

**West River Improvement Association  
952 Main Street, PO Box 104, Galesville, MD 20765**

**Galesville Memorial Hall Rental Agreement**

Renter \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email address: \_\_\_\_\_

Date(s) of Function \_\_\_\_\_ Type of Function \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Number of People invited \_\_\_\_\_

Name of Caterer \_\_\_\_\_ Caterer's License # \_\_\_\_\_

(Note: the capacity of the Hall is 120 persons seated at tables; 200 standing)

Circle one of the options below:

<b>Rental rates effective January 2026</b>	<b>Use of kitchen as staging area only *</b>	<b>Full use of kitchen: stove top, ovens, freezer etc....*</b>
<b>Rates</b>	<b>\$500</b>	<b>\$600</b>
<b>Security Deposit (separate check please)</b>	<b>\$200</b>	<b>\$300</b>

**\* Rental fees do NOT include use of the Hall's china, silverware, or cooking utensils.**

- Security deposits will be returned to the renter upon completion of satisfactory inspection of the Hall.
- **Checks (rental and security deposit) should be made payable to West River Improvement Association.** Return application and checks to **WRIA, PO Box 104, Galesville, MD 20765**

Rental check received, Yes  No  N/A  Security deposit check received, Yes  No  N/A

**The Hall comes equipped with 20 folding tables, 30"x70", five round table 60" in diameter and 110 stackable chairs. The Hall dimensions are 60' long by 30' wide. It is air conditioned and has ceiling fans.**

**TERMS AND CONDITIONS**

**The renter of this rental agreement agrees to leave Galesville Memorial Hall in a clean and undamaged condition, i.e., the condition in which they found the Hall.**

- No attachments, such as tacks, tapes, etc. may be made to the walls or acoustic panels.
- The lights and fans should be turned off
- A/C or heat should be returned to the position noted by the thermostat.
- If not, the cost of cleanup/extra electrical use will be charged against the security deposit.
- Any damages or missing items are the responsibility of the renter.
- If the cost of repairing damages or replacing missing items exceeds the security deposit, the renter will be billed the said costs.
- The renter hereby agrees to pay these costs within ten days.
- **Trash and other debris must be removed from both bathroom and kitchen trash cans and taken from the property by the renter.**

**Do not place trash in Hall's outside trash cans.**

The renter of the rental agreement assumes all legal and financial liability for rental of Galesville Memorial Hall. Renter should provide proof of insurance which shows the front page of their homeowner's insurance policy (aka "Certificate of Liability"). Non-profits' certificates should have at the bottom of the certificate a "description of operation" naming the Galesville Memorial Hall and referencing the day/date and type of event.

**Proof of insurance must be presented 3 days prior to the event.**

Will you be serving alcohol? Yes  No

**If yes, please apply online at AACOUNTY.ORG/LIQUORBOARD FOR A ONE-DAY CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE.**

Use of all alcoholic beverages (including wine and beer) requires a one-day liquor license from Anne Arundel County. The renter agrees to obtain such a license at his/her own cost. **Liquor license must be taped to the kitchen door on the day of the event.**

**Parking is NOT permitted in the area behind the "firehouse." Parking is permitted on WRIA property and on the driveway alongside the "firehouse" on the Hall side of the parking barriers.**

The Renter is responsible for ensuring that parking occurs only on WRIA property listed above.

**These terms and conditions are agreed to:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return application to WRIA, PO Box 104, Galesville, MD 20765**

**Contact: Holly Clark at 410-867-3508.**