



## Leonardtown Park Facility Rental Application

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Home #: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date of Usage: \_\_\_\_\_ S M T W T F S Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Will You Be Having A: Band\_\_ DJ\_\_ Amplified Sound System\_\_ Tent\_\_ Other\_\_\_\_\_

Alcoholic Beverages: Yes\_\_ No\_\_ (Must be 21 years of age – ID and Permit Required)

There is no Garbage Pick Up service available. Please plan to bag your trash and remove it from the park at the end of your event.

Prior to the event a copy of the renters liability insurance with the Commissioners of Leonardtown, PO Box 1, Leonardtown, MD 20650 listed as additional insured is required.

I hereby acknowledge that I have read, understand and agree to comply with the enclosed rules and regulations. I further verify that I am 21 years of age or older and assume responsibility for the usage and actions of the individuals attending the event as indicated above. I agree to indemnify and hold harmless The Town of Leonardtown from any and all claims, causes of action, demands, judgments, costs and expenses (including attorney fees) arising from the use of the Leonardtown Park Facility.

Signature of Renter \_\_\_\_\_ Date: \_\_\_\_\_

Fees Paid: \_\_ < than 75 People (\$75) \_\_ 75 People and up (\$150)

Note: All prices are subject to change

Total amount Due: \$ \_\_\_\_\_ Date of Payment: \_\_\_\_\_ Check #: \_\_\_\_\_  
(Cash or Check Only - No Credit Card Payments Accepted)

### **Office Use Only:**

Rental Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Park Inspected After Use? \_\_\_\_\_



COMMISSIONERS OF LEONARDTOWN  
P.O. BOX 1  
LEONARDTOWN, MD 20650

OFFICE: 301-475-9791  
FAX:301-475-5350

**PUBLIC PARK USAGE RULES AND REGULATIONS:**

---

1. A Leonardtown staff member will periodically check activities in the park and will monitor usage.
2. **It is unlawful to consume alcoholic beverages in Town parks, except by a permit issued by the Commissioners of Leonardtown. Unless otherwise stated on the permit, alcohol usage is restricted to the reserved area only. See below for further information.**
3. ABSOLUTELY NO OPEN CAMP FIRES are permitted in public parks.
4. Citizens may bring a personal gas grill to the park; however personal charcoal grills are not permitted.
5. Lifeguards are not on duty at waterfront parks.
6. Park usage is at your own risk.
7. Medical insurance is not provided.
8. To receive a refund, cancellations must be made, in writing, at least one (1) week prior to reservation date. Without required notice refunds will not be permitted.
9. Parks close at sunset.
10. Please dispose of all trash and refuse in receptacles. Trash must be bagged and tied and removed at the end of the event.
11. Noise level must remain at a respectable level to the surrounding neighbors.
12. Please bring your rental receipt, agreement and alcohol permit with you on the day of your event. You must have the copy of liability insurance on hand the day of your event.
13. Water activities such as dunking booths and slip and slide activities are not permitted in public parks.
14. The advertised fee will be assessed if numbers attending go over the projected amount at the time of rental; this price increase ranges from \$75-\$150.
15. **Please be aware that the park will remain open to the public, for general recreational use, during your event.**

