



700 Congress Avenue
Havre de Grace, MD 21078
(410) 939-1800

INTERIM FACILITY USE AGREEMENT

If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor and Licensing Board. If you will have gambling (i.e., big wheel, raffle tickets, etc.) at your event, you must contact the Harford County Sheriff's Department. If your event will include the Use or Sale of food, you must contact the Harford County Health Department.

THIS AGREEMENT is made this _____ day of _____ 20____ between The City of Havre de Grace (hereafter referred to as the "The STAR Centre") and _____ (hereafter referred to as "USER").

Purpose of rental: _____

Name of Event: _____

Space Requested ("Specify Space"):

- Large Gym Small Gym Auditorium
 Support Classrooms – Number Needed _____
 Other _____

Note: All signage must be in compliance with the City's SIGN ORDINANCE (City Code §151-20 J).

Date(s) of event: _____

Approximate Time you plan to enter the facility for set-up: _____

Event Start time: _____ Event End time*: _____

**All guests and event sponsors must vacate premises by 12:00 pm midnight.*

Contact person: _____

Address: _____

Email: _____

Cell phone: _____

The STAR Centre grants the USER permission to use the Specified Space.

The permission granted includes reasonable access to the Specified Space prior to and after the rental for the purpose of delivering, installing, or moving supplies, equipment and props, subject; however, to the right of The STAR Centre to specify times and conditions appropriate to The STAR Centre's continuing use of the Specified Space.

USER AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. TO PAY the CITY OF HAVRE DE GRACE for the use of the rented space the sum of \$_____ plus the standard housekeeping fee of \$350 per event day and any fees for services or additional items furnished by the City at the request of the USER.
 - A. A NON- REFUNDABLE deposit of 50% of the rental fee shall be required with a signed rental contract.
 - B. The BALANCE of the rental fee and any additional fees are due the day of the rental.
 - C. A refundable security deposit of \$100.00 is to be paid upon receiving the STAR Centre keys' code. The deposit will be returned if the agreements are met by the user and all keys are returned.
 - D. Certificate of Insurance, with the City of Havre de Grace as the Named Insured must be provided.
2. TO REIMBURSE the CITY OF HAVRE DE GRACE for any damage, harm or injury to The STAR Centre's property in, on, or about the PREMISES caused by any act or omission of the **USER** or his/her exhibitors, performers, employees, patrons, guests, invitees, suppliers or contractors in connection with or arising from the **USER'S** use and occupancy of the rented space. Any additional reimbursement shall be paid by the **USER** within ten (10) days after the use of the rented space.
3. NOT TO CONDUCT or permit activities in or about the rented space in violation of Federal, State, or Local laws or beyond the description of the purpose of the rental as stated above and to take all appropriate action to enforce this provision.
4. TO DEFEND, indemnify and hold The City of Havre de Grace and The STAR Centre harmless from all claims, suits, actions or liabilities growing out of injuries to persons, including death, or damage to property in, on, or about the rented space during the period in which the privileges herein are granted, or occurring in the course of, or as a result of, the exercise thereto.
5. TO NEITHER SUBLEASE or ASSIGN the AGREEMENT nor any privilege to any person, company or firm without prior consent of an authorized representative of The STAR Centre.
6. TO NEITHER DISASSEMBLE, alter or remove any item or fixture of The STAR Centre in the rented space.
7. TO NEITHER NAIL, SCREW, TAPE OR AFFIX in any manner whatsoever, anything to the premises except at those places and locations expressly provided or designated. **Note:** Painters tape is to be used to secure electrical wires to the floor or rubber mats can be used.
8. A REPRESENTATIVE of The STAR Centre shall have EXCLUSIVE CONTROL over the regulation and use of all electrical lights, plugs and/or the connection of any electrical device to the electrical outlets of The STAR Centre; all heat, air conditioning, ventilation (fans) and/or the opening of doors or windows shall be under the TOTAL CONTROL of The STAR Centre REPRESENTATIVE. The REPRESENTATIVE shall have **UNLIMITED ACCESS** to ANY and ALL PARTS of the facility **AT ALL TIMES**.
9. ALL RIGHTS not covered by this contract, involving the **USER** or any agent, guest or subsequent Party utilizing The STAR Centre as a result of this contract shall be determined by the **REPRESENTATIVE** of The STAR Centre.

10. CANCELLATION - there will be no deposit refunds unless a REPRESENTATIVE of The STAR Centre initiates the cancellation, at which time all deposits made by the **USER** to the City of Havre de Grace shall be refunded.

11. The City of Havre de Grace shall be held harmless and may cancel this or any future contracts, if in the opinion of the City of Havre de Grace, the USER or his/her exhibitors, performers, employees, patrons, guests, invitees, suppliers or contractors damage the property, do not comply with the terms of the contract or damage the reputation of the City of Havre de Grace.

12. **USER** responsibilities include:

Setting-up Event:

- ★ When using tables and chairs in Gymnasiums - please be careful not to drag the tables and chairs across the floor. Arrange tables and chairs so that guests do not lean their chairs or rest their feet against the walls.
- ★ Make sure Exit Doors are not blocked.
- ★ Decorations. It is understood by User that no items whatsoever are to be nailed, screwed, taped, or affixed in any manner to the premises except for those places and locations expressly designated. All decorations are to be removed immediately at end of event.
- ★ Place the trash cans at an easy distance for guests to have access.
- ★ Cover all surfaces including floors, tables and chairs should artwork in the form of painting take place.

Taking Care of the STAR Centre During Event:

- ★ Monitor the trash cans throughout the rented space and empty as needed. (You will be responsible for ALL Trash Removal - there is not a dumpster for event use on site.)
- ★ Wipe up any spills as soon as possible. Mops and buckets are stored on site.

End of Event Wrap-up: Arrange the time of your event to insure all tasks are completed by the **12:00 midnight** exit time.

- ★ All food products and beverages are to be removed from the premises immediately at end of event.
- ★ All trash is to be removed from the premises.
- ★ Sweep and mop the floors as needed.
- ★ Rental items not provided by The STAR Centre are to be removed immediately from the premises. Storing rental items on-site for next day or later pick-up is not permitted. Please make arrangements with Rental Service to collect items at end of your event. The City may permit the overnight storage at an additional fee.
- ★ Make sure all doors and windows are closed securely.
- ★ Turn off all lights in the building upon exit. Return key as designated by The STAR Centre's representative.

Authorized signature of **REPRESENTATIVE**
HAVRE DE GRACE STAR CENTRE

Authorized signature of **USER** Date

Important Contact Numbers

The City of Havre de Grace does not have an On-Call person assigned to The STAR Centre. **In the event of an emergency, Dial 911**

For non-emergencies, please contact Havre de Grace Police at 410-939-2121.

The STAR Centre of Havre de Grace 700 Congress Avenue

From Rt. 40, Otsego Street to right on Juniata Street - travel about 5 blocks - complex is on your left.

Large Gym

- ★ Main Hall Capacity - Standing 1100; with bleacher seating 850; with tables & chairs 940
- ★ Full basketball Court (two side full courts)

Auditorium (no sound system; limited theater lighting)

- ★ Full Stage (approximately 50' Wide X 39' Deep plus 20' wing space right & left)
- ★ Seats approximately 900
- ★ Includes separate dressing space

Small Gym

- ★ Full size court (no bleacher seating); Capacity – Standing 250; with tables & chairs 200

Auditorium Support Rooms

- ★ Each Space is available for a separate fee

Required Licenses: (a copy of the acquired license(s) **must** be on-site during event rental.)

- ★ **FOOD LICENSE:** Phone 410-877-2305 - If your event includes the Use or Sale of food at your event, you must contact the Harford County Health Department.
- ★ **LIQUOR LICENSE:** Phone 410-638-3028 or visit their website at: <http://www.harfordcountymd.gov/LCB/oneday> - If your event will include the Use or Sale of alcoholic beverages, you must contact the Harford County Liquor Board.
- ★ **GAMBLING LICENSE:** Phone 410-836-5445 or <http://www.harfordsheriff.org> (application can be downloaded from website and submitted to Sheriff's Office Mon-Fri. 24 hours a day) - If you are having gaming at your event (money wheels, raffles, scratch-off bingo, quarter auction, etc.) you must have a ONE DAY GAMBLING LICENSE from the Harford County Sheriff's Office.

Catering Options

You will find a wide variety of choices in Havre de Grace. For a quick reference, ask for a copy of our list of local restaurant/caterers.