

Queen's Landing

"The Chester Room" Private Rental Event Form

Owner/Sponsors in good standing may request use of the Chester Room through the Queen's Landing Management Office for a Private Rental. You may NOT sponsor an owner that is not in good standing. Sponsorships are only for non-members that you have a relationship with, for example, unit renter, family member or friend.

QL Unit Owner Information

Unit Owner Name: _____

Unit Address: _____

Is this your event or are you sponsoring someone from outside the community? _____ My Event _____ Sponsor*

*If you are a sponsor, please complete the sponsored event section located at the bottom of this event form.

Event Information

Please list the following information:

1. Nature of the event: _____

2. Type of Event: _____ Banquet (Tables & Chairs) _____ Meeting (Chairs Only)

3. How many people will attend? _____

Chester Room Max Capacity: Banquet 104/ Meeting 222

4. Date of event: _____

5. Event Start Time: _____ Event End Time: _____ Total Hours requested: _____

6. Event Organizer Name: _____ Phone No.: _____

7. Do you want to rent the point for an additional \$50.00 (used for ceremonies only): _____

8. Will you be using a caterer (yes or no) _____

- If you will be using a caterer, please provide name and phone number below:

• _____

9. Will you have a cash bar (yes or no)? _____

- If yes, you will need to obtain a Queen Anne's Special/Temporary Retail Alcoholic Beverage License

10. Will you be having live music (band or disc jockey)? _____ Band _____ Disc Jockey

- If you will be having a band or disc jockey, please provide name and phone number below:

• _____

Sponsored Event Information (complete only if you are sponsoring this event)*:

Name of Sponsored Person: _____

Phone Number of Sponsored Person: _____ Relationship to You: _____

Queen's Landing

"The Chester Room" Private Rental Event Form

Please refer to rate sheet portion of this agreement for current fees. Basic fee includes 6 hours, ending at midnight. Additional event hours can be reserved at an additional cost. The Queen's Landing office staff will evaluate and approve the rental request. If approved the following rules will apply:

1. Two (2) checks are required to rent the Chester Room. The first one is refundable deposit check which must be submitted with the application at least a month in advance of the event. That check will be held and not deposited unless there are damages to the Chester Room and/or clubhouse itself or cleaning is needed in the Chester Room and/or clubhouse itself as related to the event. The rental check must be provided to the management office two weeks prior to event. If there is no damage and the group cleans the Chester Room, leaving it in satisfactory condition the deposit check will be returned. All checks are to be made payable to Queen's Landing COOU.
 - a. Additional event hours can be rented provided the hours do not exceed midnight.
 - b. The deposit check for any potential damages or infractions: The Clubhouse and the ChesterRoom will be inspected after the event. If it has been properly cleaned using the cleaning products provided and there are no damages, the entire deposit will be returned by the management company. If there are damages, the cost will be deducted from the deposit amount. If damages exceed the deposit, the repairs will be contracted and billed to the Queen's Landing Owner/Sponsor.
2. The event must not conflict with any other previously scheduled community event.
3. The event must be contained to the inside of the Chester Room and the rear (pool side) exterior deck only. The point can be rented for ceremonies such as wedding ceremonies for an additional fee and is in conjunction with the rental of the Chester Room. Rental includes use of lower level bathrooms. Event attendees are not allowed in the pool or pool area, racquetball court, exercise room, or Social Room.
4. The renter must obtain separate insurance that names Queen's Landing Council of Unit Owners as an additional insured for the date of the event. There are online options available such as WedSure at www.wedsure.com (they insure more than weddings) or you can obtain a rider under your homeowner policy (HO-6) for the rental. **Certificate of insurance must be provided to the management office two weeks prior to the event.**
5. The renter must provide all linens, place settings (plates, silverware, glasses), decorations, food and drink. Cleaning supplies such as brooms, vacuum, mops, buckets, cleaning chemicals and trash bags are supplied for your use. Please only use the supplied chemicals for cleaning floors, countertops and appliances.
6. There are tables and chairs that are available for use during your event. Please see Rate and Inventory Sheet for current count of tables and chairs. Tables and Chairs are to be stored away after event in the manner you found them (on rolling racks placed in storage room).
7. Alcoholic beverages may not be sold (cash bar) without a Queen Anne's County Special/Temporary Retail Alcoholic Beverage License to be provided by the renter in advance of the event. It is renter's responsibility to obtain the proper forms from the county and to follow their current process regarding submittal times. Please contact the QAC Liquor Board to obtain necessary forms. **If this applies, license must be provided to the management office two weeks prior to event.**
8. The event organizer/unit owner must be present during the private rental event and is responsible for the behavior of the attendees and is potentially liable for all damages.
9. The clubhouse main entry door, doors in the Chester Room (entrance, rear deck and side deck) and the hallway door to the downstairs restrooms will be programmed to not require a fob during your event. Please note, if your event is scheduled to end at midnight, the venue must be cleaned up and building vacated by 12:00 midnight as not only will doors re-engage but fobs are programmed for access to the clubhouse and interior spaces between clubhouse hours only (4 am to 12 midnight) so your fob will not work after midnight.

Queen's Landing

"The Chester Room" Private Rental Event Form

10. Do not prop open Chester Room doors to decks or the main clubhouse entrance door as doors are alarmed with a siren that will activate if propped open for more than 15 minutes.
11. Please note that the entire building is designated as NO SMOKING. (See Procedures Form)
12. **Maintenance Emergency** during event. If you have a maintenance emergency during your event and it is during regular management office hours, please notify the manager or the administrative specialist. Their offices are located in the lobby on the first floor of the clubhouse. If you have a maintenance emergency after hours (evenings, weekends or holidays), please call the Tidewater Property Management emergency on call manager at 443-548-0191. Please let the manager know that you are at the clubhouse having an event and give them the information regarding the maintenance emergency.
13. **Heating and Air Conditioning** – we want you and your guests to be comfortable during your event. Year round the temperature is programmed at 72 degrees, however, we understand that can be too warm or too hot at times with a room full of people. The thermostat is located inside the alcove to the kitchen and may be adjusted on a temporary basis. At the end of your event, please check to make sure the temperature is set back to 72 degrees. If your event is ending a midnight, the thermostat is programmed to reset back to 72 degrees at 12:00 midnight. Please do not change any programmed settings. Only do a temporary temperature change.
14. **Fire Extinguishers** – fire extinguishers are located at various locations as determined by the Fire Marshall. Please note where fire extinguishers are located in the room.
15. **Emergency Exits** – There are two emergency exits for the Chester Room which are clearly marked with "Fire Exit" signs. Please take a moment to look for the emergency exits and familiarize yourself with the location of these exits and the fire extinguishers.

If you would like an orientation and tour of the Chester Room prior to your event, please contact the management office at 410-643-5192 at least two weeks prior to your event to schedule.

I, the undersigned, have read the Chester Room Procedures Form and The Chester Room Private Rental Event Form and agree to abide by them.

Printed Name of Unit Owner

Owner Signature

Date

Queen's Landing
"The Chester Room" Private Rental Event Form

2022 RATES

\$500.00 – Refundable Damage/Cleaning Deposit (Check #1)

\$250.00 - Basic fee includes 6 hours, ending at midnight (Check #2)

\$50.00 - Per hour for each additional hour

\$50.00 – Fee for rental of point for ceremonies and photos
(must be in conjunction with rental of the Chester Room). You must vacate this area at dusk.
This area is adjacent to the pool and during pool season the area may be noisy.
Most are considerate but there is no guarantee it will be quiet during your ceremony.

2022 INVENTORY

100 – Folding White Wedding Style Chairs

5 – 5' Round Tables (Seats 8)

3 – 7' Rectangle Tables (Seats 8)

4 - 6' Rectangle Tables (Seats 6)

4 – 34" Square Tables (Seats 4)

Queen's Landing

"The Chester Room" Private Rental Event Form

OFFICE USE ONLY:

Unit Owner Last Name: _____

Unit #: _____

Event Name: _____

Date of Event: _____

OFFICE USE ONLY (INITIAL APPROVAL):	
Approved	
Not Approved	
Name of Staff Completing	
Date Completed	

Questions 1 through 4 Must Be Yes (4a, if applicable, must be No) to Accept Application and Place Event on Calendar (Initial Approval):

1. Application Submitted At Least 1 Month Prior to Event: Yes No
2. Application Completed in Full: Yes No
3. Deposit Check Received with Application: Yes No Check No: _____
4. Is Unit Owner in Good Standing: Yes No
 - a. If a sponsored event, is sponsored person a non-unit owner: Yes No
5. Unit Owner notified of initial approval/denial: Yes No
6. Event Placed on Calendar and Rental Agreement in Teams: Yes No

OFFICE USE ONLY (FINAL APPROVAL):	
Approved	
Not Approved	
Name of Staff Completing	
Date Completed	

Questions 7 through 11 Must Be Yes to give final approval for event:

7. Rental Fee Received: Yes No Check No: _____
8. Event Insurance Received: Yes No
9. If selling alcohol (cash bar), QAC License Received: Yes No
10. All items above received at least 2 weeks prior to the event: Yes No
11. Program Chester Room & main entrance doors for day of event: Yes No
12. After completion of event all documents attached to unit file: Yes No
 - a. Rental Agreement, Copy of Check Deposit for rental check submitted to accounting, copies of deposit checks, insurance form, liquor license if applicable, cleaning checklist submitted by renter after event and office use checklist.

Queen's Landing

"The Chester Room" Private Rental Event Form

The Chester Room Procedures Form

All Queen's Landing Association members are entitled to rent the Chester Room for community functions provided they are in good standing - up to date with all condo dues and no open violations.

All events are to be overseen by the unit owner (or his/her representative) and/or event organizer.

Smoking: The entire building is designated NO SMOKING! This includes both decks.

Cleanup: After an event, please follow the cleaning checklist included with rental agreement and submit at the end of the event by dropping checklist in dropbox located on the outside of building at clubhouse main entrance.

Decorations: There is to be no taping, nailing or stapling of decorations to the ceiling, walls, window frames, glass panes, doors, front of bar, or any surface. Flameless candles only. Decorations are limited to bar top, table décor and free standing décor, ie, balloon and flower arches.

Checklists: Each item below must be completed and checked. Failure to do so may result in fees being withheld or additional fees incurred.

- Bar counter wiped clean
- All decorations taken down and removed from the clubhouse
- Tables and chairs stowed away on rolling racks and placed in storage closet (as they were prior to event)
- Kitchen area cleaned (counters, sink, interior and exterior of refrigerator and stove)
- Small appliances unplugged, emptied, and cleaned
- Kitchen utensils washed and put away
- All floors cleaned (swept and mopped)
- Trash cans emptied, bags sealed and removed from the clubhouse. Place new bags in cans.
- Thermostat is set to 72 degrees
- All food and drink removed from clubhouse
- All windows closed and locked
- Lights and fans turned off
- Rear deck door closed and locked
- Entrance door to the Chester Room closed

Notations of problems or damages not on the Cleaning Checklist:

Queen's Landing

"The Chester Room" Private Rental Event Form

Time exiting the building:_____

- If after 12:00 midnight, an automatic \$75 charge will be assessed. Cameras/Fob log will be checked to verify exit time.

Unit owner/event organizer Name:_____

Unit owner/event organizer Signature:_____

Please drop completed checklist in dropbox located on the outside of building at clubhouse main entrance doors as you leave the clubhouse. This must be done the day/night of the event.

We have worked hard to improve our Clubhouse. It takes the cooperation of all to keep it looking nice so we thank you in advance for your cooperation.