



**Wiley H. Bates Legacy Center Inc.**  
1101 Smithville Street Unit T-17  
Annapolis, MD 21401  
(410) 263-1860  
office@whbateslegacycenter.org  
www.whbateslegacycenter.org

**Request Form for Facility Rental (Please complete and sign Indemnification Statement)**

Requesting Person/Organization: \_\_\_\_\_

Is the requesting person an active member of the Bates Legacy Center? \_\_\_ Yes \_\_\_ No

Is the requesting person a Charter Life Member of the Bates Legacy Center? \_\_\_ Yes \_\_\_ No

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event (including Setup and Tear Down): \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

maximum allowed 244 standing (no tables or chairs), 114 seated

Caterer Arrival Time: \_\_\_\_\_

**Equipment Needed (Please indicate what and how many you need)**

\_\_\_\_\_ Folding Chairs (Max. 100 Chairs)

\_\_\_\_\_ Tables (14 – 6' Tables), (1 – 8' Table)

\_\_\_\_\_ CD Player, DVD Player,

\_\_\_\_\_ Microphone(s) (1 Standard and 1 Cordless)

\_\_\_\_\_ Video projector with Screen and with capability for laptop use.

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How did you hear about our facility? \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ 50% Deposit Due with Contract: \$ \_\_\_\_\_

Balance (Due 7 days before scheduled event) \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Refundable Maintenance Retainer of \$100 due with final payment. Date Paid: \_\_\_\_\_

**Wiley H. Bates Legacy Center, Inc. (BLC)**

***Indemnification***

The Requesting Party shall indemnify, defend and save harmless Wiley H. Bates Legacy Center (BLC), its officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by Requesting Party, its agents, employees, contractors, lessees, invitees, representatives, in, on or about the BLC facility. This indemnity shall survive the termination of this Agreement. The Requesting Party hereby releases BLC from any and all liability or responsibility to Requesting Party or anyone claiming through or under Requesting Party by way of subrogation or otherwise for any loss or damage to equipment or property of BLC covered by an insurance then in force.

I have read the provided Terms and Conditions and the above Indemnification agreement and agree to abide by the provisions therein.

Signed \_\_\_\_\_

\_\_\_\_\_  
Requesting Party Name

\_\_\_\_\_  
Date

I have reviewed this application in accordance with the criteria set forth by the Board of Directors of the Wiley H. Bates Legacy Center.

Signed \_\_\_\_\_

\_\_\_\_\_  
Bates Legacy Center Representative Name

\_\_\_\_\_  
Date

***Wiley H. Bates Legacy Center welcomes donations to support our programs, educational scholarships and community initiatives. Your generosity is always appreciated!***

# Wiley H. Bates Legacy Center, Inc. (BLC)

## *Charter Life Membership Rental Fee Statement for Organizations/Alum Classes*

### Year One

- Pay one-time \$500 membership fee **plus** \$500 rental use fee (annual).
- Rental use is allowed for monthly or regular events (*not to exceed 12 events per year*).
- Each event is to be no longer than 4 hours including setup and tear down time. Meetings lasting more than 4 hours will incur a \$50/hour additional charge.
- All event dates will be subject to availability at the time of request.
- You will be charged a one time \$100 refundable maintenance retainer before your first event. It will be refunded if/when your membership ends.

***Fee for Year One (excluding additional special events and \$100 maintenance fee) = \$1,000***

### Year Two and thereafter:

- Pay annual \$500 rental use fee for monthly or regular events. (same restrictions as above)

***Fee for Year Two and thereafter (excluding additional special meetings) = \$500***

### Refund Policy

No party shall be liable for rental payment under this agreement if an event is canceled due to acts beyond their control, including but not limited to fires, hurricanes, flooding, building repairs or pandemics. All Charter Life Members who paid annual rental fees shall receive rental credit equal to the months missed due to closure reasons listed above.

### Additional Events

- All event dates will be subject to availability at the time of request.
- **A flat rate of \$125 will be assessed for rental use.** Meeting/event cannot extend beyond a 4-hour period. *Rental fee must be paid in full 2 weeks prior to meeting/event.*

### Terms and Conditions (Please Read Carefully)

- Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host organization must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- The “Charter Life Member Organization” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- The “Charter Life Member Organization” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc, and any food service items. All supplies must be removed from the Center at the end of the meeting. We will not store your supplies.
- Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
- Dancing is prohibited.
- Helium Balloons are not permitted.
- BLC artifacts and displays are off limits for public use or handling. BLC Exhibits are not to be used for any purpose including displays, food, or tables for individual plates/drinks.
- Smoking, vaping, substance use is not allowed on premises.
- Parking for all guests must be on Smithville Street or in the back parking lot. Do not park in the Residences’ lot. You will be towed.

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# Wiley H. Bates Legacy Center, Inc. (BLC)

## *Charter Life Individual Membership Rental Fee*

### Year One

- Pay one-time \$500 membership fee
- Rental use is allowed for up to three events within the year of your membership starting.
- Each event is to be no longer than 4 hours including setup and tear down time. Events lasting more than 4 hours will incur a \$50/hour additional charge.
- All event dates will be subject to availability at the time of request.
- You will be charged a one time refundable maintenance retainer before your first event. It will be refunded after your third event or the end of the first year.

### Additional Meetings/Special Events

- All event dates will be subject to availability at the time of request.
- **A flat “event” rate of \$125 will be assessed for rental use.** Events cannot extend beyond a 4-hour period (Including setup and tear down). *Rental fee must be paid in full 2 weeks prior to meeting/event.*
- You will be charged a \$100 refundable maintenance retainer. This will be refunded within two weeks after your event.

### Refund Policy

No party shall be liable for rental payment under this agreement if an event is canceled due to acts beyond their control, including but not limited to fires, hurricanes, flooding, building repairs or pandemics. All Charter Life Members who paid annual rental fees shall receive rental credit equal to the months missed due to closure reasons listed above.

### Terms and Conditions (Please Read Carefully)

- Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host organization must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- The “Charter Life Individual Member” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- The “Charter Life Individual Member” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc, and any food service items. All supplies must be removed from the Center at the end of the meeting. We will not store your supplies.
- Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
- Dancing is prohibited.
- Helium Balloons are not permitted.
- BLC artifacts and displays are off limits for public use or handling. BLC Exhibits are not to be used for any purpose including displays, food, or tables for individual plates/drinks.
- Smoking, vaping, substance use is not allowed on premises.
- Parking for all guests must be on Smithville Street or in the back parking lot. Do not park in the Residences’ lot. You will be towed.

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# Wiley H. Bates Legacy Center, Inc. (BLC)

## *General Rental Rate List*

### **\$100 Per Hour (including time for set up and tear down)**

#### **Rental Deposit and Payment Terms**

- 50% deposit due at time of contract submission. Deposit is *refundable up to 2 weeks* prior to the event.
- Additionally, a \$100 facility maintenance retainer deposit must be paid by check with final payment. Pending closing break-down, trash removal, and facility is cleaned according to standard arrangement. If all matters are settled satisfactorily, the retainer fee will be returned to the authorized rental party. However, the retainer fee will not be returned if the facility is left unclean, disorderly, or the occurrence of broken/damaged goods.
- Rental fee balance must be *paid in full 7 days prior* to meeting/event.
- BLC Staff will facilitate rental use orientation, onsite and/or virtual tour, and review rental use contract outlining detailed policy and utilization guidance with interested parties.

#### **Refund Policy**

No party shall be liable for rental payment under this agreement if an event is canceled due to acts beyond their control, including but not limited to fires, hurricanes, flooding, building repairs or pandemics. Renters will be offered an opportunity to reschedule the canceled event if possible or a complete refund of all rental fees.

#### **Terms and Conditions (Please Read Carefully)**

- Beer and wine are the only permissible alcoholic beverages on site. If beer/wine will be furnished, the host organization must supply a valid liquor license for the event. The license must be submitted to BLC at least one week prior to the event.
- The “Facility Renter” is responsible for set-up and clean-up activity. This includes arranging chairs, tables, technological and audio equipment, and trash removal.
- The “Facility Renter” will provide their own meeting supplies such as paper, pens, easel, markers, tape, etc, and any food service items. All supplies must be removed from the Center at the end of the meeting. We will not store your supplies.
- Authorized use must be requested for BLC technical equipment such as projector, screen, microphone, audio system, etc. BLC does not provide laptops.
- Dancing is prohibited.
- Helium Balloons are not permitted.
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