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CHEVY CHASE VILLAGE HALL FEE WAIVER

Because the Village and its residents benefit from the cultural activities such as art exhibits and lectures and from community groups such as garden clubs, historical societies, political organizations and youth groups, the Building Facilities Commission has created a rental fee waiver application process. The Fee Waiver Application package is subject to approval by the Village Manager who may refer any application to the Building Facilities Commission for action. The applicant will be informed promptly of the Village Manager's, or, when applicable, Commission's decision.

Fee Waiver Applicants must be a resident of Chevy Chase Village on behalf of a non-profit. The proposed event must be open to all Village residents to attend, the invitation for which will be made by notice in the monthly *Crier*. The application package must be submitted to the Village Administrative Office no later than 45 days prior to the event.

A complete Fee Waiver Application package must include:

1. The Chevy Chase Village Rental Rules and Regulations initialed and signed by the Chevy Chase Village Resident sponsor
2. A Fee Waiver Rental Application filled out by the Chevy Chase Village Resident sponsor
3. A letter from the non-profit organization on their letterhead explaining their organization and the event
4. A summary of the event details for our monthly *Crier*

**Only the rental fees are waived. A cleaning fee will be assessed per room to defray the cost of overhead, maintenance, and janitorial services. A security deposit in the form of a check will be required to cover the cost of potential damages. All fees must be remitted by the Chevy Chase Village Resident Sponsor.*

CHEVY CHASE VILLAGE HALL

FEE WAIVER RENTAL APPLICATION

Event Date: _____ Event Hours: _____ Sponsor(s): _____

Description of Event: _____

Room (s) :	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:

CLEANING FEE*: _____

SECURITY DEPOSIT:** _____

Required walk thru(s) (Initials)

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

*The fee is \$75 per room: _____ (Host's Initials)

**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 Sponsor: _____ Date: _____

Address: _____ Email: _____

Home Phone: _____ Daytime Phone: _____

Event Requirements Village Manager Use Only: Monitor (yes/no) _____ Valet (yes/no) _____
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Village Manager Notes: _____ _____
