

# Oxford Community Center Rental Agreement

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

+ This Rental Agreement is made this day March 12, 2024 by and between **Oxford Community Center, Inc. (OCC)** (Lessor) and **Georgetta Camacho** (Lessee) to secure space for an event located at the OCC.

## LESSEE CONTACT INFORMATION

**Georgetta Camacho**

Name or Organization Name

Non-Profit \_\_\_\_\_

(501c3 paperwork must accompany contract to receive 15% discount)

**410-924-0850**

Contact Cell Phone Number

peedee1959@yahoo.com

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	2024 RATE/4-HRS	2024 RATE/8-HRS	2024 NON-PROFIT RATES	BOOKED
Auditorium	\$500	\$850	4hrs - \$425 / 8hrs - \$720	
Hospitality Room	\$275	\$495	4hrs - \$235 / 8hrs - \$420	
RM 2	\$150	\$275	4hrs - \$130 / 8hrs - \$235	
RM 4	\$125	\$165	4hrs - \$105 / 8hrs - \$140	
RM 5	\$125	\$165	4hrs - \$105 / 8hrs - \$140	
Kitchen Use	\$200	\$200	\$170	
			Total	

\* Whole Building is \$1,800 / \$1,530 Non-Profit

\* Hours include set-up / clean-up – day before set-up is a flat fee of \$300

**2024 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.

### B. Services Requested

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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)			
		<b>TOTAL SERVICE CHARGES</b>	

**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	
		<b>TOTAL EQUIP. CHARGE</b>	

**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)

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

**SECURITY/DAMAGE DEPOSIT:**

(\$200 or 25% whichever is highest)  
(Due at time of signing to hold date)

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: \_\_\_\_\_