



Poplar Ridge Improvement Association Hall Rental Agreement

Rental Rates

- PRIA dues paid members - \$150.00 per rental
- Non-member - \$350.00 per rental

In addition, we require a \$500 security deposit which will be returned upon successful inspection. Deductions to the security deposit will be made for failure to complete the items identified in the checkout checklist including, but not limited to the following:

- Failure to adequately clean the hall - \$100
- Failure to return all keys - \$100
- Damage to hall or grounds
- Theft of hall property

Payment

Please include 2 separate checks (one for the rental and one for the deposit) and completed/signed rental agreement to:

Poplar Ridge Improvement Association
1725 Poplar Ridge Rd
Pasadena, MD 21122

Make checks payable to PRIA

Once reserved, we will hold your rental date for 10 days. If the rental agreement and payment are not received within that time period, your reservation will be cancelled.



Renter/Event Details

Please complete the following with your personal and specific event details.

Name

Event Date/Time

Your Address

Cell Phone

To receive lockbox code

Email

Event Type

Birthday, baby shower, etc.

Emergency Contact

Name and phone



General Terms and Regulations

The hall rental duration is typically 8 hours:

- 2 hour setup
- 4 hour event
- 2 hour clean up

For evening rentals, the hall must be cleaned and vacated by 10am the following day.

We use a lockbox attached to the Hall front door to provide access. A unique code to open the lockbox will be sent via text message to the cell number on the Rental Agreement prior to your rental. Once you receive the keys you are responsible for the hall.

Children and adults outside the hall are also your responsibility. Children **MUST** be supervised at all times.

Anne Arundel County Noise Ordinance is effective at 11pm. Outside doors are to remain closed and guests must remain inside after 11pm.

Per Anne Arundel County Fire Regulations

- Maximum number of people allowed in hall is 77.
- Exit lights must be left ON at all times
- Do not block exits.

Beer/Wine/Liquor is BYOB. If sold, a Beer/Wine/Liquor License is required and must be obtained by the Renter



PRIA Hall Instructions

Our Community Hall is Smoke Free. Do not smoke cigarettes, cigars, E-cigarettes or Vapes in the building. Please use cigarette butt tower beside front door for disposal purposes.

We are on a Septic System. Do not pour mop water, cooking grease, or other contaminated liquids in the sinks or flush anything but toilet paper in the toilets.

Toilet paper, paper towels and trash bags are supplied for use during the rental period only. Do not remove these items from the hall. Any and all other supplies are the responsibility of the Renter.

Do not use tacks, tape, sticky paper, or other adhesives on the ceiling or walls. Please use table decorations only.

Do not use chairs or tables as ladders.

Use strainers in the kitchen sinks.

Acceptance

I have read the above and agree with the terms, regulations and instructions.

Name: _____ (Must be 21 or older)

Signature: _____

(Must be 21 or older)



Checklist for Hall Cleanup

- Turn off hot water heater in breaker box
- Turn off water in ladies' bathroom
- Turn thermostat down to 50 degrees
- Mop bathrooms, hall and kitchen floors
- Collect all trash bags and put in blue wheeled containers on right side of hall. Roll to edge of street near driveway
- Stack chairs and store tables against walls
- Turn off all fans, lights and air conditioners
- If dehumidifier was turned off, please turn back on
- Empty refrigerator and freezer of all foods, etc.
- Clean hall entrance of refuse including cigarette butts
- Please return key to lockbox using code provided
- PRIA will inspect property and destroy security deposit.
- Please sign this checklist once completed and leave on counter in kitchen

Checklist completed by _____