



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.**



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ALCOHOL USAGE PERMIT

Alcohol Consumption Authorized?	Yes	No
Alcohol Sale Requested?	Yes	No

If yes, contact Alcohol Beverage Board at least two weeks prior to your event to obtain license. The Alcohol Beverage Board phone number is 301-475-7844 x 1600.

ALCOHOL POLICY: It is unlawful to consume alcohol in a Town park, except by permit from the Commissioners of Leonardtown. This permit, if approved, authorizes consumption of alcohol in the designated areas only. Violators of this policy are subject to a fine and expulsion from the park. This permit must be in your possession on the day of the function.

To sell alcohol on public parkland, a license must also be obtained from the Alcohol Beverage Board (ABB) and displayed on site. A copy of the license must also be submitted to the Commissioners of Leonardtown.

Reservation Name/Event _____

Reservation _____
Park Location Date Time

Signature of Town Representative Date

Enjoy your day at the park!