

Ocean Pines Recreation & Parks Birthday Party Rental Application

Contact Information:

Name: _____ Phone Number: _____

Email: _____

Address: _____

City

State

Zip Code

Alternate Contact Person: _____ Phone Number: _____

Event Information:

**Party package includes Foulz Room or East Rom and the Gym.
\$200 for 2-hour party time plus \$50 refundable deposit
(Deposit & completed application due at booking)**

Event Date: _____

Set-up Time: _____ (30 min. included at no cost)

Time of event - Start: _____ End: _____

Teardown/Clean-up Time: _____ (30 min. included at no cost)

*Additional time may be added for an additional cost.

Estimated Total Attendance: _____ (Max 40 guest)

Room Set-up & Equipment:

Please indicate the size and quantity of tables needed for this event.

8'x2' Tables _____

6'x2' Tables _____

4'4' Card Tables _____

How many folding chairs will be needed for this event? _____

***Applicants are responsible for setting up tables & chairs**

Will your event have decorations? Yes No

If yes, please describe:

***Please note that scotch tape will damage the paint on the walls, only use painters' tape for decorations.**

Additional items may be available upon request at no additional charge:

- Bluetooth Speaker
- Microphone
- Soccer balls/ goals
- Basketballs
- Dodgeballs
- Toddler time toys
- Other: _____

***NO food or drinks in the Gym;** all food/drinks should be kept in the party room.

(Touch of Italy is our official Ocean Pines Caterer)

Will you need to use the ice machine? Yes No

Will you need to use the Freezer/Refrigerator? Yes No

*Kitchen usage is restricted to freezer, refrigerator, & ice machine for Birthday packages

Facility Contact Information:

Ocean Pines Community Center
235 Ocean Parkway
Ocean Pines, MD 21811

Operating Hours: Monday-Friday 8am – 8pm
Saturday 10am – 8pm

*Extended hours and Sundays are subject
to prior approval from the Ocean Pines
Recreation & Parks Director

Phone: (410)641-7052

E-mail: Rec@OceanPines.org

Rules and Regulations:

1. Reservations are not confirmed until all paperwork is complete, and all required deposits have been paid.
2. **All** rental fees must be paid in full **7** business days prior to the date of the rental.
3. To receive the security deposit back, the applicant is responsible for cleaning up after the event and no damage has been incurred to OP Facilities or property.
4. Event must end at the time listed on the application.
5. Any misrepresentation, regardless of whether it was unintentional, on the application, shall result in cancellation of the event, with no refunds given.
6. **PLEASE DISPOSE OF YOUR TRASH IN THE DUMPSTER BEHIND THE COMMUNITY CENTER.** All parties are responsible for disposing of their trash. Extra liners can be obtained at the Community Center front desk.
7. **Please ONLY use painter's tape to affix decorations to the walls.** All items brought on the premises must be completely removed by the applicant from the premises.
8. Please be aware that there may be a variety of activities occurring at the same time in the community center. Chairs and tables must be shared with all events. **Activities held in one room may NOT take tables and/or chairs from another room unless they have reserved that room for their event.**
9. No animals, amusement rides, or bounce houses, are allowed in the pavilion or in any facility. Smoking and illegal items are also prohibited.
10. Charges incurred by OPA because of neglect, damage, or failure to adhere to all rules and regulations by the applicant or their guests will be charged to the applicant in addition to forfeiting security deposit.
11. The OPA, at its discretion, may cancel the use requested by applicant. Such notice of cancellation, whether written or oral, shall be given to the contact person no later than 48 hours prior to the scheduled event. There may be, however, unforeseen circumstances that necessitate canceling the event within the 48 hours prior to the event. In those instances, the Association will refund any money paid prior to cancellation.
12. The OPA will not be responsible for lost or stolen items, or any items left by the applicant or anyone attending the event. OPA staff will not sign for any items that have been rented by applicant, or delivered to, the community center for the event.

I have read these rules and regulations and agree to abide by them. _____ (Initials)

Release Waiver

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors, and administrators, waive and release any and all rights and claims for damages, which I/we may have against the Ocean Pines Association, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. I have read the above and understand the rules and regulations of the Ocean Pines Association - Recreation & Parks Department that have been made available to me.

Applicant Signature

Date

Refund Policy

An applicant can request a full refund 7 days prior to the scheduled event date. If a cancellation occurs within 7 days of a scheduled rental, your rental fee will be refunded, but your deposit may be forfeited.

I have read the above and understand the rules and regulations of the Ocean Pines Recreation & Parks Department Facility Rental Application that have been made available to me. I understand that refunds will be sent 7-10 days after my event. I certify that I have read and understand the attached policies for usage of an Ocean Pines facility. I am responsible for setup, teardown, and cleanup of my event (including trash). I will ensure that no damage is done to the facility rented. I agree to secure the facility before leaving. I understand that if the facility is left in poor condition, I will forfeit my deposit.

Applicant Signature

Date

Office Use:

Application reviewed/ approved by: _____

Date approved: _____

Refund processed by: _____ Date refund processed: _____