

**BERLIN HERITAGE FOUNDATION, INC.
PROPERTY USAGE AGREEMENT**

The **BERLIN HERITAGE FOUNDATION, INC. (Licensor)** agrees the Calvin B. Taylor House Museum, owned by the Town of Berlin and administered by Licensor, located at 208 North Main Street, Berlin, MD, 410-641-1019, may be used by:

Name: _____

Whose address is: _____

Telephone Number is: _____

Email is: _____

under the following conditions.

RENT AND SECURITY DEPOSIT: A fee of \$400.00 will be levied for the use of the Calvin B. Taylor House Museum that includes a \$50.00 security deposit. The \$50.00 Security deposit will be returned within 10 days after the completion of the event should there be no damage and all terms of the agreement have been met.

ATTENDANT FEE: There will be one attendant present at all events. There will be an additional \$50.00 charged for each additional attendant that may need to be provided by the Berlin Heritage Foundation, Inc. The attendant's sole function shall be to see that the terms hereof and all other requirements of Licensor are complied with.

REFUNDS: Any request for a refund of the rental fee and security deposit must be made 30 days prior to the event.

LIABILITY – HOLD HARMLESS: Licensee shall indemnify and hold harmless Licensor on account of any and all claims or losses incurred by Licensor on account of the granting of this license. Licensee may wish to consider an "event" type liability insurance policy.

SCHEDULE OF EVENT: A schedule of the event happenings must be filed with the Licensor at least 30 days prior to the event. This schedule should include set-up times, delivery times, rehearsals, and a program of the actual event happenings. Licensee must contact the Berlin Police Department with the date of the event.

PARKING: Limited parking is available only as designated in the driveway of the Calvin B. Taylor House Museum with possible additional parking on Baker Street. The driveways of residents on Baker Street must not be blocked at any time. Additional parking for large events could be available at the Municipal Parking lot at the corner of N. Main and West Streets, across the street from the Calvin B. Taylor House Museum. Please ask for information on procedures to follow to use this parking lot.

GROUNDS MAINTENANCE: The Berlin Heritage Foundation, Inc. has a scheduled grounds maintenance program. It will be the responsibility of the Licensee to inspect and insure that the grounds are satisfactory for the scheduled event. It will further be the responsibility of the Licensee to do any cleanup of the grounds, or mowing the grass, etc. that may be deemed necessary for the satisfactory outcome of the scheduled event.

RESTROOM FACILITIES: The Licensor will not provide restroom facilities for any event or occasion. Port-a Potty facilities must be rented by the Licensee and placed in an appropriate location.

DELIVERY SERVICES: The Licensor will not be responsible for receiving deliveries or merchandise or goods for an event. Should an attendant of the Licensor be hired to assist in this service, full instructions as to time, placement and type of merchandise or goods must be made by the user well in advance of the event.

TRASH REMOVAL The Licensor will not provide trash receptacles for an event. Any and all trash, rubbish and decorations must be removed by the Licensee, leaving the grounds and or building free of trash or debris of any kind.

ALCOHOLIC BEVERAGES: There can be no alcoholic beverages of any kind on the property.

BIRDSEED: Birdseed is to be used instead of the traditional rice at weddings. Rice may not be used.

SPECIAL REQUESTS: Any special requests must be submitted to the Foundation's Board of Directors for determination.

RULES: All other rules of Licensor shall apply.

NO ASSIGNMENT: This License may not be assigned and is only valid as described herein.

**I, THE UNDERSIGNED AGREE TO THE TERMS AND CONDITIONS OF THIS
PROPERTY AGREEMENT.**

DATE OF EVENT: _____ TIME OF EVENT: _____

TYPE OF EVENT: _____

DETAILS MAY BE REQUIRED.

NUMBER OF PEOPLE EXPECTED: _____

LICENSEE

**LICENSOR
BERLIN HERITAGE FOUNDATION, INC.**

OUTSIDE RULES:

SPRINKLER SYSTEM: The sprinkler system used for the grounds on the Calvin B. Taylor House Museum will be identified to avoid any damage. A “MAP” of the grounds is attached for your use.

TENTS OR CANOPIES: The size and placement of tents or canopies must be approved by the management of the Berlin Heritage Foundation, Inc. Consideration must be given to the trees, shrubbery and sprinkler systems on the grounds before erecting these structures.

SEATING, STAGES, ARCHES, ETC.: Any seating, stages, arches or other architectural enhancements will be furnished solely by the user. The “MAP” provided of the grounds should be used as a reference for placement of objects to avoid damage to the property rented.

MUSIC SYSTEMS: Music systems must be provided by the user. There are electrical outlets available on the side porch of the Museum. User should check to be sure of sufficiency. Music must be kept at a noise level not to disturb the residential neighborhood. Music must be discontinued after 9 p.m. in the evenings, except by special permission.

NAILING OR OTHERWISE SECURING ITEMS: Nails, Screws, Hooks or other such items to secure decorations or any item will not be allowed in any surface of the premises, or any tree. Decorations may be tied to the porch pillars or trees. It is suggested that the user may use arches or other freestanding support.

INSIDE RULES:

1. An attendant will be stationed at the front door area and at the back door area for security purposes.
2. The main part of the house and the upstairs area will be off limits to all events except by special permission for some explicit purpose.
3. Decorations must be approved prior to an event. There can be no securing of decorations or other adornment with nails, screws, hooks or other devices to any surface of the inside of the building.

4. Seating must be approved prior to an event. The furnishings of the Calvin B. Taylor House Museum must not be used for an event.