



BUILDING REQUEST FORM

Requester's Name/Organization: _____

Mailings Address: _____

Home/Business#: _____ cellular#: _____

Date of Saturday Event: _____ Time of Event: **4pm to 8pm**

Type of Event (please be specific): _____

Total # of invited guests: _____ # of children _____ # of adults (over 18 years): _____

Will food and beverages be served during the event? _____

If yes, will it require heating in an oven or microwave or refrigeration? _____

The Door has 12 tables and 78 chairs available for use.

How many tables will be needed? _____ How many chairs? _____

Will you be providing your own tables and/or chairs? _____

Will music or use of sound/video equipment occur during event (must be provided by renter)? _____

Will you allow persons other than invited guests to attend event? _____

Who will be the designated door attendant? _____

Please describe the types of activities that will occur during the event (be specific): _____

Who will be the designated person for clean-up? _____

\$300.00 for 4-hour event includes your set-up and clean up time

Minimum deposit of \$150 is required to secure your building rental reservation

Remaining balance is due 1 week prior to event date along with a \$50 refundable security deposit

Money orders or bank issued checks/bank drafts only, made payable to "The Door"

---**No** cash or personal checks

Renter's/Requestor's Signature

Date

Please return your completed form and provide payment to: Ms. Carrie Smith

**The Door
219 N. Chester Street
Baltimore, MD. 21231
410-675-3288 ext. 11**

CONTRACT FOR RENTING THE DOOR

This contract agreement is between The Door Inc., located at 219 N. Chester St., Baltimore, MD, and

_____.

The 4- hour event cost is \$300. An additional \$50 refundable security deposit is also required.

The 4-hour time period is inclusive of your set-up and clean-up time.

RESTRICTIONS: Please initial all lines

- **No alcohol, smoking products or drugs are to be used in the building or on the immediate premises of the building.** _____
- **No disruptive or destructive behavior should be displayed on the premises.** _____
- **No uninvited guests should be permitted to enter the building.** _____
- **No loud music playing or conversation should be heard outside of the building.** _____
- **No children or young adults should remain in the building unattended by adults.** _____
- **No weapons of any kind are permitted on the premises.** _____
- **No telephone calls on Door phones should be made by attendees during event. Emergency calls will be made by on-site Door staff.** _____
- **No materials will be photo copied or printed using Door equipment.** _____
- **No property owned by The Door can be removed from the building.** _____
- **A maximum of 100 people are allowed to attend the event.** _____

GUIDELINES:

- Person(s) requesting the use of building should be present during entire event. _____
- Renter is responsible for setting up tables/chairs and replacing them at the end of the event. _____
- Renter is responsible for ensuring that building is cleaned up and left in an orderly manner. _____
- Set-up and clean-up time are designated within the 4-hour rental period. _____
- Clean-up is sweeping, mopping the floors and collecting and bagging trash (Renter to supply their own large green/black trash bags. _____
- The Door is not responsible for providing security for the event. _____
- Requester should inform on-site Door staff of any emergencies. _____
- All lights, appliances, and other electrical must be turned off before leaving building with the exception of the stove/oven; Door staff will operate the stove/oven. _____
- Additional fees will be charged if these guidelines are not observed including not cleaning up thoroughly or leaving the premises on time. _____
- Half of the \$300.00 fee must be paid when requesting the building and the final balance and security deposit paid 1 week before the event. _____
- The security deposit of \$50.00 must be paid along with the final balance. If the building is left in good order as determined by The Door personnel and you vacate the building on time, the \$50 security deposit will be returned to you at the conclusion of your event. _____
- **We accept money orders or bank issued checks/bank drafts only, made payable to "The Door". No cash or personal checks accepted.** _____
- **No refunds.** _____

If you damage any property of The Door you will be responsible for it.

My signature indicates that I have read and agree to each restriction and guideline listed above as terms of this agreement. In addition, as the Requester/Renter, I assume all responsibility for my guests and any incidents that may occur during the event. I understand that additional costs may be incurred, due to negligence or violation of any part of this contract, and that I am responsible for such costs which may exceed the \$50 security deposit.

Renter/ Requester's Signature

Date Signed