



# County Commissioners of Kent County, MD Department of Parks & Recreation



**11041 Worton Road, P.O. Box 67, Worton, MD 21678**

**410-778-1957 \* info@KentParksAndRec.org**

## Pavilion Rental Reservation Application

**Reminder:** Applications for exclusive use rentals must be received by the Department no less than thirty (30) days prior to the desired rental date along with a \$150 refundable damage/clean-up deposit (this deposit is separate from the rental fee and must be made in the form of separate payment).

### Requestor Information

Full Name: _____	Today's Date: _____
Organization: _____	
Mailing Address: _____	
City, State, & Zip: _____	
Home Phone: _____	Work Phone: _____
Cell Phone: _____	Email Address: _____

### Pavilion Information

1 <sup>st</sup> Choice Pavilion Requested:		Available by Advance Request:	
		Electric	Water
<input type="checkbox"/>	Betterton Beach	N/A	N/A
<input type="checkbox"/>	Edesville Park	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Toal Park	N/A	N/A
<input type="checkbox"/>	Turner's Creek	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Worton Park	<input type="checkbox"/>	<input type="checkbox"/>

2<sup>nd</sup> Choice: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

*Please be advised that if requesting a rain date for your event it will be reserved on the next available consecutive day (i.e. if original date is a Saturday the rain date will be Sunday) there are no other reservation conflicts). If the Contract holder desires any other date additional rental charges will apply.*

Time Requested (include ending time): \_\_\_\_\_

Event Name/Description: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

**Rules and Regulations:** Review and initial each rule/regulation:

I am at least 21 years of age and understand I may be requested to provide Department personnel with valid identification.  
INITIAL HERE: \_\_\_\_\_

I understand the Department will contact me within 48 business hours of my submission of this application and inform me of availability. If the desired rental date is available, the full rental payment must be paid within 7 calendar days of receiving notification from the Department. Once the payment is received, I understand I will receive an approved Rental Contract.  
INITIAL HERE: \_\_\_\_\_

I understand I must be on-site, with the signed and approved Rental Contract for the duration of the permitted activity.  
INITIAL HERE: \_\_\_\_\_

I understand that alcohol, tobacco, controlled or illegal substances are strictly prohibited on County property.  
INITIAL HERE: \_\_\_\_\_

I understand that I am responsible for the repair or replacement of any damage incurred to the pavilion or its contents during the permitted activity and clean-up of the area utilized. I understand that failure to do so may result in additional charges and threaten future pavilion use.  
INITIAL HERE: \_\_\_\_\_

I understand that cancellations must be received by the administrative office by the contract holder, during normal business hours, at least 7 calendar days prior to the event to qualify for a full rental fee refund minus a \$5 service fee. Failure to do so will result in the forfeiture of 50% of the rental fee. The full security deposit will be refunded.  
INITIAL HERE: \_\_\_\_\_

I understand that Kent County Parks and Recreation, Kent County Government, its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by person or property as a result of the user's negligence or that of any member in their group.

INITIAL HERE: \_\_\_\_\_

I understand that depending upon the type and size of my rental; I may be required to furnish a valid copy of a Certificate of Liability Insurance for myself or my organization prior to final rental contract approval. If I or my organization does not currently possess Liability Insurance, the Department of Parks and Recreation will provide information for a company that offers Liability Insurance, which may be purchased at my or my organization's expense.

INITIAL HERE: \_\_\_\_\_

I understand that in accordance with the requirements of the Special Event Recycling Program (SERP), should my rental expect to have 200 or more persons in attendance, and serve food or drink, I am required to, at my own cost, provide recycling for the following items: cardboard; glass containers; plastic containers; paper; metal containers; food scraps. I acknowledge that in addition to providing recycling receptacles for recycled items, it is my responsibility to ensure the collection of all recycled materials from the rental site. Guidelines attached.

INITIAL HERE: \_\_\_\_\_

I understand that anything rented or acquired from an outside vendor/company/business must have prior approval from KCPR and may require proof of liability insurance from said vendor/company/business. Failure to obtain prior approval or proof of insurance may result in denial of rental request and or forfeiture of security deposit.

INITIAL HERE: \_\_\_\_\_

I understand that as a condition of my rental, I am required to sign an agreement indemnifying and holding Kent County, its elected officials, employees, and other workers harmless from and against all loss, costs, expense, damage liabilities, or claims, etc.

INITIAL HERE: \_\_\_\_\_

I understand that a \$150 security deposit is required at the time of the application submission. The security deposit will be refunded within three weeks of the event, unless the pavilion and grounds were not returned to their original condition or damage has occurred. Should the pavilion and/or grounds be damaged or require pick-up of litter, the security deposit will be retained by Kent County Parks and Recreation and any labor and repair expenses above and beyond the \$150 security deposit will be billed to the contract holder. These expenses must be paid in full within thirty (30) days of the rental date or Kent County Parks and Recreation will begin collection proceedings against the contract holder and preclude the contract holder from future park and/or pavilion rentals.

INITIAL HERE: \_\_\_\_\_

**\* Please be advised that this is not an approved application until a staff member has indicated below.  
 \* The Department reserves the right to cancel any Rental Contract.**

**For KCPR Use Only**

Date Request Received:		\$150 Deposit Received:	
Pavilion Assigned:			
Notes on when and how Requestor was notified:			
Full Rental Payment Due:	\$	Date Due (7 days after notification):	
Date Received:		Form of Payment:	
Notes:		Staff Initials:	

**Application**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	Staff Initials/Date:	
Notes:					
<input type="checkbox"/>	Cancelled by Contractholder on:		Reason:		
<input type="checkbox"/>	Cancelled by Department on:		Reason:		
Rental Fee Refund Information (if applicable):					
<input type="checkbox"/>	Refund in Full (-\$5 fee)	<input type="checkbox"/>	Partial Refund (-\$5)	<input type="checkbox"/>	Rental Fee Retained in Full
If any part of the Rental Fee is retained by the Department, please explain:					
If refunding any part of the rental fee, please indicate date submitted to the Finance Office:					
\$150 Security Deposit Refund Information (if applicable):					
<input type="checkbox"/>	Refund in Full	<input type="checkbox"/>	Partial Refund	<input type="checkbox"/>	Deposit Retained in Full
If refunding any part of the security deposit, please indicate date submitted to the Finance:					

# **SPECIAL EVENT RECYCLING FACT SHEET**

## **What are My Responsibilities Under the Special Events Recycling Program (SERP)?**

Under Maryland Law, special event organizers are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance.

You are responsible for providing and placing recycling receptacles adjacent to each trash receptacle at the event (except if already existing on site). Recycling receptacles must be clearly distinguished from trash receptacles by color or signage. You must ensure that the recyclables are collected and delivered for recycling. Finally, you are responsible for any costs and labor to carry out the recycling program at your event.

## **Which Materials Must be Recycled?**

You must provide for recycling of at least plastic containers, metal containers, glass containers, and paper. If you will be serving food at the event, you must assess the availability of recycling service for food scraps, and if available, provide it. Note that you must provide separate collection bins for food scraps and other recyclables if food scraps collection will be provided. Edible surplus food may also be donated.

## **What Steps Should I Take Before the Event?**

1. Obtain any required permits, licenses, and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations. Infinity Recycling provides event recycling – 410-928-3333
5. Visit the event venue and determine the number and location of trash receptacles.
6. Purchase or rent recycling receptacles for placement adjacent to all trash receptacles and deliver the recyclables to a Kent County recycling drop-off center. Free/printable images for signage are available here: <http://www.recycleminnesota.org/resources-6/free-signs-a-images>
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

## **Where Can I Find More Information?**

For more information and assistance in setting up the recycling program, please contact the Kent County Environmental Operations Department at 410-778-7439 and the manager of the event venue.

Helpful link:

- EPA's "Recycle on the Go" Website: <http://www.epa.gov/epawaste/consERVE/tools/rogo/index.htm>