

Oxford Community Center Rental Agreement

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

This Rental Agreement is made this day _____, _____, 2022, 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 15% 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. Event insurance including liquor liability coverage **is required** if alcohol is served. Please review the facility Rental Policies and Guidelines for details and deadlines.

Music? Live ☐ Recorded ☐ DJ ☐

A. Rooms Requested

TYPE	2022 RATE/4-HRS	2022 RATE/8-HRS	2022 NON-PROFIT RATES	BOOKED
Auditorium	\$400	\$600	4hrs - \$320 / 8hrs - \$520	
Hospitality Room	\$200	\$250	4hrs - \$170 / 8hrs - \$215	
RM 2	\$100	\$200	4hrs - \$85 / 8hrs - \$150	
RM 4	\$80	\$100	4hrs - \$75 / 8hrs - \$85	
RM 5	\$80	\$100	4hrs - \$75 / 8hrs - \$85	
Kitchen Use	\$150	\$150	\$100	

*** Whole Building is \$1,375 / \$1,200 Non-Profit**

*** Hours include set-up / clean-up**

2022 Liquor 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 OCC must be added as 'Additionally Insured' under the renter's host liquor liability Insurance. Rental Groups must have Liquor Liability coverage for all rental events that serve alcohol, or use their caterers liquor liability insurance. 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 (\$80)			
Security (\$35/hr.-min 4 hours)			
Light/Sound/AV Tech (\$35/hr.- min 4 hours)			
Event Worker (\$25/hr. min 4 hours)			
		TOTAL SERVICE CHARGES	

C. Equipment Rentals - (Check if needed/Indicate number if applicable)

EQUIPMENT	NUMBER	RATE	AMOUNT
Podium		Included	
Screen		Included	
Stationary Microphone		Included	
LCD Projector		Included	
Handheld Microphone, Lavalier Microphones, TV/VCR, Laptop, Piano available for a fee upon request			
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		\$25/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: \$ _____

501c3 Paperwork must accompany agreement to receive non-profit discount.

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:

(\$200 or 25% whichever is highest)

(Due 30 days prior to event) Amount: \$ _____ 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 (OCC Policy) 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: _____