

Wharves of Choptank Visitor & Heritage Center

Facility Use Agreement

Name _____ Today's Date _____

Address _____ City/State/ Zip _____

Home Phone _____ Work _____ Cell _____

Email address _____

Organization _____ Contact Name _____

Are you a Non-Profit or Civic Organization? Yes ___ No ___ Community Recognition Group? Yes ___ No ___

Are you a Town of Denton Employee? Yes ___ No ___

Town of Denton retains the right to cancel and refund any approved reservation if the room reserved is required for an official Town Office program or event.

PLEASE NOTE: Applicants must provide a valid driver's license and be at least 21 years old.

Fees

Weekdays \$75.00, \$25 per hour after first 2 hours.
(minimum 2-hour rental)
8a.m.-4p.m.
Monday-Friday

Evenings 5p.m.-11p.m. and Weekends \$400.00, \$50 per hour after first 4 hours.
(minimum 4-hour rental)
Sat./Sun. or Town Holidays

Total Hours you plan to rent the space _____
Fee Estimated \$ _____
Deposit \$150.00
Total Rental \$ _____

Remit payment to: Town of Denton, 4 N. Second St., Denton, MD 21629

Description of Event _____

Event Dates _____ Day of Week: Su M T W Th F Sa

Setup Time Start _____ Clean Up Time End _____

Time Event Starts _____ Time Event Ends _____ Expected Attendance _____

Tables Needed: No ___ Yes ___ How Many?
Chairs Needed: No ___ Yes ___ How Many? _____

The Visitor Center has a limited supply of tables and chairs available for use. (10 round tables, 75 chairs) these items must be set up by the group renting the center.



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3 Crouse Park Lane, Denton, MD 21629
410-479-0825



Have you rented space at the Visitor Center before: Yes ___ No ___

Are you charging admission? Yes ___ No ___ If yes, who benefits from the fee: _____

Are you using a caterer? Yes ___ No ___ If yes, name the vendor _____

Are you serving alcohol? Yes ___ No ___. *If yes, please review alcohol information on the Building Use Policy form.*

Will you be having a band? No ___ Yes ___ Name and phone of band _____

Will you be having a DJ? No ___ Yes ___ Name and phone of DJ _____

Will there be pre-event advertising? No ___ Yes ___ If yes, where? _____

Do you wish to place additional signage on the Visitor Center grounds for your event? No ___ Yes ___

RULES AND REGULATIONS: *Review and Initial each statement*

I understand **my responsibility to follow Visitor Center Policies** as a “Contractor” and pledge to review these policies prior to my scheduled use of the building. A copy of the Visitor Center Building Use Policies has been provided to me.

INITIAL HERE: _____

Cancellations of this agreement must be received three (3) business days prior to the event in order to receive a full refund. I understand the Town Office will contact me within five workdays of the date of my submission of this application (as noted on the FUA) to confirm the application details and review any questions.

INITIAL HERE: _____

I have provided a copy of my driver’s license and **understand that the security deposit, rental fees, and a signed liability waiver and/or insurance certificate specifying Town of Denton as additional insured** must be submitted to the Town Office **three(3) weeks prior to the first date** of use requested on this application. Failure to meet this deadline cancels this facility Use Agreement.

INITIAL HERE: _____

I understand that parking in the Visitor Center lot is only permitted during the event time. No overnight parking permitted.

INITIAL HERE: _____

I understand that my guests and my own **access to the Visitor Center is restricted to the areas specified on the FUA**, that set-up and take-down must be completed within the timeframe noted on this application and that the activities cannot vary from the activity function stated on this application.

INITIAL HERE: _____

I understand that this is a **non-smoking facility** and that **alcohol consumption** is permitted only by special-use exemption through the Town of Denton or their designee. Contractor must receive a temporary alcohol permit through the Caroline County Liquor Board if alcohol will be sold as part of your event. (*Check online for requirements of the Caroline County Liquor Board and meeting dates*)

INITIAL HERE: _____

I understand that if the event proposed is likely to **attract more than 75 people and/or a public admission fee is charged**, I may be required by the department to provide, at my expense, security via **local law enforcement** for the duration of my event.

INITIAL HERE: _____

I understand if I am **selling food concessions** as a part of my event that I and/or each food vendor must secure a **Temporary Food Service** permit three (3) weeks prior to the scheduled use. The permit is available through the Caroline County Environmental Health Department.



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INITIAL HERE: _____

I understand that if my event takes place during normal operating hours of the Visitor Center, the center is still open to the public with access to the lobby and restrooms.

INITIAL HERE: _____

I understand I am **responsible for the clean-up of the Visitor Center** within each period of contracted use including trash removal, sweeping and/or vacuuming, and removal of all decorations installed by this event. Failure to complete this will indicate a forfeit of the security deposit and may jeopardize Department approval of future Facility Use Agreement requests. (see page 6 of Building Use Policy)

INITIAL HERE: _____

As the applicant for the use of the Wharves of Choptank Visitor & Heritage Center, I certify for myself and on behalf of the organization I represent to assume responsibility for the building and grounds leased by this application, to follow the building policy rules and to be responsible for any property damage that occurs as a result of facility use.

I further agree to indemnify and hold harmless Town of Denton, Wharves of Choptank Visitor & Heritage Center and its employees from any and all liability claims, defend, and judgments, including attorney's fees and court costs, resulting from the rental pursuant to this contract and further agree to provide notice of any claims made against either applicant or Town of Denton, Wharves of Choptank Visitor & Heritage Center immediately upon receipt through written notification to the Town of Denton Town Administrator.

I have read the rules and policies included with this application and I agree to abide by them.

Signature of Applicant

Date

Printed Name and Organization Represented

To be completed by Town of Denton Staff

Submitted on
Date _____
Time: _____
Initials _____

Copy of Applicant's valid driver's license attached ____

Non-Profit ____ Private/For Profit ____ Date Insurance Certificate Received _____

Town Employee ____

FEE PAYMENT RECORD:

Rental Costs: # of hours _____ = \$ _____

Date Rental fees paid: _____ Cash ____ Check # _____ Credit Card ____

Date Deposit Paid: _____ Cash ____ Check # _____ Credit Card ____ = \$ _____

Total = \$ _____

Receipt Provided: _____

Facility Supervisor _____
Security Required: ____ Yes ____ No
Faxed notification received _____
Deposit refund requested: _____

Initials of Administrative Staff Date

Signature of Management Associate Date

Signature of Town Administrator or Designee Date

Date Customer Contacted: _____

Remit payment to: Town of Denton, 4 N. Second St., Denton, MD 21629

Wharves of Choptank Visitor & Heritage Center

Building Use Policy

Your event or program is welcome at the Wharves of Choptank Visitor & Heritage. Under the management of the Town of Denton, please review the policies and fees for public use outlined below.

Visitor Center Policies

- I. Definition of Terms
- II. Priority – Use Policy
- III. Required Information for all Rental Agreements
- IV. Fee Schedules and Room Specifications
- V. Smoking and Alcohol Policies
- VI. Insurance and Risk Management Requirements
- VII. Fire safety
- VIII. Clean-up and Custodial Service Options
- IX. Concession Operations
- X. Energy Conservation
- XI. Accident and Building Damage
- XII. Special Event Sign Options
- XIII. Policies for Discounted Room Use and Town Employee Use

I. Definition of Terms

- A. “Town” refers to the Town of Denton. The Town office headquarters are located at 4 N. Second St., Denton, MD 21629.
- B. “Building Entry” refers to access to all entrances and includes elevator service.
- C. ”Town Activities” are programs and services under the direct management and production of the Town of Denton.
- D. “Non- Town Activities” include programs, services or events produced and sponsored by any organization or group that is not an agency of or affiliated with the Town.
- E. “Commercial Groups” are all business organizations which are not recognized as tax-exempt organizations under the U.S. Internal Revenue Code.
- F. “Non-Commercial Groups” include, but are not limited to churches, family groups, civic organizations, etc. which may or may not have a non-profit tax-exempt status under the U.S. Internal Revenue Code.
- G. “Facility Supervisor” is a Town-trained employee or volunteer who is physically on-site for the duration of the non-department activity at the visitor center.
- H. “Contractor” is the private citizen or organization that signs the facility-use agreement with the Town.
- I. “Local Law Enforcement” represents a trained officer employed by local police departments within the State of Maryland who can subcontract for security services consistent with the personnel policies of their organization.
- J. “Facility Use Inspection Report” refers to a form completed by the Facility Supervisor before the start and at the close of the non-Town activity use period.



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II. **Priority Use Policy**

Use of the Visitor Center facilities is reserved for Town activities. Time periods not scheduled for Town activities may be available for non-department use under the following conditions.

- A. The Town reserves the right to alter previously scheduled non-department activities to reduce interference with Town-sponsored activities, to restrict access due to building repair, to weather conditions or to cancel facility agreement if the user violates building use policies.
- B. Activities organized by and primarily serving the employees of the Town shall be considered Town activities and afforded the privileges of such under the following conditions:
 1. All rules and regulations set forth in this document are followed
 2. The use does not conflict with the Town activities

III. **Required information for all non- Town scheduled use of Visitor Center facilities** includes the following:

- A complete Facility-Use Agreement Form (FUA)
 - Copy of the applicant's valid driver's license
 - Evidence that the applicant is 21 years of age or older
 - Security deposit \$150.
 - Certificate of Insurance for Comprehensive General Liability (and alcohol insurance, if serving alcohol) listing Town of Denton as other insured.
- A. Applicants are responsible to ensure the following:
 1. The orderly behavior of their guests – no excessive noise or profanity.
 2. Responsiveness to the directives of department staff, including the Facility Supervisor.
 3. The program is of a suitable nature for presentation in a public building – that the activity is lawful and in conformity with municipal, state, and Federal laws.
 4. That the applicant will not remove, change, or rearrange anything in the Visitor Center without the specific approval from the Town and their designated representative.
 - B. Room rental requests are formerly initiated by the submission of a Facility Use Agreement (FUA) form no later than three (3) weeks or 15 workdays prior to the first date of the requested use and the complete payment of all security deposit and rental fees.
 1. FUA forms may be submitted to the Town up to six months in advance of a requested date.
 2. An FUA form is not complete until all rental fees, security deposits, and required documentation is provided by the applicant. Otherwise the facilities requested are not reserved and may be released to another applicant.
NOTE: A phone call to the Town does not reserve the facility.
 3. No FUA will be completed for a period longer than six months.
 4. The FUA must be submitted to the Town even if fees are waived or reduced under the policies for discounted room use. A Security Deposit of \$150 for use of the building shall still be required.



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5. Applicants whose activities vary from those stated on the FUA form or violate the rules and regulations detailed in this document will be asked to leave the premises and no refund shall be made for the fees paid. Damage charges may apply and future rental privileges shall be revoked for at least a one-year period.
6. Applicants renting the Visitor Center are entitled to the space reserved and the designated support facilities (i.e. lobby entrance areas, restrooms, elevator access, outdoor deck area) only. Participants and or spectators should not be in other areas of the building.
7. All rentals must be concluded by 11p.m. and shall not be scheduled prior to 8:00 a.m.
8. Set-up and take-down must take place within the day and time specified on the FUA form. Applicants can not gain access to the building prior to their rental time period for set-up and cannot store equipment or supplies at the facility after the rental period is completed.

IV. Fee Schedule for facility use and room specifications

- A. Facility-use fees for non-Town use are structured to recover building utilities and building security/support by the Facility Supervisor. *Weekday rentals 2-hour minimum. Evening & Weekend rentals 4-hour minimum.*

Weekdays **\$75.00**, \$25 per hour after first 2 hours.
(minimum 2-hour rental)
 8a.m.-4p.m.
 Monday-Friday

**Evenings 5p.m.-11p.m.
 and Weekends** **\$400.00**, \$50 per hour after first 4 hours.
(minimum 4-hour rental)
 Sat./Sun. or Town Holidays

Security Deposit **\$150.00**

*Security Deposit may vary dependent upon proposed use and duration.
There is a \$30 fee for all returned checks.

- B. The table inventory for the Visitor Center is limited.
1. Furnishings available for public use inside the facility include
 - a. 10- 6 ft. round tables
 - b. 75 banquet chairs.
 2. Furnishings are not permitted for use beyond the visitor center building and grounds and should be specified for use on the FUA.
 3. Damage to furnishings and equipment caused during the contracted use shall be recorded and recovered per the requirements of Section XII of this document.
- C. The Town will schedule a Facility Supervisor to be on-site for all non-Town and Town-sponsored activities scheduled during evening, weekend, and holiday hours. During weekday hours, the Town staff will provide supervisory support.



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- D. The Town reserves the right to require a local law enforcement presence at the event to ensure compliance with local laws, protect the attending public, reduce the incidence of nuisance complaints, and provide event security.
 - 1. The cost associated with law enforcement presence shall be covered by the contractor and is generally \$55 per hour for each officer. Please contact Denton Police Dept. for current rate. 410-479-1414.
 - a. The law enforcement officer must be present for the duration of the public portion of the event. Security would not be required for set-up and take-down of the event.
 - b. FUA applicants must provide evidence to the Town that security services have been retained within seven days of the scheduled event. Written notification received via fax or electronically from the scheduling agency by this Town will meet this requirement.
 - c. Failure to provide evidence that security services have been contracted at least seven days prior to the scheduled event will void the contract for the date reserved.
 - 2. Contact information for area county and municipal law enforcement agencies and independent schedulers of off-duty law enforcement officers is available through the Town. Security services must be provided through the designated agencies and contacts offered by the Town only.
- E. Facility Supervisors and Town personnel only are permitted to access the following areas:
 - 1. Panel boxes for lights
 - 2. Equipment closets
 - 3. Mechanical room
- F. A refundable security deposit of \$150.00 is due at time of reservation. The applicant can secure this with a check that will be bank deposited. A check will be re-issued to the applicant following the scheduled building use within 10 working days to the address provided on the FUA. If the check does not clear the bank account, the FUA is not complete and shall be voided. There is a \$30.00 fee for all returned checks.
- G. Cancellations of a FUA must be received by the Town at least three (3) business days prior to the event to qualify for a full refund.
- H. The Town Administrator or his/her designee shall notify the FUA applicant within five workdays of the application date to confirm the application and to review any concerns or questions by the Town regarding the proposed use. If the FUA request can not be accommodated this will be confirmed verbally and documented in writing to the applicant.

V. Smoking and Alcohol

- A. Per government owned facility regulations, the Visitor Center and its grounds are designated as a NO SMOKING AREA.

Consumption of alcohol on the premises is permitted only by special-use exemption through the Town of Denton. Please make this request in writing to the Town of Denton, 4 N. Second St., Denton, MD 21629, or their designee at least 60 days prior to scheduled event. If the special use exemption is granted, the Contractor must also receive a temporary alcohol permit through the Caroline County Liquor Board if selling alcohol at the event. *(Check online for requirements of the Caroline County Liquor Board and meeting dates)*



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- B. the deposit for the facility increases to \$500 and local law enforcement must be on-site for the duration of the public event. Please contact the Denton Chief of Police for cost of law enforcement fees at 410-479-1414.

VI. Insurance and Indemnity Agreement and Requirements

- A. All commercial groups and non-commercial groups must provide evidence of general liability insurance with coverage terms that include the dates of facility use
 - 1. Insurance policy must be from a reputable carrier licensed to do business in the State of Maryland.
 - 2. The policy shall name the Town of Denton, Maryland as additional insured.
 - 3. Certificate of insurance must be presented no later than 2 weeks prior to the requested use.
- B. All non-commercial and commercial groups shall sign, as a condition of use, a waiver of liability and indemnity, defense, and hold harmless agreement holding the TOWN OF DENTON MARYLAND harmless from all bodily injuries including death and property damage arising out of use of the Visitor Center facilities.
 - 1. The chief executive official of all corporation and associations or their designated representative shall sign an indemnity agreement at least 3 weeks prior to the requested use.
 - 2. For private family rentals, the individual initiating the agreement shall sign the liability waiver.

VII. Fire Regulations for all groups

- A. Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- B. Electrical extensions must be heavy gauge and decorations flameproof.
- C. Exits, corridors, and hallways must be free of obstructions at all times. Participants for Department or non-department activities should not stand in aisles of marked exits.
- D. The maximum capacity numbers in rooms must be observed.
- E. Use of portable home-owner style charcoal or gas grills and deep fat frying in or on the facility grounds is prohibited.

VIII. Clean-up and custodial service options

- A. Facility users are responsible for general clean-up of the facility within each period of contracted use. General clean-up means the removal of any trash and debris in areas inside and outside the facility caused by the contracted use and the removal of that trash from the building and the property.
 - 1. General clean-up also involves removal of residue or stains caused by drink spills, chewing gum, food consumption or other activity in all areas accessed during contracted use.
 - 2. Sweeping and mopping areas of the floor will be required to achieve general clean-up.
 - 3. Policing the outside entrance area and surrounding grounds and parking area for trash is required to meet general clean-up standards.
- B. Failure to comply with the above will result in a custodial charge assessed at 1 ½ times the hourly rate of the department employee. This cost will be retained from the facility deposit submitted by the user.



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- C. The Facility Supervisor coordinates the completion of a facility checklist inspection form before and at the conclusion of each non-Town or Town-sponsored activity of the Visitor Center. The facility checklist requires the signature of a representative of the Contractor prior to departure from the site.
- D. Removal of all rented items should be completed at the close of the FUA contract period. This includes catering supplies, D.J. equipment, and decorations.
- E. Decoration restrictions include the following:
 - 1. No confetti
 - 2. There are no ladders on site for contractor use
 - 3. No decorations are to be stapled or tacked to the wall. Taped wall decorations must use blue painters tape.

IX. Concession Operations and Food Consumption

- A. Concession operations in which food or beverages are sold to the public must be certified by the Caroline Environmental Health Department.
 - 1. A copy of the Environmental Health Department’s Temporary Food Service Permit Application must accompany the FUA three weeks prior to the scheduled use date. The original must be submitted directly to the Health Department located at 403 S. 7th Street, Suite 226, Denton, MD, 21629
 - 2. Failure to submit the Temporary Food Service permit will eliminate food concessions operations from the FUA. NOTE: Deep fat fryers and homeowner style gas and charcoal grills are prohibited from use at the Visitor Center.

X. Energy Conservation refers to the electricity and water required to operate the building for the public. The conservation and management of utility resources is the responsibility of the Town staff and all contractors.

- A. Air conditioning and heating systems are set in accordance with the ASHRAE 55, as a National standard for “Thermal Conditions for Human Occupancy”.
 - 1. Cooling season occupied set points are 74 – 78 degrees F. The unoccupied set point is 85 degrees F. Relative humidity levels shall not exceed 60% for any 24-hour period.
 - 2. Heating season occupied set points are 63- 72 degrees F. The unoccupied set point is 55 degrees F.
 - 3. Facility Use Contractors and the Facility Supervisors may adjust the room conditions at the wall mounted thermostat in each room within 5 degrees of the current temperature.
 - 4. Doors to rented rooms should remain closed during occupied and unoccupied times when heating and cooling systems are operating.
- B. Refrain from turning on lights in activity areas unless definitely needed. Utilize natural lighting where appropriate.
 - 1. All unnecessary lighting in unoccupied areas must be turned off. Please be sure to turn off lights following restrooms.
 - 2. Facility Supervisors will secure the facility and ensure that all lights are off following the final inspection of the facility.



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XI. Accident, Building, or Property Damage

- A. In the event of an injury or accident within the Visitor Center or on the grounds and surrounding parking lot in association with the contracted use in which emergency medical services are summoned or that, in the judgment of the Facility Supervisor and the FUA contact, subsequent medical attention will likely be required, the Facility Supervisor shall complete an accident report per Town policy.
 - 1. At any time 911 is called, the Facility Supervisor must notify the Town personnel after the emergency situation has been secured.

- B. In the event of building or facility damage caused during the operation of the facility use contract, and the damage exceeds normal custodial maintenance of the facility and its furnishings and equipment, the problem must be recorded on the Facility Use Inspection Report (FUIA).
 - 1. The FUIA form is completed by the Facility Supervisor prior to the start and at the end of each FUA-defined contract use period. The FUA contact should initial the report.
 - 2. If an FUA contact disagrees with an inspection report or the condition of the facility during the contract use period, contact the Town within two work days of the FUA to speak with the Town Administrator.
 - 3. The Town reserves the right to retain all or a portion of the security deposit to complete facility, furnishings, or equipment repairs.

XII. Special Event Sign Options

If the contractor requests additional on-site signs to promote an upcoming event, signs must comply with the municipal sign code for the Town of Denton administered through the Denton Town Hall.

- A. Sign dimensions are limited to two (2) signs, not to exceed 16 square feet for any individual sign and shall be securely installed on the visitor center property facing Crouse Park Lane as designated by the Town. No signs may be placed within the road right-of-way.
- B. All signs must be professionally made and the Town reserves the right to remove any illegally placed sign.
- C. Violation of the sign code on Visitor Center grounds may result in a temporary exclusion from Visitor Center reservation and use.

XIII. Policies for Discounted Room Use and Town Employee Use.

Community Recognition Groups may qualify for discounted fees for use of the Visitor Center, may be approved for non-profit organizations serving Caroline County and departments or divisions of the Town of Denton, and Town of Denton employees.

- A. Community Recognition Groups status allows for limited discounted use of visitor center facilities in accordance with facility use policies for cultural, recreational, and service activities which are open to the general public.
 - a. Divisions or Departments of the Town of Denton are automatically afforded this status.
 - b. The application form can be submitted at any time by all other organizations provided it is submitted no later than 3 weeks prior to the



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Visitor Center dates requested for discounted use. The eligibility requirements for Community Recognition Groups include the following:

- The primary purpose of the organization should be to provide ongoing cultural, athletic, recreation, and service opportunities which are open to the general public. Restrictions on residency and age for participation in the group’s activities are permissible as appropriate (example: sports leagues).
 - Non-profit status: Designation is available to not-for-profit organizations only, whether or not such organizations hold 501(C)3 designation from the Internal Revenue Service.
 - Membership and county resident involvement: In the case of membership organizations, at least 2/3 of the organization’s members should be Caroline County residents and 50% of its program and service activity should take place within Caroline County.
 - The activity requested for discounted use is not a fundraising activity. Fees associated with the recovery of program operating cost are not considered a fundraising activity.
 - Certificate of insurance that meets the specification requirements outlined in Section VI.A.
2. Discounts are at the discretion of the Town Administrator or his/her designee and may be limited by the fiscal constraints of Town of Denton.
 - a. The award of a discount does not establish a formal precedent for future FUA requests.
 - b. Discounts may be suspended if the Community Recognition Group fails to comply with Visitor Center use policies.
- B. Discounted fees awarded to a Community Recognition Group must be authorized for each FUA submitted and may be limited to one-time discounted use per year.
- C. Town employee use must be authorized for each FUA submitted and may be limited to one-time use per year.
- D. All Visitor Center use requires compliance with the policies defined in this document including, but not limited to, the following:
1. The presence of a Town Facility Supervisor during weekend and evening program operation.
 2. The submission of a FUA form no later than 3 weeks prior to the scheduled use request.
 3. The Submission of a security deposit in full per the policy stated in section III of this document.

Contact information:

Visitor Center Facility, (Physical Address)	Denton Town Office (remit payments)
3 Crouse Park Lane	4 N. Second St.
Denton, MD 21629	Denton, MD 21629
Phone: 410-479-0825	Phone: 410-479-2050



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How do I find the General Liability Insurance Required by this policy??

Customer options to secure liability insurance coverage to meet these requirements are outlined below.

1. Check with your personal insurance carrier.

Some private insurance carriers offer a “Special Event Endorsement” to an existing Homeowners or Renters Insurance policy that meet the comprehensive general liability standards.

2. Town of Denton’s local government insurance provider - the Local Government Insurance Trust (LGIT) - provides access to a **Tenant User Liability Insurance Program (TULIP) for individuals and groups to meet the insurance coverage requirements for Town of Denton facility use.**

- i. For information and pricing, refer to www.onebeaconentertainment.com.
- ii. Click the button in the right-hand column of the website: TULIP-Event Insurance
- iii. Under Step 1 Confirm Your Venue, enter the following Venue ID Code: **0501-AIE** for the Local Government Insurance Trust
- iv. Click Next in the bottom right hand corner of your screen and complete the rest of the details associated with your proposed event.

3. The private insurance market does provide Special Event Insurance; an on-line search for special event insurance will produce many choices.



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Clean Up Check List

- ✓ Wipe down tables / chairs (*if needed*)
- ✓ Take down tables/chairs you set up for your event
- ✓ Leave 4 round tables and 6 chairs per table set up in the room.
- ✓ Sweep Floors
- ✓ Wet mop floors, (*if needed*)
- ✓ Remove all decorations installed for your event
- ✓ Remove all trash, take with you.
- ✓ Check bathrooms for trash
- ✓ Check kitchen (*if used*) for clean sink and any leftover food in the refrigerator you may have placed in there.

To be completed by building staff

_____ Trash removed

Event Name _____

_____ Floors in clean condition

Event Date _____

_____ Tables and Chairs left in neat setup order.

_____ Decorations removed

Cleaning Deposit Refund Approved By.

Date