

**Quiet Waters Park
Blue Heron Center Contract**

PERMIT # _____

Client Name: _____

Event Date: _____

1) Reservations / Fees: Initials: _____

- a) Reservations must be made in person at the Quiet Waters Park Visitor Center office located at 600 Quiet Waters Park Road, Annapolis, MD 21403. The phone number is (410) 222-1777.
- b) Quiet Waters Park will grant a one-time only reservation date change, as long as it is requested at least 6 months prior to the original event date. If your request is made less than 6 months prior to the original event date, it will be treated as a cancellation and the reservation deposit will be forfeited.
- c) All cancellations must come directly from the Client and be in writing. All cancellations will forfeit the reservation deposit.
- d) At the time the reservation is made, the contract must be signed and the non-refundable reservation deposit must be paid. The reservation deposit will be applied toward the total rental fee. If paying by check, check must be payable to Anne Arundel County.
- e) Rentals of the Blue Heron Center will be available to personal Clients, not Caterers. All communications with Quiet Waters Park and/or Anne Arundel County regarding the rental will be through direct interaction with the Client. The Client will be held responsible for all required documentation and any actions as they pertain to their Caterer or any other subcontractor. The only interaction Quiet Waters Park and/or Anne Arundel County will have with the Caterer is through the Authorized Caterers process.
- f) The Client may, for convenience and logistical purposes, select an Alternate Agent to assist with and act on their behalf with activities that occur during the function. The name of the Alternate Agent must be submitted in writing to qwpreservations@aacounty.org. This person will have the consent of the Client to make decisions pertaining to the rental. The Alternate Agent and/or the Client must be present at the function Set-Up time (see below) to meet with Park Staff.
- g) **All requests must be sent in writing via email to qwpreservations@aacounty.org.** Requests may only be made by the Client or their Alternate Agent.
- h) Prompt payments are the responsibility of the Client. **Payment in full is due no later than 60 days prior to the event date.**

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- i) It is strongly recommended that the client obtain Event Liability Insurance.
- j) A designated Park Staff member will determine the condition of the facility after use. A Clean-Up Checklist will be completed (see attached form) and kept on file in the Visitor Center office.
- k) Clients wishing to view the Blue Heron Center must make an appointment with Park Staff.

l) **Fees - Friday, Saturday, Sunday, & Holidays**, which includes: **- \$1,400**
 Reservation Deposit - **Non-Refundable** - \$700
 Remaining Balance of Rental Fee (8 hours maximum) - \$700

Fees - Monday, Tuesday, Wednesday, Thursday, which includes: **- \$500**
 Reservation Deposit - **Non-Refundable** - \$250
 Remaining Balance of Rental Fee (8 hours maximum) - \$250

Extra rental hours must be approved in advance for an additional cost of \$150 per hour or any part thereof.

2) **Rental Times:** Initials: _____

- a) The Blue Heron Center is available seven days a week for an 8-hour increment between the hours of 9:00 am and 11:30 pm on Friday through Sunday and Holidays and between the hours of 9:00 am and 9:30 pm on Monday through Thursday.

For example, on Friday through Sunday and Holidays, if the latest 8-hour time period is chosen (3:30 pm to 11:30 pm), the Client and guests must leave no later than 10:00 pm. **NO EXCEPTIONS.**

For example, on Monday through Thursday, if the latest 8-hour time period is chosen (1:30 pm to 9:30 pm), the Client and guests must leave no later than 8:00 pm. **NO EXCEPTIONS.**

- b) The Blue Heron Center will be rented to one Client per day. **NO EXCEPTIONS**
- c) The **8-Hour Rental Time** includes Set-up, the Actual Event Time, and Clean-up.
- d) **Set-up Time (2 ½ hours)** - This will mark the start of the 8-Hour Rental Time, and is the time that the Caterer and Client may begin to prepare for the event.

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- e) Actual Event Time (4 hours) - This is the time that the function begins and guests arrive. Guests may not occupy the room prior to the Actual Event Time. All guests must leave the Blue Heron Center by the end of the Actual Event Time as listed in 2a. If additional hours are requested and approved, the Actual Event Time may not exceed 5 hours for events where alcohol is served.
 - f) Alcohol End Time - Alcohol will stop being served one ½ hour prior to the end of the Actual Event Time. Actual Event Time may not exceed 5 hours for events where alcohol is served. **NO EXCEPTIONS.**
 - g) Clean-up Time (1 ½ hours) - This will mark the end of the Actual Event Time. Both the Client and Caterer **must** be cleaned up and out of the park by the end of the Clean-up Time.
 - h) End of 8-Hour Rental Time - If the Client, the Client's guests, vendors, and/or the Caterer fail to adhere to the 8-Hour Rental Time requirements, the appropriate law enforcement authorities will be contacted.
 - i) Anne Arundel County/Quiet Waters Park reserves the right to cancel and/or not make available certain dates for rental due to Park needs and/or maintenance concerns.
- 3) **General Catering:** Initials: _____
- a) Quiet Waters Park maintains an Authorized Caterers list. All events in the Blue Heron Center must be catered by one of our Authorized Caterers. All Authorized Caterers have met requirements set forth by Anne Arundel County. All Authorized Caterers are required to submit applications and required documentation every calendar year and/or upon expiration.
 - b) Authorized Caterers must re-apply and be approved each year, prior to serving at a function in the Blue Heron Center. Authorized Caterers cannot serve at a Blue Heron Center function unless all requirements set forth by Anne Arundel County have been met. **It is important that you do not sign any paperwork with a caterer until you check with us regarding their authorized status.**
 - c) Quiet Waters Park reserves the right to refuse approval and/or deny Caterer applications which do not meet our requirements. Quiet Waters Park also reserves the right to remove Caterers from the Authorized Caterers list.
 - d) Outside Caterers are not permitted to cater at the Blue Heron Center. Clients and/or their guests may not bring in any outside food or beverages. **NO EXCEPTIONS.**

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- e) ***Special Note:*** This Agreement is solely between the Client and Quiet Waters Park/Anne Arundel County. All rules and regulations must be followed by outside vendors, and it is the Client’s responsibility to fully inform and contact all vendors involved, paid or unpaid, to the rules herein.
- f) Caterers must provide adequate staff for the entire 8-Hour Rental Time, which includes servers, bartenders, and set-up and clean-up staff. Caterers and their staff are required to set up and break down all furniture, tables, and chairs. The Caterer must be responsible for the entire clean-up and breakdown of decorations, food, furniture, etc.
- g) Clients are not permitted to set-up or clean-up, including moving furniture.

I hereby acknowledge my agreement to follow the Blue Heron Center’s catering policy, and understand that outside caterers are not permitted to cater at the Blue Heron Center. I also understand that I must use an Authorized Caterer from the current list for the serving of food and alcoholic beverages, as well as the set-up and clean-up of all food, furniture, and decorations.

Chosen Caterer: _____

Client Signature: _____ **Date:** _____

Park Representative: _____ **Date:** _____

4) **Alcohol/Tobacco:** Initials: _____

- a) Clients must purchase a One-Day Liquor Permit from the Anne Arundel County Liquor Board if they wish to consume alcoholic beverages. Applications may be picked up at Quiet Waters Park and **must** be signed by a park representative. **One-Day Liquor Permits must be purchased from the County Liquor Board no sooner than 30 days, but no later than 7 days prior to the date of the Event.** The Liquor Board is located at 2660 Riva Rd., Annapolis, MD 21401 (Telephone: 410-222-1148). A copy of the One-Day Liquor Permit must be provided to Park Staff, and the original One-Day Liquor Permit must be posted at the Event. The client must have either a “Beer & Wine” Permit, or a “Beer, Wine & Liquor” Permit.
- b) Alcoholic beverages must be served by an Authorized Caterer only. Serving of alcoholic beverages must end no later than 30 minutes before the end of the Actual Event time.
- c) Alcoholic beverages must be served inside of the Blue Heron Center only. Consumption of alcohol is strictly limited to the Blue Heron Center and the immediate Lower Garden area.

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- d) No cash bars are allowed at events held in the Blue Heron Center.
- e) No kegs are allowed at events held in the Blue Heron Center.
- f) State law prohibits the consumption of alcohol by anyone less than 21 years of age.
- g) No smoking or vaping is allowed inside the Blue Heron Center under any circumstances.

5) **Facility:** Initials: _____

- a) The capacity of the Blue Heron Center is 150 people for a seated event.
- b) The immediate Lower Garden area (the area surrounded by the brick wall) is included in the rental.
- c) The Caterer's kitchen is a preparation area only, and not a cooking facility.
- d) No pets are allowed inside the Blue Heron Center.
- e) Please note there is no dressing room provided on premises.

6) **Equipment:** Initials: _____

- a) Quiet Waters Park provides 15 (6 foot diameter) round folding tables, 5 (6 foot length) rectangular folding tables, and 150 indoor chairs. Any other equipment needed may be supplied by the Client or Caterer, but must first be approved by the Park Staff.
- b) All equipment must be set up and removed within the 8-Hour Rental Time. The Park will not be responsible for receiving or securing additional and/or rental equipment. Any additional and/or rental equipment must be delivered and removed from the Park within the 8-Hour Rental Time. No deliveries or storage of event materials are permitted prior to, or after, the day of the event. **NO EXCEPTIONS.**
- c) Quiet Waters Park furniture may not be set up outside. Rental chairs must be set up on brick surfaces only.
- d) Garden benches are provided in the Lower Garden area. Benches may not be taken from other areas. Arrangement of the benches and returning them to their original location is the responsibility of the Client. Benches must be set up on brick surfaces only.
- e) Food and beverage set-up is not permitted outside.

7) **Decorations:** Initials: _____

- a) Decorating must be done and decorations must be removed within the 8-Hour Rental Time.
- b) No environmentally harmful, unsightly, or potentially dangerous materials may be used.

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- c) The throwing of rice, glitter, silly string, confetti, bird seed, flower petals (real or synthetic), etc. is prohibited.
 - d) Balloons are prohibited.
 - e) Sparklers and fireworks are prohibited.
 - f) Tea light or pillar candles are only permitted if put inside an enclosed glass holder.
 - g) Tents and canopies are not permitted.
 - h) Items that can damage the building, such as nails, screws, thumbtacks, staples, command strips, and tape are prohibited.
- 8) **Music:** Initials: _____
- a) Amplified music is only permitted inside the Blue Heron Center.
 - b) Music must be played at a reasonable volume, so as not to disturb other Park visitors. Park Staff will determine what is an acceptable volume level.
 - c) The Park Superintendent must approve all activities and/or special requests not specified in this contract. **Requests for approval must be sent in writing to qwpreservations@aacounty.org.**
- 9) **Rehearsal:** Initials: _____
- a) Reservations are required for all wedding/ceremony rehearsals and photo shoots (outside locations only).
 - b) Rehearsals must take place during regular Park hours (7 am to ½ hour before dusk).
 - c) Park Staff will determine the location of all rehearsals.
 - d) All Blue Heron Center rehearsals must be conducted outdoors only in the Lower Garden area, and only if the Blue Heron Center is not reserved that day.
 - e) No access will be permitted inside the building for rehearsals.
 - f) Rehearsal appointments may only be made 2 weeks prior to the Client's reservation date. Quiet Waters Park reserves the right to relocate or cancel rehearsal dates in the event of a paid customer.
 - g) All walk-through and tour appointments must be scheduled and take place during Park office hours.
- 10) **Parking:** Initials: _____
- a) The rental fee for the Blue Heron Center includes all park entrance fees.
 - b) All vehicles must park in designated parking spaces.

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- c) Driving and/or parking on the grass is prohibited.
- d) Vehicles cannot be left in the Park overnight.

11) **Damage/Maintenance:** Initials: _____

- a) It is strongly recommended that Clients obtain Event Liability Insurance, as Clients are responsible for damages caused by their guests and/or vendors before, during, or after their rental period.
- b) Damages including, but not limited to, red wine stains, broken glass, candle wax, cake, sauce, etc. on the carpet, and/or any damaged equipment, furniture, building, premises, etc. will result in additional fees charged. Quiet Waters Park will determine these fees. The Client will still be responsible for any and all damages, maintenance, or cleaning repairs, and will be billed appropriately.
- c) If Event Liability Insurance is acquired, the Certificate of Insurance must be sent directly from the Client's insurance agent to the Quiet Waters Park office.
- d) The Special Event and Alcohol Liability Insurance Policy protects you against financial responsibility in the event of:
 - i) Personal injury;
 - ii) Extensive damage to the site caused by a vendor or guest;
 - iii) Costs of repairing or replacing decor or equipment at the Blue Heron Center;
 - iv) Third-party property damage at the Blue Heron Center for which you, the lessees, may become liable;
 - v) And can protect against liability of the host (but not the caterer) of the event at which the alcohol was served.
- e) Event Liability Insurance can be purchased through your homeowner or company's insurance provider, or through **www.PrivateEventInsurance.com**.

12) **Helpful Tips:** Initials: _____

- a) When considering your budget for catering, you should make sure you include the following in your budget:
 - i) Food cost per person.
 - ii) Staffing cost, including the servers, bartenders, event set-up and clean-up.
 - iii) Rentals, flatware, linens, china.
 - iv) Bar goods and bar supplies.
 - v) Event Liability Insurance.
 - vi) Wedding planner, if applicable.

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Client Signature: _____ **Date:** _____

Park Representative: _____ **Date:** _____

AA County Liquor License Requested: Beer, Wine & Liquor _____ Beer & Wine Only _____

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INDEMNIFICATION STATEMENT FORM

The statement below refers to the function:

Entitled: _____

Reserved By: _____

For the Date of: _____

Statement applies not only to the Client, but to any and all of the Client's subcontractors (Caterer, band, DJ, florist, wedding planner, etc.)

The Client hereby agrees to indemnify and save harmless and defend Anne Arundel County, its agents, servants, and employees, from all liability for loss, damage, or injury to person or property in any manner arising out of or incident of use of the park and its facilities.

Client Name (Signature)

Date

Client Name (Print)

COMPLETE ON DAY OF EVENT

Permit #: _____ Year: _____

Blue Heron Center Clean-Up Checklist

Date of Function: _____ **Scheduled Time of Function:** _____ to _____

Client Information

Name: _____
Telephone: _____
Function: _____

Caterer Information

Name: _____
Telephone: _____
Function: _____

Park Representative: _____ **Ranger Cellphone #:** (443) 306-1247

Client's Responsibility:

- All of the following clean-up procedures must be completed prior to the end of the scheduled rental period.
- Report any Park problems to the designated Park Representative

Item	Description	Item	Description
1	Vacuum all carpet areas and spot clean carpet where necessary.	6	Stack all chairs in the coatroom (10 high). Clean chairs if necessary.
2	Sweep and mop kitchen, dance floor, and foyer.	7	Wipe off tables and place vertically against the back wall of storage room.
3	Remove any items placed in bathrooms.	8	Empty all trash cans, including those in front and rear of the building. Clean trash cans if necessary.
4	Clean kitchen counters, sinks, and microwave.	9	Place recyclable materials in appropriate containers at service entrance.
5	Remove all food and clean inside of refrigerator	10	Remove rental equipment from Park premises immediately at the end of the function.

Please note any problems experienced at this function: _____

Client Signature: _____ **Park Representative:** _____

Time: _____ **Time:** _____