The SMSA Board of Directors (BOD) rules establish member and club program use, including rental, of the SMSA clubhouse to members (age 18 or over) and sponsored guests. Such usage and rentals shall not conflict with other scheduled events in the SMSA annual ***operational calendar found on the SMSA website***. SMSA members may reserve the clubhouse in two ways: for themselves (birthday parties, anniversaries, etc.) for invited private social functions, or a member may sponsor clubhouse use by non-member individuals or organizations (clubs, meetings, seminars, etc.). The sponsoring member must be in attendance during the function requested and is responsible for opening and closing the facility.

Please coordinate date availability and property access requirements via e-mail with the Rear Commodore (rearcommodore@smsa.com) and Facilities Chairperson (facility@smsa.com) prior to submitting this formal application.

This agreement defines the terms and conditions under which SMSA and       (hereafter referred to as the RENTER) agree to the RENTER’s use of Southern Maryland Sailing Association (SMSA) facilities on      . This agreement constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The agreement may not be amended or changed unless executed in writing and signed by SMSA Rear Commodore or SMSA Facilities Chairperson and the RENTER.

**RENTER INFORMATION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SMSA Sponsor (if not a member): |  | | | | | | | |
| Renter’s Name: |  | | | | | | | |
| Address: |  | | | | | | | |
| Phone: |  | | (h) |  | | | (w) |  | (c) |
| E-mail: |  | | | | | | | |
| Proposed Event: |  | | | | | | | |
| Est. # of Guests: | (Max 100 for front room) | | | | | | | |
| Rooms Needed: |  | Front Room | | |  | Middle Room | | |
| Comments: |  | | | | | | | |
| Caterer (if applicable): |  | | | | | | | |
| Music (name of DJ, etc. if applicable): |  | | | | | | | |

SMSA will provide use of the facilities on the event date noted above for      hours. One hour is included prior to the event for set-up,      hours for the exclusive use of the RENTER between       and       , and one-half hour for breakdown after the event.

Exceptions for standard event set-up or breakdown times are as follows:

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**RULES WHILE USING THE CLUBHOUSE:**

1. Safe use of the clubhouse is of primary importance. Sponsors of each event at the club will familiarize themselves with the fire extinguisher locations. **Please note: there is no phone in the club house or on the property.** All exit doors should remain unlocked during all functions.
2. All club programs, rentals, organizations and private party sponsors shall be responsible for cleaning the SMSA Clubhouse ***immediately after their respective events unless specified in the EVENT HOURS listed below***. Cleaning shall include sweeping all floors, mopping the bar/food staging area, and any spills elsewhere in the clubhouse, cleaning the bar counters, tables, washing any dishes or silverware used (dishwasher is available for use. Renter does not need to stay to empty the dishwasher), cleaning the bathrooms, and taking all the trash out to the trash can. Do not lean chairs or tables against the walls.
3. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch tape or masking tape to hang any decorations in the Clubhouse. The ONLY approved hangers for decorating in the SMSA Clubhouse are "3M" Clips and Hangers that use the "Command" brand of adhesive. This adhesive will not damage the walls or wood trim when it is removed. (There are already hooks hidden under the valences that can be used for light-weight items such as holiday lights, etc.). Any permanent installation shall require approval from the SMSA Rear Commodore.
4. The propane gas grills may be used. After use, the grills shall be cleaned and placed back in the patio area.
5. The bar/food staging area or Social Room may be used for the event to include food assembly, warming and cold storage in the refrigerators. The bar/food staging area may be used for food preparation or cooking. However, any function open to the Public requires a Calvert County food permit. ***Food placed in the refrigerator must be removed at the end of the event unless specified in the EVENT HOURS listed below.***
6. When using the SMSA Clubhouse in cold weather, do not set the thermostat above 68 degrees. Before leaving please remember to hit “Cancel” to return the thermostat to its scheduled program.
7. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights are turned out, the thermostat is correctly set, and that the proper cleaning has been performed. Contact the Facility Chair ([facility@smsa.com](mailto:facility@smsa.com)) or Rear Commodore ([rearcommodore@smsa.com](mailto:rearcommodore@smsa.com)) for a facility inspection required prior to receiving any refund of the Cleaning Deposit.

**RESERVATION FEES**

|  |  |
| --- | --- |
| Event for SMSA Member (ex. Birthday party, anniversary, etc.) | $100 non-refundable\* |
| Event for Non-Member or Organization (must be sponsored by SMSA Member) | $200 non-refundable\* |
| Cleaning Fee (Additional Deposit) – All events\*\* | $100 Refundable |
|  |  |
| \* Fee can be refunded if cancellation is requested via e-mail to the SMSA Treasurer and Rear Commodore more than 30 days prior to the event  \*\* Will be refunded by the SMSA Treasurer after verification by the Rear Commodore or Facilities Chairperson that the clubhouse rules were followed | |

**The reservation fee must accompany this application. Checks should be made out to SMSA and mailed to the Treasurer at:**

**Southern Maryland Sailing Association**

**P.O. Box 262**

**Solomons, MD 20688**

**If additional services are required beyond basic rental of the Clubhouse (ex. Bar, borrowing of SMSA items, etc.) please contact the Rear Commodore (**[**rearcommodore@smsa.com**](mailto:rearcommodore@smsa.com)**) or Facilities Chairperson (**[**facility@smsa.com**](mailto:facility@smsa.com)**) after you have submitted this Rental Agreement Form in order to complete the rest of the application below.**

**I agree to adhere to the above rules and enforce State, Local and Federal Laws while using the SMSA clubhouse.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARKING**

SMSA does not provide general parking, however special arrangements must be made to accommodate caterers, musicians, etc. in order to deliver services.

**BAR SERVICES**

1. SMSA Bar Manager will provide a list of bartenders available. The hourly rate shall be $20 per hour. For the requested event period the paid hours will begin one-half hour prior to and one-half hour after the bar is opened for serving alcohol unless a deviation is noted below. Payment shall be made to the paid bartender on the day of the event.
2. If a paid bartender is not used, at least one SMSA member with a valid TAMS certification must be in attendance at all times during the event (required by Maryland, Calvert County law).
3. All alcoholic beverages consumed must be purchased and arranged through SMSA. NO OUTSIDE ALCOHOL IS ALLOWED (condition of SMSA liquor license). ALCOHOL PURCHASED AT SMSA CANNOT LEAVE THE PREMISES. (required by law as SMSA does not have a off-premises liquor license).
4. For specific alcohol requests other than available SMSA current stock, bar usage requests must be reviewed with the Bar Manager a minimum of three weeks prior to the event. The Bar Manager will strive to support specific alcohol requests, which are dependent on distributor ordering timelines and stock availability.
5. Failure to comply with the rules of servicing alcohol could result in the Club’s license being revoked. Therefore, please comply with the rules as stated in this agreement.

| **Option #** | **Options** | **Description** | **Payment** |
| --- | --- | --- | --- |
| #1 | Cash Bar | Guests order by the glass. | Guests will pay for their drinks. The RENTER will be responsible for any non-paid bar tabs. All bills will be paid at the end of the event. |
| #2 | Open Bar | Guests order by the glass. | The RENTER will pay the total amount of the bar bill at the end of the event via credit card or cash. |
| #3 | Dollar Limit | Dollar limit will be set by the RENTER. Once the dollar limit is reached the RENTER has the option to increase the dollar limit. | The total dollars accrued will be tracked by the bartender and subsequently paid by the RENTER. When the limit is reached, the guests will pay for their own drinks and Option 1 then applies. |
| #4 | Purchase by the bottle – Open Bar  (Bottle orders may be less expensive than orders by the glass) | The RENTER coordinates with the Bar Manager to determine alcohol needed for the event. Bartender will serve from bottles/sodas purchased specifically for the event. If the supply has been used and depending on the RENTER desires the bartender can elect to use SMSA stock (whole bottles) to supplement and the RENTER will be charged for the additional bottles. Otherwise RENTER can select Options #1, 2 or 3 for continued bar service during the event. | RENTER will pay for the bottles in advance of the event or as agreed to with the Bar Manager. Leftover bottles ordered by the RENTERs belong to the RENTERs and not SMSA. Options for the remaining bottles are as follows:  1. The bottles can be set aside with RENTER names for their future consumption at the club.  2. RENTER can "sell" unopened bottles back to the club if the club wants to buy them. |
| RENTER = SMSA Member, Non-member or Organization | | | | |

**DEVIATIONS TO BAR OPTION AS FOLLOWS:**

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**ITEMS PROVIDED OR LOANED BY SMSA:**

Propane Gas Grill

Tablecloths

Glass Centerpieces

Wall coverings / Holiday lights

**OTHER INFORMATION:**

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All other services and arrangements for services shall be the responsibility of the RENTER and managed through a separate agreement (ex. catering service or music provider of their choice). RENTER will arrange for these providers of service to gain access to the facility during the agreed to set-up time unless noted above.

**RENTER’S RESPONSIBILITIES:**

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**SMSA IS NOT RESPONSIBLE FOR PROVIDING STAFFING DURING THE PRIVATE EVENT. HOWEVER, SMSA WILL ASSIST THE RENTER PRIOR TO THE EVENT WITH THEIR PLANNING.**

|  |  |  |
| --- | --- | --- |
| Name (print): |  | |
|  |  | |
| Signature/date: |  | |
|  |  |
| Rear Commodore  or  Facilities Chair (print): |  | |
|  |  | |
| Signature/date: |  | |