

**South River Park Citizens Association P.O. Box 835, Edgewater, MD 21037**

**SOUTH RIVER PARK CLUBHOUSE RENTAL INFORMATION**

Thank you for your interest in renting South River Park Clubhouse. The Clubhouse and grounds are the SRPCA community's valuable assets and are maintained with donations of time, labor, and money from our SRPCA community members. Your rental fee will be used to help maintain and pay for the required bills for the SRPCA clubhouse.

**Point of Contact for the clubhouse rental is**

South River Park Citizens Association  
P.O. Box 835  
Edgewater, MD 21037  
Attn: Robin Mertz  
Email: mertzr495@gmail.com

**Clubhouse Street Address:**

1410 Circle Drive  
Edgewater, MD 21037

Phone: 410-956-3378 please leave a message

Call Robin to rent the Clubhouse. She will review the Clubhouse Rental schedule to check the availability for your requested time.

Please contact your insurance company and request a "Special Event Liability Coverage," insurance certificate and have "South River Park Citizens Association, Inc." listed as an additional insured. If liquor is being served at your event, ask your insurance company for a "Special Event Liability Coverage and Liquor Liability," and list "South River Park Citizens Association, Inc" as an additional insured.

You will be required to fill out the attached contract and liquor license application (if you intend to serve beer, wine, or liquor), and submit it with the rental fee, insurance certificate, and deposit. The key to the clubhouse can be picked up and returned to Robin.

Link to Anne Arundel County One Day Alcohol License information:

<https://www.aacounty.org/board-of-license-commissioners/one-day-liquor-licenses>

select the red box that says "Online One-Day License Application" to complete the application.

**These must be submitted on-line 15 days prior to your event.**

**Your event cannot have beer, wine, or liquor on South River Park Clubhouse property if the One-Day License is not provided to SRPCA Clubhouse Representatives.**

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**SOUTH RIVER PARK CLUBHOUSE NON-SRPCA MEMBER RENTAL CONTRACT**

The South River Park Citizens Association hereby agrees to rent its SRP clubhouse to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ email \_\_\_\_\_

The South River Park Citizens Association, Inc. (SRPCA) Clubhouse is to be rented for the purpose of a \_\_\_\_\_ on (date) \_\_\_\_\_ during the hours of \_\_\_\_\_.

A fee of **\$400.00**, plus a deposit in the amount of **\$150.00** must be paid when making your reservation. The person renting the SRP Clubhouse will be responsible for all damage caused by the event/guests/attendees to the SRPCA Clubhouse. A damage inspection of the SRPCA clubhouse by the SRPCA Clubhouse Committee Chair or representative will be made after your event and prior the next rental. If no damages are identified caused by your group/event, then the \$150.00 will be returned to you.

The person renting the SRPCA Clubhouse must provide constant oversight during the event. A written "Special Event Liability," or for events serving alcohol a "Special Event Liability Coverage and Liquor Liability," insurance certificate from your insurance company must be provided. This must be submitted with your payment, at least two weeks prior to your event. **This is NON-NEGOTIABLE. If the insurance certificate is not provided, your event will be cancelled, and all funds returned. It is the responsibility of the person renting the SRPCA Clubhouse to inform guests of the SRPCA Clubhouse rental rules.**

The South River Park Citizens Association, Inc., will be held harmless against any claims made by any person renting the SRPCA clubhouse or persons attending events at the SRPCA Clubhouse.

The person renting the SRPCA clubhouse may cancel this agreement with a full refund a minimum of 30 days in advance. If the person renting the clubhouse cancels without property notification, the \$150 deposit will be forfeited and not returned. There is NO SMOKING allowed in the SRPCA clubhouse.

**I have read, understand, and will abide by the above contract and attached rules and guidelines regarding the rental of the SRPCA Clubhouse.**

Name of Person Renting the SRPCA Clubhouse (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person Renting the SRPCA Clubhouse: \_\_\_\_\_

Name of SRPCA Clubhouse Committee Representative (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SRPCA Clubhouse Committee Representative: \_\_\_\_\_

**South River Park Citizens Association P.O. Box 835, Edgewater, MD**  
**SOUTH RIVER PARK CLUBHOUSE FACILITY RULES AND REGULATIONS**

**General Rules**

1. All teen/children events must be chaperoned by parents of the participants and by the person who signed the contract.
2. NO ALCOHOLIC BEVERAGES are permitted at teen/children parties.
3. Music volume and noise level must be kept at a minimum to abide by Anne Arundel County noise regulations. **AT NO TIME CAN SOUND BE HEARD OUTSIDE THE CLUBHOUSE.** IF MUSIC AND NOISE LEVELS ARE TOO LOUD, THE PARTY WILL BE SHUT DOWN AND DEPOSIT KEPT.
4. All events must end by 9:00 p.m. The Clubhouse must be cleaned ALL TRASH REMOVED and Clubhouse locked by 10:00 p.m. Any other arrangements may be made on a case-by-case basis with the permission of the Clubhouse Committee.
5. Clubhouse and grounds must be restored to their initial condition. All trash must be removed from the clubhouse grounds at the end of the event by the person holding the event.

**General Information**

Electric: The only breakers that need to be turned on and off are the Men's and Women's bathrooms. Please do not touch any other breakers.

Tables and Chairs: Tables and chairs are available for your event. These must be set up and taken down by you. Please wipe down and clean the tables and chairs after your event.

Bathrooms:

The Men and Women's bathrooms are supplied with the necessary paper products. Please clean the bathrooms and re-stock paper products after your event.

Pellet Stove. **Do not pour any liquids into the pellet stove.**

Clean-Up:

Please clean up after your event. Please note the following Closing Tasks that must be completed after your event and before the SRPCA Clubhouse is locked.

check	Closing Tasks
	Tables and chairs must be taken down and put away unless you have been told otherwise by the Clubhouse committee representative.
	All trash to be collected, removed offsite, and taken home with you.
	The floors must be swept and all countertops/sinks wiped down.
	Bathroom floors must be swept and mopped, and all bathroom counters/sink wiped.
	Circuit breakers for the Men and Women's bathrooms must be turned off.

Please be considerate -the Clubhouse is within our community and surrounded by private homes.

Renter's Initial: \_\_\_\_\_

Clubhouse Committee Representative Initial: \_\_\_\_\_