

**KINDER FARM PARK
HARVEST HALL
ARTICLES OF AGREEMENT**

FACILITY –

1. The capacity of the Harvest Hall is 100 persons for a seated event and 200 persons for a standing function. (These are maximum capacities, comfortable capacities will vary with group needs and room setup.)
2. A contract with Kinder Farm Park must be signed at the time reservation fee is paid (within two weeks after the booking is made.)
3. Smoking is prohibited in all park buildings.
4. Access to the room is limited to the handicap door facing the side parking lot. All other room exits are for emergency use only.
5. Activities not specified in this contract must be approved by the Park Superintendent.

RESERVATIONS –

1. Reservations may be made by contacting the Kinder Farm Park office at 410-222-6115 (Monday, Wednesday, Thursday, Friday, 9:00 AM-4:00 PM, Saturday and Sunday 10:00 AM-3:00 PM). The park is closed on Tuesdays, Thanksgiving Day and Christmas Day.
2. A non-refundable reservation fee is required to confirm/hold a reservation and is due two weeks after the reservation is made. Payment in full is due one month prior to the event. A damage deposit is also required one month prior to the event. Prompt payments are the responsibility of the client. All checks should be made payable to Anne Arundel County. If the facility is left undamaged, the damage deposit will be returned to the rental party within 4-6 weeks. A designated Kinder Farm Park staff member will determine the condition of the facility. A clean-up checklist will be completed and kept on file in the park office.

RENTAL HOURS –

1. The facility is available year round on Mondays, Wednesdays, Thursdays, Fridays, Saturdays and Sundays from 9:00 AM – Dusk.
2. All functions (including room clean-up and party egress) must end by park closing time. Damage deposit may be forfeited and other fees may apply in the event of failure to depart as scheduled.
3. Guests may not occupy Harvest Hall prior to the scheduled start of the function. Setup time is not provided and should be booked as needed. (Reminder: rental party should confirm with caterer the extend of setup/breakdown time required and be sure to book adequate time to cover.) Party must exit the park by park closing time.

PARKING –

1. Rental fee for the room includes daily park entrance fees.
2. All vehicles must park in designated parking areas in the main parking lot.
3. Driving and parking on the grass is prohibited.
4. Trails around the Visitors Center are designed for foot traffic only. Special access for drop off of supplies and catering should be arranged on the day of the event with the duty ranger. Vehicular access to the building is not guaranteed and is subject to safety and other concerns at the discretion of the duty ranger.

CATERING –

1. Catering arrangements are the responsibility of the rental party.

ALCOHOLIC BEVERAGES –

1. Kinder Farm Park is an Alcohol-Free Facility. Possession or consumption of alcoholic beverages is prohibited.

EQUIPMENT –

1. Kinder Farm Park provides round 6-foot diameter folding tables and rectangular 8-foot length folding tables and 100 chairs.
2. All rental equipment (i.e. not provided by Kinder Farm Park) must be delivered and set up during the booking period on the same day as the facility rental. Kinder Farm Park will not be responsible for receiving or securing such equipment.
3. Park furniture may not be set up outside the building.
4. Food and beverage setup is not permitted outside the building.
5. Tents and canopies are not permitted.

DECORATIONS AND CONFETTI –

1. Table decorations only.
2. Decorating must be coordinated with the onsite park staff.
3. The throwing of rice, glitter, confetti and birdseed is prohibited.
4. Balloons are prohibited.
5. Items which damage the building and furniture, such as nails, screws, thumbtacks, staples and tape, are prohibited.

MUSIC –

1. Amplified music is permitted inside the building only.
2. Music must be played at a reasonable volume so as not to disturb other park visitors or disrupt park operations in the remainder of the Visitor Center. Volume will be determined by the Kinder Farm Park staff.

REHEARSALS –

1. The room must be rented for any rehearsals inside the building.

Fees for Rental of Harvest Hall in the Kinder Farm Park Visitors Center

Available for rental (8 hours) during regular park hours: 9:00 AM to dusk.

CAPACITY – 100 SEATED; 200 STANDING

Daily entry fees into the park are included.

Weekdays – Monday, Wednesday, Thursday:

\$270.00 – Full day – (8 hour block of time between 9:00 AM and park closing time)

\$110.00 – Non Refundable Reservation Fee

\$110.00 – Damage Deposit*

\$490.00 – TOTAL

***\$110.00 Damage Deposit – will be refunded providing everything has been completed on the Cleanup Check List. Refunds will take approximately 4-6 weeks to process.**

Weekends – Friday, Saturday, Sunday and Holidays:

\$550.00 – Full day – (8 hour block of time between 9:00 AM and park closing time)

\$110.00 – Non Refundable Reservation Fee

\$110.00 – Damage Deposit*

\$770.00 - TOTAL

***\$110.00 Damage Deposit – will be refunded providing everything has been completed on the Cleanup Check List. Refunds will take approximately 4-6 weeks to process.**

\$110.00 Non-Refundable Reservation Fee must be paid within 2 weeks of making reservation. The remaining rental fee and Damage Deposit of \$110.00 must be paid in full one (1) month prior to event.