

RENTAL APPLICATION

MINIMUM 30 DAYS ADVANCED NOTICE IS REQUIRED FOR ALL RENTAL REQUESTS

Please type or print (legibly).

Contact Name _____	Company Name _____
Address _____	Type of Company <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other
Day Phone No. _____	City _____ State _____ Zip _____
Fax _____	Evening Phone No. _____
Name of Event _____	E-mail address _____
Type of Event _____	Date(s) of Event _____

Venue Rental

VENUE REQUESTED - PLEASE CHECK

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Competition Pool | <input type="checkbox"/> Field House | <input type="checkbox"/> Gymnastics Center | <input type="checkbox"/> Outside Stadium |
| <input type="checkbox"/> Main Street | <input type="checkbox"/> Parking Lot(s) | <input type="checkbox"/> Festival Field | <input type="checkbox"/> Meeting/Conference Rooms |

EVENT SCHEDULE

Day/Date	Contact Arrival	Participant Arrival	Start Time	End Time	Departure

Number of Participants: _____	Est. Number of Spectators: _____
Admission Charges Y N \$ _____	

Meeting/Conference/Class Rental

MEETING/CONFERENCE/CLASS SET UP INFORMATION

Day/Date	Start Time	End Time	Number of Attendees:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Style - Choose One

<input type="checkbox"/>	Classroom -	Individual tables/chairs in rows facing front
<input type="checkbox"/>	Seminar -	U-Shape w/chairs surrounding
<input type="checkbox"/>	Theater -	Individual chairs in a row - no tables
<input type="checkbox"/>	Banquet -	Round or rectangular tables w/chairs
<input type="checkbox"/>	Conference -	Square shaped w/chairs surrounding
<input type="checkbox"/>	Computer Lab -	15 workstations (hourly/half day/full day)

Do you need a head table?

Yes

No

Do you need a registration table(s)?

Yes

No

Audiovisual Equipment Needs?

<input type="checkbox"/> Easel	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Lecturen	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Flip Charts	<input type="checkbox"/> Proxima	<input type="checkbox"/> Laptop	<input type="checkbox"/> Overhead Projector

Catering?

Yes

No

*I understand and will comply with the rules and regulations of the Prince George's Sports & Learning Complex
I take full responsibility for all damages and injuries.*

Signature _____ Date _____

Mail completed application to: Prince George's Sports & Learning Complex, 8001 Sheriff Road, Landover, MD 20785;
or fax to (301)583-2666. Attention: Department of Event Services. For additional information, please call 301-583-2670.

Concise Information

While the Complex desires to make available the facilities under its control for proper public functions, it is felt that the applicant should be familiar with the Rules and Regulations and share with the Commission a responsibility for correct and proper usage.

Application: Must be submitted to the Events Manager at least 30 days prior to the event.

Approval: Usage is contingent upon final preparation and confirmation of the Facility Director. Annual events are subject to first right of refusal by the client, before the date is released. Allow approximately seven to ten days for completion of the approval process.

Scheduling: Commission activities will not be postponed or cancelled to make facilities available to other groups. All groups use shall be subject to Commission scheduled activities and we reserve the right, with proper notification, to cancel activities in case of conflict or emergency. All clients must notify M-NCPPC of any changes no later than 14 days prior to the date of the event.

Assurance: An individual agency, organization or group will furnish the Commission, upon request, the following information:

- A Receipt of Event Application indicating the legal status purposes of the organization,
- A statement of use for the property of facilities requested,
- Producer shall submit a certificate of insurance coverage naming M-NCPPC and The Maryland National Capital Park & Planning Commission as additional insured for the Event.

Walk Through: An appointment is required with the events manager and/or events coordinator to confirm room layout, event specifics, equipment needs and special requests.

Rental Fees: A preparation of cost analysis based on requests from walk through with clients and venue manager. The total number of hours shall include time required for setup, cleanup, arrival and departure.

Payment: All fees are to be paid by certified check or money order, made payable to the Maryland-National Capital Park and Planning Commission or M-NCPPC, and shall accompany signed confirmation letter and special events agreement. All payments received within three (3) weeks of event must be certified.

Good Faith Deposit: An amount not less than ten percent (10%) of the rental cost will be required upon confirmation of reservation. Events Manager, based on projected costs analysis, will determine Good Faith Deposit amount.

Overtime: Every additional hour past the time indicated as departure, an additional charge of \$500 per hour will be assessed to the producer. No function will continue after 12:00 Midnight unless an exception is granted by the Director of the Parks and Recreation.

Alcoholic Beverages: All alcoholic beverages are prohibited unless given prior written agreement by events manager.

Security: At the discretion of the Facility Director, one or more State of Maryland deputized; uniformed police officers will be required.

Special Events Agreement: Must be signed and shall accompany all required forms and fees.

Weather Policy: M-NCPPC shall not be liable for failure of the participants to appear, present or perform if such failure is caused by or due to a natural disaster. If the Event has not begun, M-NCPPC and Producer each shall have the independent right to terminate this Agreement. In that event, M-NCPPC shall refund all moneys previously paid, except for costs paid and / or contracted for and uncancellable commitments.

Force Majeure: In the event that the facilities are not available due to the Redskin's regular season and/or playoff football schedule or Special Events held at FedEx Stadium, MNCPPC shall refund all monies previously paid by Producer. Neither the producer nor M-NCPPC shall be liable for failure of the event to be held, as described in the Exhibits of the Agreement, due to scheduling conflicts caused by the Redskin's regular Football season and/or playoff football schedule or Special Events held at FedEx Stadium. The contract will terminate upon notice to the producer of a schedule conflict.

Event Cancellation by M-NCPPC: Any changes in the characteristics of the event (i.e., schedule conflict, number of participants or spectators, event agenda, etc.) that might impact the integrity of the Venues must be approved in writing in advance of the event by M-NCPPC. If at any time up to the date of or during the event M-NCPPC finds any changes in the characteristics of the event (i.e., schedule conflict, number of participants or spectators, event agenda, etc.) that might impact the integrity of the Venues, M-NCPPC reserves the right to cancel the event. If the event is cancelled, all fees paid to M-NCPPC by the Producer up to the date of cancellation shall be refunded to the Producer by M-NCPPC. M-NCPPC will not be liable for any lost profits or consequential damages of any sort and its entire liability, if any, will be limited to monies paid to M-NCPPC by the Producer in connection with the event up to the date of cancellation. Cancellation of the event will be transmitted to the Producer in writing.

Event Cancellation by Producer: Event cancellation must be received in writing by the Events Department sixty (60) days prior to scheduled date. Any event cancelled with more than 60 days notice will receive a refund of any fees paid to M-NCPPC. Events with less than 60 days notice of cancellation will forfeit the good faith deposit and not receive a refund. Producer shall be responsible for M-NCPPC's out-of-pocket expenses necessitated either by change of date or cancellation by Producer after promotion has begun or any M-NCPPC expenses have been incurred. All such expenses shall be determined by M-NCPPC and will be presented to Producer with substantiation within thirty (30) working days following the contracted dates(s) of the Event. Producer shall reimburse M-NCPPC by certified cashiers check made payable to M-NCPPC within ten (10) days following receipt of such statement.

Vendor Guidelines: Producer will be entitled to have vendors sell event-related merchandise during event hours only. M-NCPPC will retain \$200 per vendor for the first day of the event and \$100 per vendor for each additional day. All vendors, except for the Producer, will be governed by these guidelines. Producers are entitled to sell event-related merchandise, at no additional cost. Merchandise shall be produced, inventoried, warehoused, and sold at the Producer's expense, and M-NCPPC will not be held responsible for the storing or inventory of such merchandise.

Each vendor or Producer will receive two (2) six foot (6') tables and two chairs. Electrical outlets and Internet hook-ups are available for an additional fee. Access to electrical outlets of 220 volts is \$25 per outlet and Internet access is \$35 per line. Cost will double for electrical and Internet requests made on the day of the event.

Two-weeks advanced notice for electrical or Internet access is required. Requests for electrical or Internet service on the day of the event are not guaranteed.