

**WALDEN NEIGHBORHOOD ASSOCIATION, INC.
WALDEN HALL RENTAL FORM**

(For exclusive use of Walden Neighborhood residents only)

Date of Event: _____
Time of Event: Start _____ End: _____
Purpose of Event: _____

TOTAL FEE: \$400.00, which includes the following:

SECURITY DEPOSIT: \$200.00, which will be returned to the Resident if no damage is noted and no violations are noted as discussed in detail herein. If there is no damage to the facility and no violations as explained herein, the security deposit will be returned by check within 30 days of the event.

RENTAL FEE: \$200.00, which is non-refundable.

To secure the reservation, the check must be made payable to the Walden Neighborhood Association and mailed along with the signed Agreement to Esquire Association Management, LLC. Once the appropriate information is received, we will contact you to confirm your reservation.

PLEASE UNDERSTAND THAT YOUR DATE WILL NOT BE RESERVED UNTIL A CHECK FOR \$400.00 HAS BEEN RECEIVED BY ESQUIRE ASSOCIATION MANAGEMENT, LLC.

PLEASE ALSO NOTE THAT WALDEN HALL IS UNDER 24/7 SURVEILLANCE. FOOTAGE OF YOUR EVENT WILL BE REVIEWED TO DETERMINE IF VIOLATIONS OF THIS RENTAL FORM HAVE OCCURRED.

RENTERS RESPONSIBILITY:

1. Leave Walden Hall neat and tidy. All debris must be cleaned-up (such as confetti, balloons, significant food accumulation, etc.). Detailed cleaning will be performed by the cleaning company after your event, but your security deposit will be applied if extra cleaning is necessary (carpet spots, excessive debris, etc.).
2. The rental facilities (The Great Room, Hallway, Bathrooms, and Kitchen) must be left in the order in which they were found. Please allow time at the end of your event for restoration of the arranged furniture and general pickup. All items must be removed from Walden Hall by the end of your reservation – if items remain at Walden Hall overnight (beyond your scheduled event), the security deposit will be forfeited.
3. Remove all trash from rooms, the front bathroom, and kitchen. **All trash must be taken with and removed from Walden Hall.** Failure to take all garbage with you will result in forfeiture of your security deposit.
4. Remove all personal belongings and all items from refrigerator. Bags of ice may be left as a donation.
5. No tampering with locked closets, or any other locked areas of the facility.

6. NOTHING may be placed on the walls. No nails, staples, pushpins, scotch tape, or any other material may be used to secure anything to the walls or wood work. If a Resident violates this provision, the security deposit will be forfeited, no matter whether damage is caused or not.

7. No cooking grills may be used either inside or outside the center.

8. If using large containers filled with ice to cool beverages, the flooring (carpeting, etc.) must be protected with plastic, etc. to avoid condensation damage to the flooring.

9. ALCOHOLIC BEVERAGES SHALL NOT BE SOLD OR RAFFLED UNLESS RENTER AND/OR HIS CATERER HAS OBTAINED A LIQUOR LICENSE. If alcoholic beverages are to be sold and/or raffled, the renter is responsible for obtaining any and all necessary liquor licenses and otherwise complying with all applicable Silver Spring Township Ordinances regarding the sale of alcoholic beverages, The Owner and Walden Hall Renter indemnify and save harmless the Association, its member, directors, managers, officers, agents and/or employees from all claims and demands for damage, costs, loss of service, expenses, compensation and medical expenses incurred, past, present and future, on account of or in any way arising from injuries sustained by Owner, Walden Hall Renter, his, her or their spouse, children, relatives, tenants, guest, invitees, event attendees and all other persons resulting from the sale or raffling of alcoholic beverages during the Walden Hall event.

10. I attest that I have no more than two (2) current event dates within a twelve (12) month period, reserved at Walden Hall at this time.

11. No more than 45 people will be present at the event.

12. **Smoking is STRICTLY PROHIBITED** within the entire Walden Hall, including electronic cigarettes.

13. Two trash can liners are provided. If additional trash bags are needed, it is the responsibility of the Resident to provide them.

14. No pets are permitted in Walden Hall at any time.

15. You cannot set up or decorate the facility any day except the day you have rented.

Failure to adhere to these rules and regulations will result in monetary penalties as outlined on page three (3) of these Rules.

Walden Hall is for the exclusive use of the owners and tenants of the Walden Neighborhood Association, Inc. **TENANTS MUST HAVE OWNERS SIGN FOR AND ACCEPT RESPONSIBILITY FOR THE RENTAL OF THE COMMUNITY CENTER.**

An adult member of the hosting Homeowner must be in attendance for the entire function. All functions must end by **11:00 p.m.** and guests are requested to leave quietly so that neighbors are not disturbed. Ancillary personnel (caterers, bands, etc.) must be off property by **11:00 p.m.**

Renter must make arrangements for and escort caterers, florist, etc., during normal center hours. SITE VISITS ARE LIMITED TO ONE TIME BEFORE THE EVENT IF WALDEN HALL IS NOT OPEN.

WALDEN NEIGHBORHOOD ASSOCIATION, INC. ASSUMES NO LIABILITY FOR ANY INJURIES TO PERSONS, DAMAGES TO THE BUILDING, OR DAMAGES TO PERSONAL PROPERTY ON THE PREMISES AT ANY TIME.

In the event that any building utilities are unavailable (i.e. water, electricity, gas, etc) for the event held at Walden Hall; a decision will be made after the event by the Executive Board if any amount of the rental fee will be refunded to the renter.

FINES FOR VIOLATIONS

Noise or disturbance resulting in police visit:	\$200.00 deposit forfeited
Damage to property in and around the building:	Actual cost to repair Security deposit will be held until damage is repaired and actual amount paid. If repairs cost more than deposit, owner shall be liable for the entire amount.
Use of prohibited facilities:	\$200.00 deposit forfeited
Center facilities not left clean:	Actual Cost
Use of indoor or outdoor cooking grills	\$200.00 deposit forfeited
Items placed on the walls or windows:	\$200.00 deposit forfeited
Use of any helium balloons:	\$200.00 deposit forfeited
Leaving items in Walden Hall overnight:	\$200.00 deposit forfeited
Allowing pets in Walden Hall:	\$200.00 deposit forfeited
Unapproved use of Walden Hall:	\$200.00 deposit forfeited
Prohibited use of Walden Hall:	\$200.00 deposit forfeited

I have read and I understand the terms of this Agreement and agree to be bound by them.

Print Name

Address Phone Number

Signature of Owner Date

Please mail this form along with deposit check made payable to the Walden Hall Neighborhood Association to:

Esquire Association Management, LLC
3912 Abel Drive
Columbia, PA 17512