

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 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	West side Playground
\$150.00 Sec Dep Rec'd	
Rental Pmt Rec'd	
Security Dep Status	

- Rules and Regulations must be followed during private events.
- All Community Center tables and chairs must remain inside the building. No glass bottles/cups/plates are permitted outside the building or on the beach.
- Sponsoring Property Owner/Resident must be present at event. **Property owner will access the center with their key fob/card and above security code.**
- 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 liability insurance 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 including road signs removed or security deposit may be forfeited. Event sponsor is responsible for locking up the building and making sure the space is clean.
- 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.
(updated 6.20.2018)