

Conditions for Town Hall Use

In connection with the permit granted for use of the Town Hall, **the person in charge of the event agrees to the conditions listed below.** Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in partial or full loss of your security deposit. In some cases circumstances may require additional fee compensation. Cleanup must be completed by the culmination of your event.

1. **The Town of Garrett Park has adopted Ordinance 2019-6 "Single Use Plastics" that bans the use of single-use plastic straws at Town owned properties including leased spaces (i.e. Town Hall rentals).** Straws, which may be lawfully provided, must be made of biodegradable material such as paper or hay. Beverages with an attached straw (children's juice boxes, for example) are acceptable. Any violation is a municipal infraction *with a penalty for each offense of \$100.*
2. **Put all refuse resulting from use of the Town Hall into the provided plastic trash bags and place in the barrels outside to the right of the kitchen door.** The town also provides blue bins for recyclable glass, bottles, plastic and cans also located outside near the kitchen door.
3. **Bathrooms must be left clean** and all bathroom trash bags placed in the trashcans outside.
4. **Renters are responsible for vacuuming all rooms in the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
5. **Activities in the Town Hall must be concluded by 10:30 pm,** cleanup completed and the Town Hall and grounds cleared by 11:00 pm.
6. **No electronically amplified musical instruments may be operated except** by special permission of the Town Hall Manager or the Town Manager.

Granted by _____ Date _____

7. **Alcoholic beverages may not be sold,** and served only if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
8. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors, or panels.
9. **Benches or carpet removal is prohibited.**

10. **A variety of classes take place regularly in Town Hall.** Renters are not permitted to use exercise, yoga, film or musical equipment located on the premises. **Violation of this will result in fees withdrawn from your security deposit.**
11. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE the Town Hall. This includes birthday candles and Sterno.**
12. **The kitchen is available for warming only.**

NOTE: Montgomery County Fire Marshall limits occupancy of the Town Hall to 75 people.

Please be considerate of our Town Hall neighbors:

**NO BLOCKING of resident driveways
NO PARKING in resident driveways**

**Emergency Weekend/Evening contacts: Town Hall Manager: 917-628-6684
Mayor: 301-875-5157**