

TERMS OF AGREEMENT FOR THE WILDE LAKE INTERFAITH CENTER

PAYMENT: Payment in full, for use of facilities, must be made at least two weeks in advance of the scheduled event, unless special arrangements are made with the WLIFC Building Manager. The non-refundable room deposit (25% of total) must be paid at the time of the signing of the contract to guarantee reservation. If cancellation of a reservation is made, the room deposit will be forfeited or may be applied to a future reservation with the approval of the Building Manager.

DAMAGE DEPOSIT: Certain events, at the discretion of the Building Manager, may require a damage deposit. This deposit is equal to one-hour rental rate or a minimum of \$100. This deposit will be refunded within two weeks of the event provided the premises, facilities and equipment are left in satisfactory condition. WLIFC reserves the right to deduct from the deposit any amount necessary to cover the costs of excessive cleanup and the cost of repairs or replacements of any property. If the damage deposit does not fully cover these costs, the Lessee will be billed for the difference, and future use of the facility will be denied until these costs are paid. Groups using the facility are responsible for any and all damages that occur due to their use of the facility.

RESERVATION: **No event** will be permitted to run over the time specified without prior approval of WLIFC. WLIFC reserves the right to make reasonable additional charges for activities running beyond the time agreed. **Please assure that you reserved sufficient time in advance of the start of your event for set up.**

ROOM USE: All meetings must take place within the space reserved; under no circumstances will any tables or food service be permitted outside the room without prior permission of the Building Manager; all rooms are expected to be left in the same condition in which they were found.

NURSERY/PLAYGROUND: Rental of the nursery is permitted in conjunction with the rental of meeting rooms; however, the nursery and playground **MUST** be chaperoned by adults at all times; WLIFC assumes **no** liability for accidents.

SMOKING: Smoking is not permitted within the facility.

KITCHEN USE: The Wilde lake Interfaith Center does not have a licensed commercial kitchen; therefore, kitchen, refrigerator and freezer use is limited to that of the owner congregations.

INSURANCE: *All food served must be provided by a licensed and insured caterer.* Caterers must provide proof of insurance naming The Wilde Lake Interfaith Center as The Additional Insured at least one week prior to the event taking place. All food and beverage must be ready to serve **within** the rented rooms. WLIFC assumes no responsibility for the serving or consumption of any food or beverage.

DECORATIONS: If decorations are contemplated for any program, the Building Manager must be notified of the nature of the decorations and written permission obtained. Nothing may be affixed to any walls or ceilings. The use of nails, screws, and/or tape is prohibited for hanging decoration. The use of glitter is prohibited. Under no circumstances will any group be allowed to make any structural or electrical alterations to the building.

PERSONAL PROPERTY: WLIFC assumes no responsibility for the personal property of the Lessee and Lessee will remove all personal property from the premises at the end of the reservation time or they may be discarded.

LIQUOR: Whenever a license and/or permit is required for a function, such license and/or permit shall be procured for the proper public authorities by the Lessee at Lessee's own cost and expense. Lessee is responsible for enforcing all Howard County Liquor Laws. You do not need to apply for a liquor license for a private, hosted party. If alcoholic beverages are sold or included in ticketed sales, a one-day permit from the Liquor Board **must** be obtained.

ONLY BEER OR WHITE WINE MAY BE SERVED. ALL OTHER LIQUOR IS PROHIBITED. ALCOHOL IS TO BE SERVED BY A LICENSED INSURED CATERER/BARTENDER WHO SHALL HAVE THEIR CERTIFICATE OF INSURANCE LISTING WILDE LAKE INTERFAITH AS 'OTHER INSURED' ON FILE WITH US 1 WEEK PRIOR TO EVENT.

Some form of food is to be served at functions at which alcoholic beverages are served. Service of alcoholic beverages should be discontinued at least 30 minutes before the end of your event. The Lessee will be responsible should any guests become intoxicated or impaired and for making any arrangements for such guests to be transported home

DISRUPTIONS: No event will be permitted to be disruptive to other events scheduled within the facility.

CANCELLATION: For reasonable cause, WLIFC reserves the right to refuse or cancel Contracts.

NON-TRANSFERABLE: contracts are not transferable. The Contract cannot be modified in any way without advance notification and written approval of the Building Manager.

FIRE CODE REGULATIONS: In signing this Contract, the Lessee agrees to conform to the fire code regulations stipulated for each room. Failure to conform to the stated fire code maximums will result in the immediate cessation of the booking, as determined by the designated representative or staff member of WLIC. If such an occasion should arise, no fees will be returned to the Lessee.

LESSEE HAS READ AND AGREES TO COMPLY WITH ALL OF THE ABOVE TERMS OF AGREEMENT

Signed: _____ Date: _____