the application date to confirm the application and to review any concerns or questions by the Town regarding the proposed use. If the FUA request cannot be accommodated this will be confirmed verbally and documented in writing to the applicant.

V. Smoking and Alcohol

- A. Per government owned facility regulations, the Visitor Center and its grounds are designated as a NO SMOKING AREA.
Consumption of alcohol on the premises is permitted only for ages 21 and over. Anyone selling alcohol as part of a fundraiser or event must obtain a temporary alcohol permit through the Caroline County Liquor Board. (Check online for requirements of the Caroline County Liquor Board and verify their monthly meeting dates). Please Note: If the renter is only serving alcohol at the event as

part of their refreshments, no Liquor Board permit is required but additional liability insurance should be obtained.

VI. Insurance and Indemnity Agreement and Requirements

- A. All groups must provide evidence of **general liability insurance** with coverage terms that include the dates of facility use.
 1. Insurance policy must be from a reputable carrier licensed to do business in the State of Maryland.
 2. The policy shall name the Town of Denton, Maryland as an additional insured.
 3. The Certificate of Insurance must be presented before the rental fee is paid.
 4. Check with your organization or homeowners' insurance as they may be able to provide this one-page Certificate of General Liability Insurance to you at no cost or reduced cost as part of your current insurance.
- B. All groups shall sign, as a condition of use, **a waiver of liability** and indemnity, defense, and hold harmless agreement holding the TOWN OF DENTON MARYLAND harmless from all bodily injuries including death and property damage arising out of use of the Visitor Center facilities.
 1. The chief executive official of all corporations and associations or their designated representative shall sign an indemnity agreement at least 3 weeks prior to the requested use.
 2. For private family rentals, the individual initiating the agreement shall sign the liability waiver. The waiver is attached to this rental packet.

VII. Fire Regulations for all groups.

- A. **Use of open flames is prohibited.** Candles in hurricane globes are acceptable. Open-flame food heating is acceptable as long as the facility is not left unattended.
- B. Electrical extension cords must be heavy gauge and decorations flameproof.
- C. Exits, corridors, hallways, and outside deck must be free of obstructions at all times. Participants for Department or non-department activities should not block aisles of marked exits.
- D. The maximum capacity numbers in rooms must be observed. (75)
- E. **Use of portable home-owner style charcoal or gas grills and deep fat frying in or on the facility grounds is prohibited.**

VIII. Clean-up and custodial service options

- A. Facility users are responsible for general clean-up of the facility within each period of contracted use. **General clean-up means the removal of any trash and debris in areas inside and outside the facility resulting from the contracted use and the removal of that trash from the building and the property.** Please share this info with others helping you clean.
 1. General clean-up also involves removal of residue or stains caused by drink spills, chewing gum, food consumption or other activity in all areas accessed during contracted use.
 2. Sweeping and mopping areas of the floor will be required to achieve general clean-up. Cleaning supplies are available for use in the janitor closet at the end of the hallway. You may also bring your own as well. Replacement large trash bags are available in the janitor closet or under the kitchen sink. Please use as needed during your event.
 3. Policing the outside entrance area and surrounding grounds and parking area for trash is required to meet general clean-up standards.
- B. Failure to comply with the above will result in a custodial charge assessed at 1 ½ times the hourly rate of the department employee. This cost will be retained from the facility deposit submitted by the user.
- C. The Facility Supervisor coordinates the completion of a facility checklist inspection form before and at the conclusion of each non-Town or Town-sponsored activity of the Visitor Center.
- D. Removal of all rented items should be completed at the close of the FUA contract period. This includes catering supplies, D.J. equipment, and decorations.
- E. Decoration restrictions include the following:
 1. No confetti

2. No glitter
3. There are no ladders on site for use.
4. **No decorations are to be stapled, tacked, or Command stripped to the wall. Taped wall decorations must use blue painter's tape only.**

IX. Food Consumption and Concession Operations

- A. Concession (selling of food) operations in which food or beverages are sold to the public must be certified by the Caroline County Health Department.
 1. A copy of the Health Department's Temporary Food Service Permit Application must accompany the FUA three weeks prior to the scheduled use date. The original must be submitted directly to the Health Department located at 403 S. 7th Street, Suite 226, Denton, MD, 21629
 2. Failure to submit the Temporary Food Service permit will eliminate food concessions operations from the FUA. NOTE: Deep fat friers and homeowner style gas and charcoal grills are prohibited from use at the Visitor Center.

X. Energy Conservation refers to the electricity and water required to operate the building for the public. The conservation and management of utility resources is the responsibility of the Town staff and all contractors.

- A. Air conditioning and heating systems are set in accordance with the ASHRAE 55, as a national standard for "Thermal Conditions for Human Occupancy".
 1. Cooling season occupied set points are 74 – 78 degrees F. The unoccupied set point is 85 degrees F. Relative humidity levels shall not exceed 60% for any 24-hour period.
 2. Heating season occupied set points are 63- 72 degrees F. The unoccupied set point is 55 degrees F.
 3. Facility Use Contractors and the Facility Supervisors may adjust the room conditions at the wall mounted thermostat in each room within 5 degrees of the current temperature.
- B. Refrain from turning on lights in activity areas unless needed. Utilize natural lighting where appropriate.
 1. All unnecessary lighting in unoccupied areas must be turned off. Please be sure to turn off lights following restrooms.
 2. Facility Supervisors will secure the facility and ensure that all lights are off following the final inspection of the facility.

XI. Accident, Building, or Property Damage

- A. In the event of an injury or accident within the Visitor Center or on the grounds and surrounding parking lot in association with the contracted use in which emergency medical services are summoned or that, in the judgment of the Facility Supervisor and the FUA contact, subsequent medical attention will likely be required, the Facility Supervisor shall complete an accident report per Town policy.
 1. At any time 911 is called, the Facility Supervisor must notify Town personnel after the emergency has been secured.
- B. In the event of building or facility damage caused during the operation of the facility use contract, and the damage exceeds normal custodial maintenance of the facility and its furnishings and equipment, the problem must be recorded on the Facility Use Inspection Report (FUIA).
 1. The FUIA form is completed by the Facility Supervisor prior to the start and at the end of each FUA-defined contract use period. The FUA contact should initial the report.
 2. If an FUA contact disagrees with an inspection report or the condition of the facility during the contract use period, contact the Town within two workdays of the FUA to speak with the Town Administrator.
 3. The Town reserves the right to retain all or a portion of the security deposit to complete facility, furnishings, or equipment repairs.

XII. Special Event Sign Options

If the contractor requests additional on-site signs to promote an upcoming event, signs must comply with the municipal sign code for the Town of Denton administered through the Denton Town Office.

- A. Sign dimensions are limited to two (2) signs, not to exceed 16 square feet for any individual sign and shall be securely installed on the Visitor Center property facing Crouse Park Lane as designated by the Town. No signs may be placed within the road right-of-way.
- B. All signs must be professionally made, and the Town reserves the right to remove any illegally placed sign.
- C. Violation of the sign code on Visitor Center grounds may result in a temporary exclusion from Visitor Center reservation and use.

XIII. Policies for Discounted Room Use and Town Employee Use.

Non-Profits may qualify for discounted fees for use of the Visitor Center, may be approved for non-profit organizations serving Caroline County and departments or divisions of the Town of Denton, and Town of Denton employees.

- A. Non-Profit Group status allows for limited discounted use of Visitor Center facilities in accordance with facility use policies for cultural, recreational, and service activities which are open to the general public.
 - a. Departments of the Town of Denton are automatically afforded this status.
 - b. The application form can be submitted at any time by non-profit organizations provided it is submitted no later than 3 weeks prior to the Visitor Center dates requested for discounted use. The eligibility requirements for Non-profit Groups include the following:
 - The primary purpose of the organization should be to provide ongoing cultural, athletic, recreation, and service opportunities which are open to the general public. Restrictions on residency and age for participation in the group’s activities are permissible as appropriate (example: sports leagues).
 - Non-profit status: Designation is available to not-for-profit organizations only, whether such organizations hold 501(C)3 designation from the Internal Revenue Service.
 - Certificate of Insurance that meets the specification requirements outlined in Section VI.A.
- 2. Discounts are at the discretion of the Town Administrator or his/her designee and may be limited by the fiscal constraints of the Town of Denton.
 - a. The award of a discount does not establish a formal precedent for future FUA requests.
 - b. Discounts may be suspended if the Non-Profit Group fails to comply with Visitor Center use policies.
- B. Discounted fees awarded to a Non-Profit Group must be authorized for each FUA submitted and may be limited to one-time discounted use per year.
- C. Town employee use must be authorized for each FUA submitted and may be limited to one-time use per year. The cleaning deposit will still apply.
- D. All Visitor Center use requires compliance with the policies defined in this document including, but not limited to, the following:
 - 1. The submission of a FUA form no later than 3 weeks prior to the scheduled use request.
 - 2. The submission of a security deposit in full per the policy stated in section IV (E) of this document.

Contact information:

Visitor Center Facility, (Location Address)	Denton Town Office (remit payments)
3 Crouse Park Lane	4 N. Second St.
Denton, MD 21629	Denton, MD 21629
Phone: 410-479-0825	Phone: 410-479-2050

How do I find the General Liability Insurance Required by this policy??

Customer options to secure liability insurance coverage to meet these requirements are outlined below.

1. Check with your personal homeowner's insurance carrier first.
Some private insurance carriers offer a "Special Event Endorsement" to an existing Homeowners or Renters Insurance policy that meet the comprehensive general liability standards. When asking them about the insurance, ask for a "**Certificate of General Liability Insurance**" It should name the **TOWN OF DENTON AS CERTIFICATE HOLDER**. The person/organization renting the Visitor Center and signing the agreement **MUST match the name of the insured on the certificate. The expiration date must cover the day of your event.** *Please call the Visitor Center with any questions about the requirements.*
2. If you don't have homeowners' insurance, check out the Town of Denton's local government insurance provider - Local Government Insurance Trust (LGIT) - provides access to a Tenant User Liability Program **GatherGuard** for individuals and groups to meet the insurance coverage requirements for Town of Denton facility use.
 - For information and pricing, visit <https://lgit.org/9/GatherGuard>
 - Read and fill out the steps based on the type of event you are having. This site will give you an insurance quote for your event.
 - For the venue code information, type in Wharves of Choptank Visitor and Heritage Center. The address is 3 Crouse Park Lane, Denton, MD.
3. The Town cannot accept rental payments and applications without a copy of the correct General Liability Insurance Certificate and a copy of the renters' driver's license. *Thank you for your consideration.*

Clean Up Check List

Keep this form to receive cleaning sign off at the end of your event for deposit return.

Make sure others assisting with your event and/or caterer are aware of this check list.

- ✓ Remove all trash, take it with you.
- ✓ Wipe down tables / chairs.
- ✓ Take down extra tables/chairs you set up for your event.
- ✓ Leave 6 round tables and 6 chairs per table set up in the room.
- ✓ Sweep Floors. *Feel free to use the cleaning supplies in the janitor closet or under the kitchen sink.*
- ✓ Wet mop floors, *(if needed)*.
- ✓ Remove all decorations installed for your event; making sure there is no wall damage from removal. **(no Command strips, push pins, tape, etc.)**
- ✓ Check bathrooms for trash. *Do not dump leftover drinks or food juices in the bathroom sinks.*
- ✓ Check the kitchen *(if used)* for clean sink and any leftover food in the refrigerator you may have placed in there.

To be completed by Visitor Center staff

_____ Trash removed.

Event Name: _____

_____ Floors in clean condition.

Event Date: _____

_____ Tables and Chairs left in neat setup order.

Time in: _____

Time out: _____

_____ Decorations removed.

Cleaning Deposit Refund Approved By:

Date:
