



GOLD ROOM BANQUET FACILITY

RENTERS RULES AND REGULATIONS

1. HOURS OF OPERATION

Administrative office hours for the City of Glenarden are 9:00 am to 5:00 pm, Monday through Friday. Gold Room tours and contracts are by appointment ONLY. Weekend and evening appointments will be accommodated on a flexible basis, and must be scheduled in advance.

On the day of a scheduled event, the Gold Room will be open for the contracted hours as stated in the rental agreement. All activities related to the renter's event (decorating, deliveries and caterer clean-up) must be done within the contracted rental time(s).

The Gold Room closes at 12:00 am (midnight) Sunday through Thursday, and at 2:00 a.m. on Friday and Saturday. During the contracted rental hours, the Gold Room Coordinator will be present and shall have sole authority at all times regarding the use of the facility.

Event rehearsals may be scheduled for an additional fee.

2. RESERVATIONS AND FEE PAYMENT

The rental fee includes the use of the Gold Room and lobby area. After submitting a reservation request and being made aware of the availability of the requested date, complete a contract and submit the required security deposit. A reservation becomes official only after the renter signs a contract AND makes a security deposit in accordance with the Event Fee Schedule. Contracts will be signed by appointment only!!

Rental payments are required in full at least 60 days prior to the date of the event. Payments on account may be paid by **MONEY ORDER, CERTIFIED CHECK, CASHIER'S CHECK, VISA or MASTER CARD.** Payment should be made payable to **The City of Glenarden.**

Please Note: To ensure proper credit to your account, renters should include the contract number and the event date on all payments.

Payments may be mailed or hand delivered to:

The City of Glenarden

Renter's Initials _____ Date _____

James R. Cousins, Jr. Municipal Center
8600 Glenarden Parkway
Glenarden, Md 20706

If full payment of balance is not received within 60 days of the event date, the event will be canceled and the renter's full security deposit will be forfeited.

3. SECURITY DEPOSIT

A refundable security deposit, in accordance with the contract, must be paid at the time the contract/rental agreement is signed. Security deposits are refunded within three (3) weeks following the conclusion of the event, minus applicable charges for any damages, excessive clean up, or overtime fees incurred beyond a 30 minute period of the rental hour. **ANY DAMAGES, FEES OR FINES THAT ARE INCURRED IN CONJUNCTION WITH THE RENTER'S EVENT, WHICH EXCEED THE AMOUNT OF THE SECURITY DEPOSIT ARE THE RESPONSIBILITY OF THE RENTER.** The renter is responsible for notifying the administrative staff in the event of a change of address. Otherwise, the refund check (if applicable) will be mailed to the address on the original receipt. The security deposit does not apply towards the rental fee.

The security deposit may be made by money order, cashier's check or certified check only. **NO PERSONAL CHECKS OR CASH**

4. CANCELLATIONS AND REFUNDS

If the event is canceled at least 90 days before the date, the security deposit will be refunded, minus a 50% cancellation fee. The security deposit will be withheld on cancellations made less than 90 days before an event date. All cancellations must be submitted in writing to the City Manager.

TELEPHONE CANCELLATIONS WILL NOT BE ACCEPTED.

Signed cancellation letters may be hand delivered, mailed or faxed to the City of Glenarden. The fax number is (301) 773-4388. Cancellation becomes effective on the date the request is received by the City Manager.

Changes in event dates are treated as a cancellation. In order to reserve another date, the original date must first be canceled in accordance with rules governing cancellation. A new security deposit will be required in order to book the new date.

5. DISCOUNT ON RENTAL RATES

Non-profit groups (501c3 status) are eligible for reduced rates provided they present their certificate and current Tax Exempt ID and have been approved by the City Manager. Reduced rental rate events must provide their own set-up and clean-up for that event. Reduced rate reservations **can only be**

Renter's Initials _____ Date _____

made 30 days prior to the date of the event. Each approved non-profit is eligible to rent the Gold Room facility **once per year** at a rate of \$500 for a **non-revenue profit making** event tickets can not be sold. Each approved non-profit is eligible to rent the Gold Room facility **once per year** at a 20% discount off of the regular Event Schedule rates for **revenue profit making** event. The City Manager will provide the Mayor and City Council with a list of the approved non-profit organizations who have applied for facility use discount.

Prince George's County elected officials will be charged \$100 for official business once a year. City employees are eligible to receive a 20% discount for a private affair each year ending by 8:00pm. A 20% discount is given to Glenarden residents for private affairs only ending by 8:00pm.

6. OPTIONAL SERVICES

Kitchen Use (No Cooking -Warming Only) \$60
Sodas and Chips \$150, 10 cases of sodas and 2 boxes of chips/pretzels each

7. ROOM CAPACITY

The maximum capacity listed below includes Gold Room staff, musicians, catering personnel, etc. The renter agrees to comply with the maximum capacity limits for the facility.

The maximum capacity for events is 400, depending on set-up. The maximum capacity for wedding receptions is 350. The Gold Room strictly upholds the capacity restrictions. If the maximum room capacity is exceeded, the event will be terminated in accordance with city, county and state laws. **No rental refunds will be issued if the event is terminated early for room capacity violations.**

8. MUSIC AND ENTERTAINMENT

The renter must ensure that all guests attending social affairs, are twenty-one (21) years of age or older. All entertainment, including disc jockey (DJ), live bands, performers, etc is subject to approval by the management of the City. It is the renter's responsibility to ensure that the event concludes within the contracted time schedule. If the DJ/band, caterers and/or guests remain in the facility past the scheduled time, the renter will be charged for the additional time in accordance with the Event Fee Schedule.

Musicians and other entertainers must be in proper attire and all entertainment must be of good taste and in keeping with the image of a government owned facility. The renter is responsible for the behavior of their guests, caterer and entertainers. The Gold Room Coordinator reserves the right to remove guests or entertainers for unruly behavior. The Gold Room reserves the right to control the volume of all amplified sound.

9. TEENAGE EVENTS

The adult sponsoring the event must be 25 years of age or older and assumes liability for any damages incurred in conjunction with the event. Teenage events, for groups under the age of 21, must end by

12:00 midnight, have four (4) police security officers on duty during the entire event (at the renter's expense) and one (1) responsible adult chaperone for every ten (10) expected guests.

10. ADVERTISING AND PROMOTION

All advertisements for events must be reviewed and approved by the Gold Room Coordinator before printed copies are distributed. A copy of all advertisements and tickets must be submitted to the Gold Room Coordinator no later than 60 days prior to the event. All tickets, flyers and other promotional materials must reflect the contracted start and end times.

TICKET SALES AND CASH COLLECTING ARE NOT PERMITTED ON THE PREMISES OF THE GOLD ROOM FACILITY.

Advertisements such as posters, flyers, etc, may not be displayed within a three (3) mile radius of the Gold Room Banquet facility. All advertisements and/or promotional materials must be taken down within two (2) days after the event. Materials removed by the City will be charges to the renter.

11. ALCOHOL AND SMOKING

Alcoholic beverages may be served to adults during events. The bar must close at least 45 minutes before the end of the event. It is the renter's responsibility to ensure that liquor is **NOT** served to anyone under the age of 21. Cabarets must be BYOL (bring your own liquor) only unless a liquor license has been obtained in accordance with the guidelines below. Open bar is allowed for events at which no ticket sales or admission fees have been charged, unless event is hosted by a non-profit organization, which has obtained a one-day liquor license in accordance with the guidelines below.

Only certified non-profit organizations may operate a CASH bar during events. Organizations must obtain a one-day liquor license in order to operate a cash bar during events. A copy of the liquor license must be provided to the Gold Room Coordinator at least 60 days prior to the event. Additionally, the license must be displayed behind the bar at all times during the event. The renter must comply with all provisions of the license during the event. The Gold Room Coordinator reserves the right to refuse services to anyone and further, to remove unruly guests or clients from the premises.

Liquor Licenses may be obtained from: Board of License Commissioners
County Services Building
5012 Rhode Island Avenue
Hyattsville, Md 20781
(301) 699-2770

Fee for beer and wine sales only: \$50
Fee for beer, wine and liquor sales: \$150

These fees are subject to change. Please check with the Board of License Commissioners for current license fee. It is suggested that the renter apply for the license at least two (3) months **BEFORE** the event date in order to receive the license in a timely manner.

SMOKING IS NOT PERMITTED INSIDE THE JAMES R. COUSINS, JR. MUNICIPAL CENTER!

12. FOOD AND BEVERAGE

Food and beverages may be consumed only within the areas covered by the rental agreement and are prohibited in the grass areas surrounding the property. All caterers must comply with the catering procedures set forth by the City, and all rules and regulations regarding food service and clean up at the event (See the Caterer's Responsibilities for additional guidance).

All bottles of wine and champagne that are corked may only be opened in the kitchen. It is the renter's responsibility to ensure that guests do not discharge corks in the Gold Room and/or lobby area.

13. CATERING

Renters may select a caterer of their choice. The equipment in the Gold Room kitchen is to be used for re-heating and refrigeration **ONLY**. All cooking must be done off premises.

All caterers must have a current Health Department Inspection Certificate for their kitchen, a copy of which must be provided to the Gold Room Coordinator at least 60 days prior to the event date.

Renters must ensure that the caterer received a copy of the Gold Room rules and regulations as well as the Caterer's Responsibilities checklist. The renter is responsible for the caterer's compliance with rules. If these requirements are not met, all of the renter's security deposit may be forfeited.

14. PARKING AND GROUNDS

The rear parking lot (on the East Side of the building) is reserved for City staff, event hosts (renter), caterers, musicians and event staff. Wheelchair accessible parking spaces are also available in this lot. All other vehicles will be towed at the risk and expense of the vehicle owner or operator.

Vehicles are prohibited on all grass areas, walkways, trails and fire lanes. Additionally, parking is not permitted in any City assigned/reserved spaces. Illegally parked guests will be ticketed and/or towed.

15. FURNITURE, FIXTURES AND SET UP

The furniture in the Gold Room, foyer and hallway is not to be moved from its location for any reason without the express permission of the Gold Room Coordinator on duty.

Tables and chairs are included as part of the Gold Room services. The Gold Room staff will set up and break down tables, chairs and any other equipment that is provided by the facility. Copies of sample floor plans are available from the Gold Room Coordinator. Renters may request modifications to the floor plan to suit the needs of the event. Kitchen equipment is listed on the Caterer's Responsibilities checklist. Floor plans must be submitted at the time the contract is signed or provided to the office no later than 1 week prior to the event. Gold Room Coordinator may make changes to the floor plans, at any time, for safety and liability reasons.

The Gold Room has the following equipment available for use by renters. Any additional items that are needed by renters are the responsibility of the renter.

- 40 round tables (60" diameter)
- 10 rectangular tables (8 ft long)
- 450 chairs

The Gold Room provides renters with paper table cloths, napkins, cups, containers for ice and chips, if needed.

Delivery and pick-up of rented equipment, and related items to be used by the renter must be done within the contracted rental time unless otherwise approved by the Gold Room Coordinator. The removal or rearrangement of Gold Room furniture and flowers or other equipment is strictly prohibited.

16. DECORATIONS

The Coordinator of the Gold Room must approve all decorations no later than two weeks prior to the event. No tacks, glue, nails and/or staples may be applied to the physical structure of the Gold Room. Decorations may not be hung from the ceiling or walls of the Gold Room. Open flames are not permitted on Gold Room premises.

17. SUPERVISION OF CHILDREN

Children must be supervised at all times by a responsible adult when they are anywhere on City premises. Children in attendance at events are guests of the renter and are to be in the Gold Room with the other guests. The foyer, side hallway and outside areas are not playground areas. Damages to the facility or its contents that are caused by the renter or renter's guests will be charged against the renter's security deposit.

18. SECURITY

Any social or similar event, which starts at or after 7:00 pm, and extends into social hours (10 pm – 2 am), is required to have security at the renter's expense. The renter is required to hire 1 Police Officer per 100 guests to provide this security service. The hourly pay rate for the police is \$35 per hour, per officer, with a four-hour minimum. The total amount due must be paid in cash, directly to the officers at the time of their arrival. The renter is entitled to receive a receipt for payment to police, but the receipt must be obtained from the police officers providing security for the event. Gold Room Coordinator will schedule police for selected events, as necessary. Police officers are scheduled to arrive at 10:30 pm and depart at 2:30 am.

19. MISCELLANEOUS

All tickets must be sold in advance of the event. Except for authorized cash bar sales, no money may be exchanged anywhere on the premises of the Gold Room.

The Gold Room is not responsible for personal property of the renter or their guests. Coat check room is the responsibility of the renter.

No rice or confetti may be thrown inside or outside of the premises of the Gold Room. Only birdseed or rose petals may be thrown outside.

The Gold Room staff is not responsible for the set-up and/or break down of privately owned or rented equipment. Equipment may not be stored at the Gold Room.

If the renter is found to be in non-conformance with any provisions of the rental agreement prior to the date of the scheduled event, the City reserves the right to disallow or cancel said event without reimbursement if the non-conformance has not been corrected within one (1) day prior to the scheduled event.

The City reserves the right at all times to cancel this agreement. If the agreement is canceled by the City prior to the actual use of the facility by the group or organization, the City agrees to refund the rental fee and security deposit. Rental fees will not be refunded when it becomes necessary to cancel this agreement by closing the facility, due to the detrimental actions by the group or organization while using the facility. Renters are required to abide by all applicable federal, state, county and/or local laws and ordinances governing use of Gold Room facilities.

The City shall not be liable for loss of rental fee due to cancellation or termination of a scheduled event due to acts of nature, inclement weather, national or local emergency, or other unforeseen circumstances beyond the control of the City of Glenarden and/or the Gold Room Coordinator. However the renter can reschedule at a later date.

I have read and will abide to all of the rules outlined in the Gold Rooms Rules and Regulations.

Print Name _____

Signature _____ Date _____

Date of Event _____ Contract # _____