

# CHEVY CHASE VILLAGE HALL RENTAL APPLICATION

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Host(s): \_\_\_\_\_

Description of Event: \_\_\_\_\_

<b>Room (s) :</b>	Lambert <input type="checkbox"/>	Humphrey <input type="checkbox"/>	Tuohey <input type="checkbox"/>	# of attendees: _____
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Food/Beverages served:  Caterer, DJ, or  \*If using a vendor(s) complete the  
 Alcohol served:  other vendor: \_\_\_\_\_ Vendor Information Sheet

## EQUIPMENT NEEDED

*Set up and breakdown are the responsibility of the host. The items listed below are available for use.*

# of chairs (100): \_\_\_\_\_ # of tables (7 - 3'x6') \_\_\_\_\_ Kitchen:  Microphone:   
 # of kid chairs (17): \_\_\_\_\_ # of conference tables (4): \_\_\_\_\_ Lectern:

### FEES (See Fee Schedule)

	Amount:	Date Rcvd	Rcvd By
Rental Deposit:			
Damage Deposit*:			
Hall Rental Fee:			
Monitor Fee:			
Storage Fee:			
<b>TOTAL PAID:</b>			

### Required walk thru(s) (Initials)

Host:	_____
Caterer:	_____
Disc Jockey:	_____
Other:	_____

*\*The cost of repairs, if damages are incurred, to the building, its furnishings and equipment, including the conference tables, which, exceed the deposit on hand, will be invoiced: \_\_\_\_\_ (Host's Initials)*

*All music must be contained in the Lambert Room: \_\_\_\_\_ (initials)*

*I acknowledge lit candles are prohibited: \_\_\_\_\_ (initials)*

*I have read all the Chevy Chase Village Hall Rental Rules and Regulations (version as of 3/1/2018) regarding rental of the Chevy Chase Village Hall. By signing below I agree to follow all of the rules and regulations and I understand that failure to do so can result in the loss of my security deposit and I will be subject to the Village Manager's right to cancel the event on demand. I am hereby waiving and releasing Chevy Chase Village, its officers, managers, employees and agents from any and all claims, costs, liabilities, expenses or judgments including attorneys' fees and court costs (herein, collectively referred to as "claims") arising out of my rental of the Village Hall and hereby agree to indemnify and hold harmless Chevy Chase Village, its officers, managers, employees and agents from and against all such claims except claims proximately caused by the gross negligence or willful misconduct of Chevy Chase Village.*

Signature of Host: \_\_\_\_\_ Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

<p><b>Event Requirements</b>                  Village Manager Use Only:</p> <p>Monitor (yes/no) _____                  Valet (yes/no) _____</p>	<p><u>Village Manager Notes:</u></p>   
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