

SCA Community Center Reservation Contract

3715 First Avenue, Edgewater, Maryland 21037 (410) 798-1504

For questions about this reservation please email: SOTBReservations@gmail.com

Property Owner/SCA Member Sponsoring Event Contact Information

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

Event Date: / / Day
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
	Outside space
Damage Deposit	
Rental Fee	
Damage Deposit Status	

- Rules and Regulations must be followed during private events.
- All Community Center tables and chairs must remain inside the building (backroom code same as main door code). No glass bottles/cups/plates are permitted outside the building or on the beach. **Helium balloons are not permitted inside the community center.**
- Sponsoring Property Owner/SCA member **must** be present at event. **Property owner/SCA member will access the center with their key job and above security code.**
- No selling, “for-Profit” activities or admission fees are permitted at private events sponsored by property owners or SCA members.
- All Rental fees and Damage Deposit(s) are due when an event is scheduled. **Reservations will not be confirmed until payment is received.**
- Proof of liability insurance & approved alcoholic beverage licensing permit (if req'd) must be provided at least 7 days prior to the event date or event will be cancelled.
- Cancellation of event by the sponsor must be submitted in writing to SCA at least 10 days prior to the event date or rental fee may 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.**
- Community Center must be properly cleaned immediately following the event with all items and trash, including road signs, removed or damage deposit may be forfeited. Event sponsor is responsible for locking up the building and making sure the building is clean.
- Events must conclude by 9:00pm. Property must be clean, secured and vacated 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/SCA member understands that they may be held financially responsible for any damages and liabilities arising from their event.
(updated 1/18/2023)