



**Internal Use Only**

Date \_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Not Approved

Board of Directors: \_\_\_\_\_

**Wiley H. Bates Legacy Center, Inc**  
1101 Smithville Street  
Annapolis, MD. 21401  
(410) 263-1860  
[wilyhbates11@verizon.net](mailto:wilyhbates11@verizon.net)

**Request Form for Facility Rental (Please complete and sign page 3)**

Requesting Person(s)/Group \_\_\_\_\_

Is requesting person an active member of the Bates Legacy Center (BLC)

\_\_\_ Yes \_\_\_ No

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Setup Date and Time: (2 Hour Limit): \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Arrival Time: (Caterer): \_\_\_\_\_

**Equipment Available:**

\_\_\_\_\_ The Center with folding Chairs (Max. 100 Chairs)

\_\_\_\_\_ The Center with Banquet Tables and Folding Chairs (Max. 100 Chairs/ 8 – 6’ tables and 3 – 8’ Tables)

\_\_\_\_\_ TV \_\_\_ VCR \_\_\_ Microphone (1 Standard and 2 Cordless)

Name of Responsible Person (s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How did you hear about our facility? \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ 50% Deposit Due with Contract: \$ \_\_\_\_\_

Balance (Due 30 days before scheduled event) \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

**Facility Use Fees**

The recommended usage fee for the center ranges from \$200 - \$350 per event to include use of the BLC Museum area, the adjoining Hallway and the Courtyard.

**Guest must pay a deposit of \$100.00 (Separate Check) to be returned within ten (10) business days of the event if there no damages to the facility.**

**The 50% deposit is refundable up to ten (10) business days of the event.**

### **Facility Use Guidelines**

**Decorations may be installed the day of the event with a two (2) hour set-up maximum time limit. All decorations must be removed within two (2) hours after the event.**

**The throwing of rice or confetti is prohibited. Bird seed is permitted to be used in the courtyard.**

**On event day, the two (2) hour set-up time must also be used to schedule deliveries and catering preparations.**

**The maximum time for BLC events must not exceed six (6) hours and that includes set-up and clean-up. All events must end before 10:00 PM.**

**No food or drink is allowed on the museum reception desk. Specific areas should be designated during planning to accommodate this activity.**

**Movement of BLC furniture or equipment is prohibited without prior permission from BLC personnel.**

**Use of BLC sound and /or video system is prohibited unless authorized by contract and assisted by BLC personnel.**

**A liquor license is required to serve alcoholic beverages. (only wines will be permitted).**

**BLC display cases should not be obstructed in anyway.**

**Smoking is not permitted in the BLC or Courtyard at anytime.**

**Event insurance is recommended.**

**BLC guests are to be courteous and respectful to building residents when the hallway and courtyard facilities are used.**

**The BLC management reserves the right during each event to:**

- 1. Open the gift shop.**
- 2. Make brochures and membership applications available**
- 3. Terminate an activity that is not in compliance with this agreement.**

- 4. Refuse to approve any application for rental if we feel the activity does support the mission and goals of the BLC.
- 5. Welcome any group who uses our facility.

**Liability**

The Wiley H. Bates Legacy Center (BLC) assumes no liability for injuries or death incurred as a result of facility use. All persons and organizations subscribing to use these facilities covenant and indemnify, defend and save harmless the Wiley H. Bates Legacy Center (BLC), the Board of Directors, person(s), organization(s), firm or corporation, arising out of acts of negligence by the leasing party(s), their employees, agents, licenses or invitee(s) in or about the leased premises.

I have read the above agreement and agree to abide by the provisions therein.

Signed

\_\_\_\_\_

Requesting party

\_\_\_\_\_

Date

I have reviewed this application in accordance with the criteria set forth by the Board of Directors of the Wiley H. Legacy Center.

Signed

\_\_\_\_\_

Wiley H. Bates Legacy Center Representative

\_\_\_\_\_

Date