



**Garrett Park
Town Hall Use Permit
10814 Kenilworth Avenue
Garrett Park, MD 20896**

Name/Organization: _____

Address: _____ P.O. Box: _____

Phone H: _____ W: _____ C: _____

Email: _____ Fax: _____

The party named above is authorized to use the facilities of the Garrett Park Town Hall

for the period specified: Date: ____/____/____ Time: ____--____

Event: _____ Estimated Attendance: _____

If you are paying by check, please make payable to: **Town of Garrett Park**

TOTAL FEE: Combined Rental/Alcohol/Piano Fees: \$_____

Security Deposit: \$_____ (Separate fee and check from the above) Date Received: _____

I understand that failure to leave the Town Hall as clean and tidy as I found it or damage to any portion of the hall or to its contents will result in partial or complete loss of the renter's security deposit and may result in additional financial compensation to The Town of Garrett Park. Renters will receive their security deposit refund upon approval of Town maintenance staff.

NOTE: Montgomery County Fire Marshalls limit occupancy of the Town Hall to 75 people.

I agree to the Conditions for Town Hall Use printed here and on subsequent pages of this form.

Renter: _____

**Please return documents and checks to: Elizabeth Henley, Town Hall Manager
Town of Garrett Park, P.O. Box 84
4600 Waverly Avenue
Garrett Park, MD 20896-0084**

Garrett Park Town Hall Fee Schedule

- A. **\$600** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town).
- B. **\$300** Garrett Park Estates/White Flint Park residents
- C. **\$125** Garrett Park residents using the Hall for private events.
- D. **\$125 / \$300 /\$600 The Security deposit is equal to your rental fee**
- E. **No charge:** Garrett Park Citizens Association, Garrett Park Women’s Club, and community activities sponsored by either organization; memorial services for Garrett Park residents and their families; other Town exempt groups.
- F. Classes: **\$35** (Garrett Park resident teacher) **\$50** (Nonresident teacher)

_____ RENTAL FEE \$ _____

_____ LIQUOR PERMIT **\$50** (No alcoholic beverages may be SOLD on the premises)

_____ PIANO FEE **\$50**

_____ SECURITY DEPOSIT **\$125 /\$300/ \$600**

Rental Cancellation Policy

Cancellations	Town Residents	Non Residents reduced fee	Non Residents
Received 21 or more days prior	Full Refund	Full Refund	Full Refund
Received 3-20 days prior	\$65 Cancellation Fee	\$150 Cancellation Fee	\$300 Cancellation Fee
Received less than 3 days prior	\$125 Cancellation Fee	\$200 Cancellation Fee	\$450 Cancellation Fee



Town Office

PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896-0084

Tel: 301 933-7488 Fax: 301 933-8932
Email: managergene@garrettparkmd.gov

Town Hall Liquor Permit Application

DATE: _____

NAME/ORGANIZATION:

ADDRESS: _____ PO Box: _____

PHONE(s): _____ EMAIL: _____

TYPE OF EVENT:

DATE(S) OF EVENT: _____

SIGNATURE OF PERSON MAKING APPLICATION:

PAYMENT (\$50) RECEIVED: ___ / ___ / ___

PERMISSION GRANTED: ___ / ___ / ___

Elizabeth Henley, Town Hall Manager

**IT IS THE RESPONSIBILITY OF THE PERMITEE TO ENSURE NO ALCOHOLIC
BEVERAGES ARE SERVED TO INDIVIDUALS UNDER AGE 21.**

Town Hall Cleanup Checklist

REMINDER: No open flame inside or outside of Town Hall!

Cleaning materials are located under the kitchen sink

Kitchen:

- Tie securely and place *all* trash bags in barrels outside the kitchen door; be sure to lock the lids. Put clean trash bags in the indoor trashcans.
- Pour any remaining beverages in the kitchen sink or down the toilets before placing all glass, plastic bottles and cans in the recycling bins outside Town Hall. Recycle only clean paper!
- Kitchen counters and sink must be wiped clean; the kitchen floor should be vacuumed.
- Remove, take away or place in trash any remaining food and beverages from the refrigerator and freezer unless you are leaving them for public consumption.
- Replenish empty paper towel holder. (Extra paper towels and toilet paper can be found in the base cabinet of the first bathroom upon front entry to the building.

Bathrooms:

- Sinks must be wiped clean; paper towels and toilet paper should be replenished in their holders.
- Tie trash securely and place in outdoor barrels; clean, white garbage bags should be put in bathroom trashcans.
- Bathroom floors vacuumed.

General:

- All folding tables must be stored in the back office; all chairs put on racks and also stored in the back office.
- Entire hall must be vacuumed.