

CONTRACT FOR THE DOOR BUILDING RENTAL

This contract agreement is between The Door Inc., located at 219 N. Chester St., Baltimore, MD, and _____.

The 4- hour event cost is \$500. An additional \$50 refundable security deposit is also required.

The 4-hour time period is inclusive of your set-up and clean-up time.

RESTRICTIONS: Please initial all lines

- No alcohol, smoking products or drugs are to be used in the building or on the immediate premises of the building. _____
- No disruptive or destructive behavior should be displayed on the premises. _____
- No uninvited guests should be permitted to enter the building. _____
- No loud music playing or conversation should be heard outside of the building. _____
- No children or young adults should remain in the building unattended by adults. _____
- No weapons of any kind are permitted on the premises. _____
- No telephone calls on Door phones should be made by attendees during event. Emergency calls will be made by on-site Door staff. _____
- No materials will be photo copied or printed using Door equipment. _____
- No property owned by The Door can be removed from the building. _____
- A maximum of 100 people are allowed to attend the event. _____

GUIDELINES:

- Person(s) requesting the use of building should be present during entire event. _____
- Renter is responsible for setting up tables/chairs and replacing them at the end of the event. _____
- Renter is responsible for ensuring that building is cleaned up and left in an orderly manner. _____
- Set-up and clean-up time are designated within the 4-hour rental period. _____
- Clean-up is sweeping, mopping the floors and collecting and bagging trash (Renter to supply their own large green/black trash bags. _____
- The Door is not responsible for providing security for the event. _____
- Requester should inform on-site Door staff of any emergencies. _____
- All lights, appliances, and other electrical must be turned off before leaving building with the exception of the stove/oven; Door staff will operate the stove/oven. _____
- Additional fees will be charged if these guidelines are not observed including not cleaning up thoroughly or leaving the premises on time. _____
- Half of the \$300.00 fee must be paid when requesting the building and the final balance and security deposit paid 1 week before the event. _____
- The security deposit of \$50.00 must be paid along with the final balance. If the building is left in good order as determined by The Door personnel and you vacate the building on time, the \$50 security deposit will be returned to you at the conclusion of your event. _____
- All COVID guidelines and restrictions must be strictly followed _____
- If the DOOR has to cancel the event due to COVID restrictions, all money will be refunded _____
- We only accept money orders or bank issued checks made payable to "The Door". No cash or personal checks will be accepted. _____
- No refunds if the event is canceled within 2 weeks of the scheduled event. _____
- If you damage any property of The Door you will be responsible for it. _____

This contract shall be governed the law in the State of Maryland.

My signature indicates that I have read and agree to each restriction and guideline listed above as terms of this agreement. In addition, as the Requester/Renter, I assume all responsibility for my guests and any incidents that may occur during the event. I understand that additional costs may be incurred, due to negligence or violation of any part of this contract, and that I am responsible for such costs which may exceed the \$50 security deposit.

Renter/ Requester's Signature

Date Signed