

The Town of  
***GLEN ECHO***  
Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041  
[townhall@glenecho.org](mailto:townhall@glenecho.org)

**TOWN OF GLEN ECHO HALL RENTAL APPLICATION  
INDEMNITY AGREEMENT AND RELEASE OF LIABILITY**

Name of User: \_\_\_\_\_

If user is an organization or a group, enter the name of the organization as well as the name of the person authorized to represent the organization.

Organization: \_\_\_\_\_

Representative's name and title: \_\_\_\_\_

User/Representative's daytime phone #: \_\_\_\_\_

User/Representative's e-mail address: \_\_\_\_\_

Event Date: \_\_\_\_\_

Hours Requested \_\_\_\_\_ (please include sufficient time to set up and clean up)

Type of event for which rental is requested (reception, dance, exhibit, meeting, etc.):  
\_\_\_\_\_

The capacity of the Glen Echo Town Hall event space is a total of 124 people, including any catering or other vendor participants. All activities held primarily for children and teens (i.e. persons under the age of 18) must be attended by an adult chaperone; at least one adult chaperone for each ten teens, preteens and children is required. Caterers and all vendors must provide insurance naming the Town of Glen Echo as additional insured for this event in the amount no less than \$1,000,000.

Expected attendance number: \_\_\_\_\_

Approximate number of Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

Will this event be catered or have an entertainer? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please following information:  
\_\_\_\_\_

**Name of Caterer:** \_\_\_\_\_

**Caterer's Contact Name and Phone Number:**

\_\_\_\_\_

**Insurance carrier for catering company:** \_\_\_\_\_

**Entertainer(s) Name and Contact Phone Number:**

\_\_\_\_\_

**Insurance carrier for Entertainer:** \_\_\_\_\_

In consideration of the permission granted by the Town of Glen Echo to use said premises, the undersigned do hereby for themselves, successors and assigns, release, remise and discharge the Town of Glen Echo, its agents, servants, or employees, from any and all claims, demands, actions, causes of action, of any kind, for injuries or damages to any person or persons and/or property that may be sustained in and about the premises in connection with the use thereof, regardless of whether said injuries are due to negligence or any other fault.

As is the case with any facility outside of your home, use of the Town Hall and its facilities (collectively referred to as "the facilities") may expose you to the COVID-19 virus. Your decision to access the facilities is made knowingly and voluntarily by you with full knowledge of this risk. If you do decide to use the facilities, your use of these facilities shall mean that you are accepting the risks associated with the COVID-19 virus, have read and agree to all of our rules and protocols as they relate to COVID-19 and acknowledge that the Town of Glen Echo is not responsible should you contract the virus. It is presumed that you and your event attendees will make their own assessment of the associated risks of using the facilities and will act accordingly.

By accepting this waiver and release of liability, and in consideration of my use of the facilities, I hereby release and forever discharge the Town of Glen Echo, and its officers, employees, contractors, agents, and successors and assigns, from any and all liability, damages, and claims, of any nature, whether known or unknown, pertaining to or arising in any manner from my use of the facilities.

The town reserves all rights to cancel or amend renter agreements pursuant to then-existing county health guidelines. Further, all event organizers agree to ensure compliance with current county health guidelines in effect at the time of the event.

The undersigned further agree to indemnify, defend and save harmless the Town of Glen Echo, its agents, servants or employees, from any and all claims, demands, actions and causes of action of any kind for injuries or damages sustained to any person or persons and/or property, in connection with the use of said premises due to negligence or any other fault.

The undersigned hereby certify that the use of said premises is completely voluntary, and that by the use of said premises neither we nor any of our guests shall be considered, in any way, the employee, servant or agent of the Town of Glen Echo.

**ADDITIONAL TERMS**

In consideration of the permission granted by the Town of Glen Echo to use said premises, the undersigned do hereby agree that the use of said premises shall be governed by the following terms and conditions:

- 1) Rental charges are payable in advance within 1 week of reservation. Cancellation Policy – 45 days or greater Full Refund, less than 45 days No Refund.
- 2) A deposit will be required for all applicants and shall be paid to the Town at the time that the key is picked up. The undersigned shall be responsible for all damage to Town property and shall ensure that the premises are left in a neat and clean condition. If damages occur or cleanup is required, the Town may retain all or part of the deposit, as deemed appropriate by the Town. If damages or costs of cleanup exceed the amount of the deposit, the undersigned shall be liable for the excess, as determined by the Town.
- 3) No charges may be made for alcoholic beverages – unless an alcohol license is obtained from Montgomery County. [www.montgomerycountymd.gov/dlc/licensure/license/one-day/](http://www.montgomerycountymd.gov/dlc/licensure/license/one-day/)
- 4) It shall be the responsibility of the undersigned to ensure that the Rules for Renting the Town Hall Meeting Room, attached hereto and incorporated herein by reference, are strictly observed by all persons in or about the premises.
- 5) The premises shall be open at all times to officials of the Town, their agents or employees, to ensure that the terms and conditions of the rental agreement are complied with.
- 6) In the event that the premises are not available to the renter at the date and time requested and agreed upon, regardless of whether it be within or without the control of the Town, or whether the Town was negligent in this regard, the liability of the Town shall be expressly limited to the amount of the rental fee and deposit. The Town assumes no responsibility for any other damages, direct, incidental or consequential.

**WE HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS TOWN HALL RENTAL APPLICATION. INDEMNITY AGREEMENT, AND RELEASE OF LIABILITY AGREEMENT. BY SIGNING THIS DOCUMENT, WE EXPRESSLY RATIFY THE TERMS AND CONDITIONS CONTAINED HEREIN.**

I, the renter, hereby represent and certify that I am twenty-one (21) years of age or older, and if this application/release agreement is being made on my behalf, and, if applicable, on behalf or an organization or group, and that I am authorized to sign on behalf of said organization or group. **As the renter I will be attending the event the entire time from set up to clean up.**

**Renter Signature:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ACCEPTANCE BY TOWN OF GLEN ECHO**

**Town Clerk:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

**Rent Amount Paid:** \_\_\_\_\_

**Deposit Amount Paid:** \_\_\_\_\_ **returned/shredded date:** \_\_\_\_\_

**Key picked up date:** \_\_\_\_\_ **returned:** \_\_\_\_\_