

**SCA Community Center Reservation Contract**

3715 First Avenue, Edgewater, Maryland 21037

For questions about this reservation please email: [SOTBReservations@gmail.com](mailto:SOTBReservations@gmail.com)

**Property Owner Sponsoring Event Contact Information**

Name:	
Selby Address:	
Email Address:	
Phone numbers: cell	Home

Event Date:                    /       /
Security Code:    _ _ _ _

Property Owner Verified	Y / N
Type of Event	
# of Guests Expected	
Insurance Req'd	
Liquor Lic Req'd	
Event Time (circle one)	11:00am to 3:00pm
	5:00pm to 9:00pm
	11:00am to 9:00pm
	Wedding & Reception
Sec Dep & Pmt Rec'd	
Security Dep Status	

- Rules and Regulations must be followed during private events.
- Sponsoring Property Owner/Resident must be present at event.
- No selling or "for-Profit" activities are allowed at private property owner sponsored events.
- All Registration fees and Security Deposit(s) are due at confirmation of event date. Scheduled Date will not be guaranteed until payment is received.
- Proof of insurance and approved alcoholic beverage licensing permit (if req'd) must be provided within 7 days of event date or event will be cancelled.
- Cancellation of event by the property owner sponsor must be submitted in writing to SCA at least 10 days prior to event date or security deposit will be forfeited.
- Events providing alcohol products must obtain the proper Anne Arundel County Board of Liquor License permit – no exceptions, **this is a county law.**
- Center must be properly cleaned immediately following the event with all items and trash removed or security deposit may be forfeited by sponsor.
- Events must conclude and all guests must vacate property by 10:30pm.

Property Owner – Event Sponsor:	
Print Name:	Date:
Signed:	

Authorized SCA Representative:	
Print Name:	Date:
Signed	

Note: This form must be completed. In signing this form, the property owner understands that they may be held financially responsible for any damages and liabilities arising from their event.