



FOP 34 Hall Rental Contract Instructions

In paragraph 1 of page 2 we need the date you are filling out the contract as well as your name, address and contact info.

In paragraph 2 we need what type of event and the actual date of your event, the time frame you wish and the approx. number of people that will be attending your event as well as how you heard about us.

On page 3 complete any highlighted areas that pertain to your event based on the fees that are outlined on page 4

Please read through the entire contract and initial every highlighted box.

Finally on page 14 print, sign and date the contract and return to the hall manager.

Remember a digital signature on this digital form is acceptable and binding. You can then email it to the hall manager.

You may also print this contract, complete it in pen and return it to the hall manager by mail or in person.

Thank You for choosing FOP 34 Hall
Any additional questions feel free to contact me at
lodge34hall@gmail.com

Jim Myers
Hall Manager



Maryland Transportation Authority Police Lodge #34
P.O. Box 25747 Baltimore Maryland 21224
Email: mdfop34@gmail.com / Website: www.mdfop34.org



President
James Kruszynski III



Lodge Attorney
Herbert Weiner

Hall Rental Contracting Agreement

1. This contract, made this [redacted] day of [redacted], 2020 by and between the Maryland Transportation Authority Police Lodge No.34 of the Fraternal Order of Police Inc., hereinafter referred to as the "Hall", a body corporate of the State of Maryland and (Name) [redacted]
(Address) [redacted]
(Telephone # / Email) [redacted].
Hereinafter referred to as "Hall Renter" or "Renter".

2. The parties hereby agree as follows:

The Hall agrees to lease, and the Hall Renter hereby agrees to rent, Main Hall and Service Bar area of the premises located at 730 Wampler Road, Middle River, MD 21220.

Purpose of Event: [redacted]

Date of event: [redacted]

Hours: [redacted]

Number of Persons: [redacted]

Referred By: [redacted]



Hall Rental Fee Breakdown

- \$ [redacted] Hall Rental Fee (\$250/\$275/\$300/\$325/\$375/\$450) (Due at the time of signing contract)
- \$100.00 Security Deposit (Due on day of event)
- \$ [redacted] Additional Hour (\$100) per hour (Due on day of event)
- \$ [redacted] Bartender Fee-# [redacted] bartender(s) (\$25 per hour, per bartender) (Due on day of event)
- \$ [redacted] Soda Package (\$2.00 per person) (Due on day of event)
- \$ [redacted] Beer (Draft), wine and Soda Package (\$7.00 per person) (Due on day of event)
- \$ [redacted] Premium Beer (Draft), wine and Soda Package (\$8.00 per person) (Due on day of event)
- \$ [redacted] Regular Liquor Package (\$8.95 per person) (Due on day of event)
- \$ [redacted] Premium Liquor Package (\$13.95 per person) (Due on day of event)
- \$ [redacted] Additional Charge(s) _____
- \$ [redacted] **TOTAL**

Additional Notes:

Draft Beer Choices (if applicable): 1) [redacted] 2) [redacted]





Rental Fee Schedule

Weekdays

- Regular Rental Fee: Monday - Thursday = \$325
- FOP 34 Member Rental Fee: Monday - Thursday = \$275
- Funeral Wakes: Monday - Thursday = \$250 (Wakes are for 3 hours only)

Weekends

- Regular Rental Fee: Friday - Sunday = \$450
- FOP 34 Member Rental Fee: Friday - Sunday = \$375
- Funeral Wakes: Friday - Sunday = \$300 (Wakes are for 3 hours only)

Additional Fees

Security Deposit = \$100

Additional Hour = \$100

One Bartender = \$100 (4 hour event)

Two Bartenders = \$200 (4 hour event)

Cash Liquor Bar = Available in Lounge during regular Lounge hours, otherwise by request at contract signing and will include Bartender fee. Actual cost of items dispensed at current Lodge #34 Lounge prices

Catering Fees = Varies (determined between the hall renter and catering service)

Prices subject to change. Not responsible for typographical errors. Lodge #34 Hall reserves the right to refuse to rent to any group or individual that in our sole opinion would reflect badly on our organization. An ATM is available at contract signing for your convenience.

General Hall Information



Address
730 Wampler Road
Middle River, MD 21220

Hall Rental Phone Number
443-579-HALL (4255)

Hall Email Address
lodge34hall@gmail.com

Hall Size
6500 Square Feet

Maximum Occupancy
200 people

Hall Manager
Jim Myers 443-315-3016

Policy

Hall Rental Duration

1. Hall rentals, including quarter auctions, will be for a period of 4 hours. Additional hours may be purchased for an added charge.
2. All evening events will end no later than 1:00 am.
3. Hall clients will be allowed a maximum of one (1) hour prior to the event for setup and thirty (30) minutes after the event for cleanup.
4. Hall clients who desire additional setup time will be charged according to the established fee schedule listed in this document.

Scheduling of Events

1. Hall rentals scheduled with less than 10 calendar days notice will be subject to a \$150.00 rush rental fee.
2. All hall rentals will be scheduled through and approved by the Hall Manager.

Contract

1. All events will be documented via the established contract(s).
2. Certain multiple event rentals, such as quarter auction events, will utilize the established multiple event contract.
3. Contract deposits and security deposits specific to multiple event rental contracts will be individually tailored to these events.
4. Any deviations from established norms, special conditions, and/or miscellaneous adjustments will be documented in the comments section of the contract.
5. Contract will be completed and signed by the renter either in person or online. The Hall Manager or their designee will sign on behalf of FOP Lodge 34.
6. This contract will be highlighted in areas requiring the client's initials and signature.
7. Event dates are not reserved until the signed original contract and payment are received.

Contract Deposit



1. The initial deposit to reserve the hall will consist of the hall rental rate amount and will be due upon signing of the contract. The remainder of the amount due, such as; alcohol package fee, bartender fee, etc., will be paid on the day of the event prior to the start of the event; special conditions may apply. The security deposit is due on the day of the event, prior to the start of the event.
2. Under normal (non-rush) circumstances, rental contracts must be signed at least 10 days prior to the event; however, all efforts are made to have this completed within 10 days of first contact with the client.
3. Rush rental contracts will be signed as soon as practical. Rush rental contract deposits and rush rental fees are due immediately upon contract signing.

Security Deposit

1. A security deposit of \$100.00 will be required for all events. This deposit will be returned to the renter at the end of each event provided that the following criteria are met:
 - a) There is no damage to any part of the Hall building, Hall bathroom(s), parking lot, or property caused by the renter or event guests.
 - b) There is no vandalism or excessive filth/trash left in the hall area, hall restroom(s), and/or parking lot areas.
 - c) There is no theft of any equipment, decorations, amenities, etc, owned by the Hall.
2. The Hall renter shall be responsible for any theft, damage, vandalism, etc., that exceeds the \$100.00 security deposit.
3. Multiple event contracts may use a continuous or "floating" security deposit.
4. The security deposit will be paid on the day of the event, prior to the beginning of the event, and will be paid to the Hall volunteer who is working the event. Cash or check is acceptable.

Cancellation/Refund of Initial Contract Deposit

1. Hall renters may cancel an event and receive a full refund of the initial contract deposit as long as notification of the cancellation is made in writing to the Hall Manager and received by same no less than 30 calendar days prior to the event.
2. Written notification must be made via email to lodge34hall@gmail.com or via letter sent to FOP Lodge 34 Hall, 730 Wampler Road, Middle River, Maryland 21220.
3. Events scheduled with less than 30 calendar days notice are not eligible for a refund of the initial contract deposit upon cancellation except as provided below.
4. Refund of the initial contract deposit due to cancellation with less than 30 days notice will only be considered in emergency/extraordinary situations. These requests will be considered on a case by case basis by the Hall Manager.

Caterer

1. FOP Lodge 34 Hall does offer an in house catering service.
2. Superior Catering – Mary Willis – 410-375-1351

Music

1. The hall renter agrees to provide their own music. No contract between the renter and a DJ, band, and/or musical provider shall contain the name of the Hall or FOP Lodge 34.
2. The renter shall be further responsible for the level of the volume of the music, and proper control thereof.
3. Whoever the renter enters into a contract with to provide music must supply all equipment to provide such service. At no time is the renter or contracted music supplier permitted to utilize the house system unless prior written authorization from the Hall Manager is obtained. This authorization shall be documented on the comments section of the contract.

Smoking



1. Smoking inside of the Hall facility and/or anywhere that is open to the public as stated in the Maryland Clean Indoor Air Act COMAR 10.19.04 is prohibited.
2. Event guests who are found to be in violation are to be immediately removed from the premises and an additional charge of \$1000.00 will be assessed to the final amount owed to the Hall.

Crowd Control

1. The hall renter is responsible for crowd control, and shall be liable for damage(s) to premise, or any property, or any person, resulting from the actions of any person in attendance at the event. This includes fights and/or any other intentional or unintentional injuries.
2. The renter agrees to hold the Hall harmless and indemnify the same.

Licenses/Permits

1. The Hall Renter agrees, and shall be responsible for obtaining all necessary licenses and/or permits. (1-Day Beer Wine or Liquor, Gaming, Gathering and any other permits that the event may require.)
2. Permits will be provided to the Hall Manager or designee and shall be displayed as required.

Alcohol

1. All Baltimore County and State of Maryland Liquor Laws concerning the dispensing of alcoholic beverages will be enforced and are the responsibility of the renter.
2. The purchase of the required one day liquor license/permit shall be the responsibility of the renter.
 - a. This permit is only necessary for outside fundraising events.
 - b. FOP Lodge #34 fundraising events do not require this permit.
 - c. Private events (which do not charge an admission fee) do not require this permit.
 - d. If applicable, this permit must be presented to the Hall Manager or his designee prior to the start of the event as proof of compliance and must be displayed as required during the event.
3. Bartenders will be provided by the Lounge at an additional fee if alcohol will be served at an event. Events that purchase the soda only package will also require a bartender.
4. Only Hall provided bartenders will be permitted to serve alcohol, with the exception of wine provided by the renter.
5. It is recommended that there are two (2) bartenders present at all events of more than 100 persons which serve alcohol.
6. Events of more than 120 persons which serve alcohol will require two (2) bartenders.
7. Alcohol may be provided in a "Beer & Soda," and/or "Liquor" packages at the discretion of the hall renter.
8. "Cash Bar" package includes the "regular liquor package and the "premium liquor package when a beer package is purchased.
9. Alcohol requests outside of the items included in the below packages are subject to availability and additional cost.
10. Outside beer or wine may only be brought in by the renter in conjunction with the purchase of an equivalent alcohol package.
11. The hall service bar will be stocked with premium and regular liquor choices regardless of the specific alcohol package. These items, if not included in the purchased alcohol package, will be available for purchase by event guests while the Hall service bar is in operation.
12. The total amount due for the alcohol/drink package is to be remitted in full to the Hall volunteer who is working the event on the day of the event prior to the end of said event. Cash or check is acceptable. Checks must be made payable to: "FOP 34 Lounge"

Soda Only Package



1. The Soda Only Package includes the following:
 - a) Coke
 - b) Diet Coke
 - c) Sprite
 - d) Ginger Ale
2. The soda package will require a bartender.

Beer, Wine and Soda Package

1. The Beer, Wine and Soda Package includes the following:
 - a) Two (2) draft beer choices by the half keg as stocked by the Hall
 - b) Coke, Diet Coke, Sprite, & Ginger ale
 - c) Wine will consist of one red and one white.
2. If the hall renter wishes to purchase beer (draft only) that is not regularly stocked by the Hall, the Hall will attempt to accommodate the request if possible; however, the renter must purchase the “premium beer, wine and soda package” (see below).
3. Kegs are the property of the Hall. The renter agrees that any remaining product inside of said kegs at the end of the event is the sole property of the Hall.

Premium Beer and Soda Package

1. The Premium Beer, Wine and Soda Package includes the following:
 - a) Draft Beer by the half keg, as requested by the renter, which is not regularly stocked by the Hall
 - b) Coke, Diet Coke, Sprite, & Ginger ale
 - c) Wine will consist of one red and one white.
2. Subject to availability.
3. Specialty kegs are the property of the Hall. The renter agrees that any remaining product inside of said kegs at the end of the event is the sole property of the Hall.

Liquor Packages

1. In order to provide a broad selection of liquor for Hall clients, there will be two liquor packages available at additional per person fees.
 - a) Regular Liquor Package
 - i. The Regular Liquor Package will include the following rail liquor choices as well as the Standard Beer, Wine and Soda:
 - Vodka
 - Gin
 - Rum
 - Whiskey.
 - b) Premium Liquor Package



- i. The Premium Liquor Package will include the following premium liquor choices as well as the Regular Liquor Package, and the Standard Beer, Wine and Soda Package:
 - Vodka
 - Gin
 - Rum
 - Bourbon
 - Whiskey

Regularly Stocked Draft Beer

1. The Hall regularly stocks the following draft beers:
 - Miller Lite
 - Coors Light
 - Bud Light
2. Clients are encouraged to choose two of these three house beers. Should a client request another draft beer choice, the policy set forth in the Premium Beer, Wine and Soda Package section shall apply.

Cash Bar (Available in Lounge during regular Lounge hours otherwise Bartender fee will apply)

1. The Cash Bar option includes all items included with the Premium Liquor Package, the Regular Liquor Package, and the purchased Standard Beer, Wine and Soda Package
2. Event guests pay out of pocket for the drinks they purchase.
3. Prices shall be the actual cost of the items dispensed at current Lodge #34 Lounge prices
4. Bartender is required for Cash Bar in Hall when Lounge is not open.

Included Amenities

1. The Hall agrees to provide tables, chairs, the hall portion of the facility, and men's/women's restrooms which are stocked with soap, paper towels, and toilet paper.
2. The Hall does not provide plates, bowls, serving trays, or utensils. These are the responsibility of the hall renter or applicable catering service.
3. The Hall does not provide decorations.

Hall Setup

1. Hall setup is the responsibility of the hall renter. **The renter will be responsible to return the hall to the same setup as when they arrived. Twelve (12) round tables with eight (8) chairs at each table. All chairs will be placed on table when event has ended.**
2. The Hall will provide tables and chairs.

Initials _____



Beginning of an Event

1. Prior to the beginning of an event, the Hall Manager, or his designee, will conduct a walk through with the hall renter (the person whose name appears on the hall rental contract). The purpose of this walkthrough is to inspect the hall for damage and ensure that the hall is prepared for the event.
2. After the opening walk through, the security deposit will be paid.

End of Event

1. At the end of an event, the Hall Manager, or his designee, will conduct a final walk through with the hall renter (the person whose name appears on the hall rental contract). The purpose of this walkthrough is to inspect that the hall has been left in acceptable condition.
2. The hall renter will be responsible to ensure that any decorations are taken down and disposed of in the supplied trash receptacles.
3. The hall renter is responsible to pick up items of trash and deposit same into the provided trash receptacles at the end of the event.
4. After the event has concluded, the contracted cleaning company will service the hall.
5. **The hall renter will be responsible for ensuring that all table tops are wiped clean at the end of their event.**

Initials

Prohibited

1. In order to ensure the ease of cleanup and for the protection of the Hall, the following prohibitions apply:
 - a) The use of rice and birdseed is not permitted inside of the Hall or on the grounds outside of the Hall.
 - b) No confetti or glitter of any type may be thrown inside of the building or used on tables. Additionally, confetti or glitter may not be used on the grounds outside of the Hall.
 - c) Decorations which are pinned or glued to the walls or ceiling in any way are prohibited. Only Scotch tape may be used to affix decorations.
 - d) **No electrical appliances will be permitted. Only sterno products will be permitted.**

Initials

2. All decorations must be removed by the Hall renter after the event has concluded.
3. Drinks will be served in plastic cups only. Glass cups and bottles are prohibited. The only exception is wine bottles.

Bartenders

1. In order to ensure control over and compliance with State and local liquor laws, only Lounge provided bartenders may serve alcohol at events.
2. Bartenders will be responsible to handle all aspects of the serving of beer, wine, liquor, and soda, and will draw stock of same from the Lounge under the direction of the Bar Manager.



Unusual/Emergency Events

1. The Hall will accommodate the requests of members and clients who wish to hold memorial/funeral reception gatherings.
2. These events will not be charged a rush rental fee.
3. Due to the exigency and lack of timely notice of these events, contracts will be signed as soon as practical.
4. The deposit for these events, if received within less than ten days, is not refundable.
5. All other additional fees remain the same.

Additional Agreements Between The Hall and Renter

- A. Renter shall abide by and conform to all rules and regulations from time to time adopted or prescribed by Hall.
- B. Renter covenants and agrees to save Hall harmless and indemnify Hall against any all claims of liability which may arise or accrue by reason of the use by Renter of the rented premises.
- C. Renter will not do or suffer to be done anything on the premises during the term of this lease in violation of any laws, ordinances, rules or requirements. If the intention of Renter is called to any such violation on the part of the Renter, or any person employed by or admitted to said premises by Renter, Renter will immediately desist from and correct or cause to be corrected such violation.
- D. Renter or its agents, servants, or employees or invitees shall not injure, nor mar, nor in any manner deface the premises or any equipment contained therein and shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner injured, marred, or defaced. Renter will not drive or permit to be driven, nails, hooks, tacks, or screws into any part of the building or equipment contained therein and will not make nor allow to be made any alterations of any kind to the building or equipment contained therein.
- E. If the premises or any portion of the leased premises or any equipment contained therein during



the term of this agreement shall be damaged by the act, default or negligence of the Renter, or of the Renter's agent(s), employees, patrons, guests or any other person admitted to the premises by Renter, Renter will pay the Hall upon demand such amount that may be necessary to restore the premises or equipment contained therein in their present condition. Renter hereby assumes full responsibility for the character, acts and kind of all persons admitted to the premises or any portion of said premises by the consent of Renter or by or with consent of any person acting for or on behalf of Renter.

F. Renter shall not admit to the premises a larger number of persons then the seating capacity thereof will accommodate, or can safely or freely move about in the rented area or permitted by law.

G. Renter shall not do or permit to be done anything in or upon any portion of said premises, or bring or keep anything therein or thereupon, which will in any way increase conditions of any insurance policy upon the building or any part thereof, or in any way increase thereat of fire or public liability insurance upon the building or property kept therein, or in any way conflict with the regulations of the fire department, with any rules, regulations or ordinances of Baltimore County.

H. Renter shall not assign this Lease without the written consent of Hall nor suffer any use of the premises other than herein specified.

I. Renter understands and hereby specifically agrees that the Hall does not furnish any staff not otherwise provided for in this Agreement.

J. In case said leased premises or the building in which the leased premises is a part thereof, or any part thereof shall be destroyed or damaged by fire or other cause or if any other casualty or unforeseen occurrence renders the fulfillment of this Agreement by the Hall impossible, then and thereupon, this Agreement shall terminate and the Renter hereby waives any claim for damages or compensation should this Agreement be terminated.

K. The Hall reserves the right to evacuate the leased premises during any activity in progress where it is deemed necessary for safety of the general public.



L. The Hall shall not be responsible for any damages or injuries that may happen to Renter or Renter's agents, servants, employees, patrons, guests, or their property from any cause whatever prior, during or subsequent to the period covered under this Agreement. Renter hereby expressly releases the Hall from and agrees to indemnify the Hall against any and all claims for such loss, damage or injury.

M. All the terms and conditions of this Agreement shall be binding on the parties, their personal representatives, successors and assigns and cannot be waived by any oral agreement or promises of any agent or other person of the party hereto unless the same be in writing and mutually signed by the duty authorized agent or agents who executed this Agreement.

N. This Agreement shall be construed under the laws of the State of Maryland.



Initials _____ I understand that I have access to the Hall one hour prior to my event for setup ONLY and thirty minutes after the event for cleanup ONLY. If I, or my caterer, require access to the hall earlier than the allotted time, I must notify the Hall Manager or designee prior to contract signing and I will be assessed the set fee(s).

Initials _____ I understand that I must cancel within 30 days to qualify for a refund of my initial deposit

Initials _____ I understand that I must pay the total amount due for any alcohol/drink package, if applicable, on the day of the event. This may be paid by cash or check made out to "FOP Lodge 34."

Initials _____ I understand that I must pay the amount of \$25 per hour, per bartender, if applicable, on the day of the event. This must be paid in cash.

Initials _____ I understand that I must pay a security deposit of \$100.00 on the day of event, prior to the start of the event. This may be paid by cash or check made out to "FOP Lodge 34"

Initials _____ I understand I must return the hall to the original setup of twelve (12) round tables with eight (8) chairs at each table after my event has concluded. And that all tables used will be wiped clean after event.

Initials _____ I understand that any amendments to this contract after its signing will be made in writing to the Hall Manager via lodge34hall@gmail.com. Furthermore any amendments must be requested 30 days or more from the time of the event. Requests with less than 30 days' notice will be handled on a case by case basis.

Hall Renter (Print)

Hall Renter (Signature)

Date

Hall Manager or Designee (Print)

Hall Manager or Designee (Signature)

Maryland Transportation Authority Police
Lodge No.34
Fraternal Order of Police Inc.



Payment Information

Due upon contract signing (To be completed by Hall Manager or Designee)

Initial Payment Received – \$ _____ Date Paid – _____ Method – _____ Initials - _____

Due on the day of the event, prior to start of the event (To be completed by Hall Volunteer)

Security Deposit Received – \$ _____ Method – _____ Initials – _____

Applicable Extra Hour(s) Fee Received – \$ _____ Method – _____ Initials – _____

Additional Applicable Fee(s) Received – \$ _____ Method – _____ Initials – _____

Alcohol/Drink Package Fee Paid – \$ _____ Method – _____ Initials – _____

Bartender Fee Paid – \$ _____ Method – _____ Initials – _____

Security Deposit Returned? – _____ Comments – _____
