

Oxford Community Center Rental Agreement

200 Oxford Rd, PO Box 308 Oxford, MD 21654 410-226-5904

+ This Rental Agreement is made this day _____, 2026 by and between **Oxford Community Center, Inc. (OCC)**
 (Lessor) and _____ (Lessee) to secure space for an event located at the OCC.

LESSEE CONTACT INFORMATION

 Name or Organization Name Non-Profit _____
 (501c3 paperwork must accompany contract to receive discount)

 Contact Cell Phone Number _____
 Email Address

 Full Mailing Address

RENTAL INFORMATION

Type of Function: _____

Date of Event: _____ Time of Event: _____ Arrival Set-up Time: _____

Number Attending: _____ Food Served: **Y** **N** Catered? **Y** **N** Caterer Name _____

Alcohol Served? _____ Sold? _____ Included in tickets sales? _____ Beer Wine Distilled

A One-Day Liquor License is Required if selling alcoholic beverages. Liquor Liability coverage **is required** if alcohol is served.
Event insurance is required for all events regardless of alcohol. Please review the Rental Policies for details and deadlines.

Music? Live Recorded DJ

A. Rooms Requested

TYPE	RATE/4-HRS	RATE/8-HRS	NON-PROFIT RATES	BOOKED
Auditorium	\$500	\$900	4hrs - \$425 / 8hrs - \$765	
Hospitality Room	\$300	\$500	4hrs - \$255 / 8hrs - \$425	
RM 2	\$150	\$275	4hrs - \$130 / 8hrs - \$235	
RM 4	\$125	\$165	4hrs - \$110 / 8hrs - \$140	
RM 5	\$125	\$165	4hrs - \$110 / 8hrs - \$140	
Kitchen Use	\$200	\$200	\$170	
			Total	

*** Whole Building 8 hours is \$2,000 / \$1,800 Non-Profit**
Hours include set-up / clean-up. Day before set-up is a flat fee of \$300, based on availability
Event Insurance is required. Insurance must list OCC, The Town of Oxford and Talbot County as Certificate Holder and Additionally Insured All three entities must be Indemnified. Please see OCC's rental policy for details.

Liquor License Policy: The OCC liquor license only covers OCC events. Rentals must obtain their own event Liquor License if selling alcohol. If liquor is given away for FREE, no liquor license is needed but host liquor liability must be added to the event insurance. Rental Groups must have Host Liquor Liability coverage for all rental events that serve alcohol. A copy is due 30 days prior to event.

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B. Services Requested

SERVICE	NUMBER	TOTAL HOURS	AMOUNT
Table and Chairs Set-up & breakdown (\$200)			
Security (\$35/hr.-min 4 hours)			
Event Worker (\$25/hr. min 4 hours)			
TOTAL SERVICE CHARGES			

C. Equipment & Support - (Check what is needed)

Audio Visual EQUIPMENT	NUMBER	RATE	AMOUNT
A/V support for basic presentation, lights, sound (\$25/hr. min 4 hours)	A/V support required if using OCC's equipment	*Additional Professional A/V technical services TBD & billed separately	
Podium		Included	
Screen		Included	
Microphone		Included	
LCD Projector		Included	
Handheld Microphone, Lavalier Microphones, Laptop, Live Streaming or recording available for a fee upon request			
EQUIPMENT	NUMBER	RATE	AMOUNT
8' Rectangle Tables		\$5	
6' x 30" Rectangle Tables		\$5	
60" x 18" Rectangle Tables		\$5	
4' Round Tables		\$5	
5' Round Tables		\$5	
Cushioned Chairs		\$2/each	
Coffee, Creamer, Sugar		\$30/day	
China, Flatware, Glassware		\$1 per person	
TOTAL EQUIP. CHARGE			

PAYMENT SCHEDULE: (3% processing fee is added when paying by credit card)

TOTAL RENTAL FEE (A, B, & C above): Amount: \$ _____

RENTAL DEPOSIT 25%: Amount: \$ _____ Paid date/type: _____
(Due at time of signing to hold date)

RENTAL BALANCE: Amount: \$ _____ Due 30 days prior to event: _____

SECURITY/DAMAGE DEPOSIT:
\$250 due at the time of signing contract Paid date/type: _____

The parties signing this Rental Agreement agree to all of the above terms and the Lessee agrees that it has received and agrees to comply with the OCC Rental Policies and that this Rental Agreement and the OCC Rental Policies constitutes the Rental Contract.

Lessor: Oxford Community Center

Lessee:

Signature for OCC Liza Ledford, Executive Director

Signature
Printed Name: _____

Date: _____

Date: _____

**The Oxford Community Center is a nonpartisan organization which rents its facility to many organizations. The OCC neither endorses nor censors content presented by facility renters. **