

Town of Loch Lynn Heights

211 Bonnie Boulevard ~ Loch Lynn Heights, MD 21550

lochlynn@shentel.net ~ Phone 301-334-8339

SPECIAL EVENT LEASE AGREEMENT / RESERVATION INFORMATION

This form must be completed and returned, with a **non-refundable reservation fee.**
Availability will be determined on a "first-come" basis.

Date facility is to be used _____ Arrival time _____ Departure time _____

Group name (if applicable) _____ Approx. # Attending _____

Responsible individual _____ Telephone Number: _____

Requests may be made by calling or coming to the Town Hall during office hours. Facility may be reserved up to one year in advance.

Fees are as follows: **Pavilion -- \$50** Available May through October

Use of bathroom and electricity: A refundable \$25.00 key deposit is required at time of key pick-up. Deposit will only be refunded if the area is left in satisfactory condition. Fees may be waived by the Council if the event is a charity fund-raiser. All fees must be paid at time of reservation request. If waiver is requested and granted by Council, fees will be refunded. Arrangements for pick-up of keys for the restrooms and electric box may be made in advance with the Clerk. Keys should be placed in the mail slot located in the office door of Town Hall upon leaving the pavilion.

* The facility will be inspected prior to your arrival, however, if you do find a problem, please immediately call the Town Hall and report this (301-334-8339 -- leave message on machine), so you will not be held responsible.

*Parking is available on Powhattan Street, at the Town Hall, and the Athletic Field Complex.

*Please be considerate and do not block driveways or traffic.

*Please do not use staples on the picnic tables.

The Playground is always open to the public under Program Open Space (POS) Grant requirements.

NO ALCOHOLIC BEVERAGES PERMITTED ON ANY TOWN-OWNED PROPERTY !

I have read and understand the above and agree to abide by this agreement.

I understand there will be a \$25.00 fee for replacement of keys.

Signature _____ Date _____

Amount paid \$ _____ Received by _____ Date _____

Key Deposit:

Date Paid: _____ Key Number ____ Pick-Up Date _____ Return Date _____ Refunded: Yes or No



Form adopted May 7, 2001/ Revised May 21, 2024



Checklist – Before leaving the area:

- Please provide your own trash bags and remove all trash when you leave.
- Be sure all fires are out.
- Turn off the lights and water.
- Lock the electric box.
- Be sure bathroom is clean and lock the door.
- If you rearrange tables, please return them to the way you found them.

Hold harmless agreement:

To the fullest extent permitted by law, the undersigned agrees to indemnify and hold the Town of Loch Lynn Heights, its elected and appointed officials, employees and volunteers and others working on behalf of the Town, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time there from) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof based on any act or omission negligent or otherwise, of the undersigned or anyone acting on its behalf in connection with or incident to the pavilion use scheduled except that the undersigned shall not be responsible to the Town of Loch Lynn Heights or indemnity for damages caused by or resulting from the Town's sole negligence; and the undersigned shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced there under and the undersigned shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

I have read and understand the above and agree to abide by this agreement.

Name of Organization/Group/Company/Individual _____

Authorized Signature _____

Address _____

Phone _____ Date _____



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