

CROSS KEYS MAINTENANCE CORPORATION
The Village of Cross Keys

PRIVATE PARTY LICENSE AGREEMENT

THE VILLAGE OF CROSS KEYS
THE VILLAGE CLUB

Date of Function: _____ Date: _____

Name of Licensee (Owner/Resident): _____

Room(s) at The Village to be Used: Main Room: _____ Card Room: _____ Both: _____

Function hours: _____ Doors Open at: _____

Purpose of Use: _____ Total Attendance: _____

In consideration of being allowed the above- specified use of the Village Club (the Club) in the Village of Cross Keys (the Village), the undersigned owner/resident of residential property in the Village.

FEES: The Owner/user agrees to pay **\$100 non-refundable deposit to hold the space, \$350.00 rental fee and \$350.00 security deposit.** If there are Children (17 years or younger) attending the adult function or if the function is being held for children 17 years or younger, a security deposit of \$700.00 is required. The security deposit will be refunded if there are no damages. If the resident intends to have dancing while renting the Clubhouse, it is mandatory to rent the portable dance floor provided by management. There will be an additional fee of \$275.00 for the rental of the portable dance floor. The fee includes installation and removal of the dance floor. However, the liability of the resident for damages to the Club and/or its contents resulting from the use of the Club shall not be limited to the amount of the security deposit.

PARKING: The rental fee **DOES NOT** include a charge for Valet Parking/Direct Parking Service. It is **MANDATORY** that all licensee/Owners/users of these facilities contact the Valet Parking or Direct Parking Service during function hours if there will be more than 17 cars. There are two services with the same company Valet/Direct Parking. With the signing of the contract, the owner/licensee/user is aware that Direct Parking is mandatory for 18-28 cars. The Valet Service is for 29 cars and more. For parking, you can call Courtesy Parking at 410-593-9990 (office), or 410-458-0610 (Cell). The Village Clubhouse does not have a contract with aforementioned service. All cars that are unaccounted for in the Clubhouse parking lot during a function will be towed away at owner's expense.

TERMS OF PAYMENT:

1. **A non-refundable deposit of \$100.00 to hold the date is due with the signing of this contract**
2. **\$ _____ security deposit and \$ _____ rental fee are due on _____ eight (8) days prior to date of function.**

_____initial

This license is granted subject to the following terms, conditions and limitations:

(1) **Rules and Regulations.** The User/Home Owner has read and agrees to abide by the rules and regulations applicable to the use of the Clubhouse which are attached to this Agreement: Addendum A.

(2) This agreement is solely a revocable license which license may be revoked by the Management at any time with cause and without liability. The User acquires no legal title or leasehold interest in the Club by virtue of this Agreement.

(3) The resident/licensee will keep the Clubhouse and its contents in a clean, orderly and sanitary Condition at all times and shall exercise care in the use of the Clubhouse. The resident/licensee will leave the Clubhouse in the same condition in which the resident/licensee found it at the start of the function and will be personally, jointly and severally liable for any and all damages to the Club, including damages to its contents resulting from the use by the licensee/resident and persons permitted in the Clubhouse by the resident, including employees of a catering service. Instructions for upkeep for a catering service and its staff are attached hereto and made a part hereof by this reference/agreement.

(4) **Indemnity:** Resident/Licensee will defend, indemnify and hold harmless the Cross Keys Maintenance Corporation, the management company, all residents and owners of the Village of Cross Keys from any and against all claims, actions, demands, liabilities or expenses for injury or damages to persons or property resulting from or in any way connected with the licensee/resident's use and occupancy of the Club and the appurtenances thereto, any act or omission of resident/licensee, its agent, employees or entitles or any breach by resident/licensee of the terms, covenants or conditions of this Agreement. Furthermore, the Cross Keys Maintenance Corporation, the management company, residents and owners of the Village make no guarantee that a malfunction may not occur in the H.V.A.C. system or plumbing systems. Cross Keys Maintenance Corporation, the management company, residents and owners in the Village assume no financial responsibility for all of the above. There will be no reimbursement should any of the above occur. These systems are maintained on a routine basis and this does not preclude the possibility of a failure.

(5) **Attendance:** The owner/licensee, by signing this Agreement, hereby certifies that he/she is a resident of the Village of Cross Keys and will be attending the function from beginning to end. The resident will vacate the 'Clubhouse on the date and time hereinabove provided and will remove all and any decorations, coat racks, caterer's equipment, etc., replace all pieces of furniture to their original location in the Clubhouse, surrender any and all keys to the attendant and secure the building before leaving.

(6) Users understand that any breach of contract on their part of this license agreement can result in being denied future use of these facilities.

_____ initial

(7) **Handicapped Facilities:** The Clubhouse bathroom is currently accessible to handicapped individuals. There is also a handicapped lift which will be made available upon request by the licensee/renter of the Clubhouse.

_____ initial

(8) Village Management **does not** accept cash as payment for the rental of the Village Clubhouse. Please make checks out to Cross Keys Maintenance Corporation for the exact amount.

(9) No one is permitted in or near the pool area during a function. The attendees of the event are restricted to the inside rooms of the Clubhouse.

(10) The fireplace **cannot** be used at any time by the licensee/resident or anyone else attending a function.

Signature: _____

Address: _____

Telephone: _____ home

_____ office

_____ cell

Date approved: _____

Clubhouse Manager: _____

Telephone: 410-323-1257

Please sign and return a copy of this contract with your check made payable to the:

Cross Keys Maintenance Corporation, P.O. Box 20921, Baltimore, MD 21209

CROSS KEYS MAINTENANCE CORPORATION

VILLAGE CLUB RULES AND REGULATIONS-ADDENDUM A

1. Only a resident of the Village of Cross Keys may enter into a contract with the Cross Keys Maintenance Corporation for the use of the Clubhouse. A resident must sign the Contract and must be present throughout the function.
2. No more than 100 people may attend any function. If more than 100 people are in attendance, the resident will be required to restore the attendance to the permitted maximum. If the resident fails to do so, the Clubhouse Manager may terminate the function without any further notice. As part of the Contract, parking service must be supplied (either Valet or Directed Parking as described in the Private Party License Agreement.) Clubhouse guests may not park on Bouton Green, Olmsted Green or on the Harper House visitor parking lot, in the fire lanes, or in any private residential area in the Village. Failure to comply may result in those vehicles being towed away at the owner's expense and forfeiture of Security Deposit.
3. The Clubhouse cannot be rented from May 1-September 15 without approval.
4. Liquor and other supplies may be delivered before a function and stored at the Resident's risk. All deliveries must be scheduled with the Clubhouse Manager. The Resident who signs the contract must be present at the time of delivery. Cross Keys Maintenance Corporation or the management company takes no responsibility for such supplies.
5. Management at any time may revoke this contract with cause and without liability. The user acquires no legal title or leasehold interest in the Clubhouse by virtue of this contract.
6. Changes in the placement of the furniture may be made only after consultation with the Clubhouse Manager and on the understanding that the rooms will be restored to their normal appearance immediately after the party. Cross Keys Maintenance Corporation or the management company does not supply anyone to help with the moving of furniture.
7. No alterations may be made in the lighting. The office telephone can only be used in emergency situations.
8. No confetti or glitter on the floor or tables and/or as favors in bags. All food, tableware, decorations, liquor and equipment must be removed at the end of a function from the Clubhouse and outside Clubhouse property.
9. Ice must be handled in leak-proof containers to avoid damage to the floors and carpet. Bar set-up must also have protective covering on the floor or carpet of the bar area. The kitchen must be left clean. Trash must be bagged and left in the trash room on the lower level.
10. All functions must end at 10:00 pm with clean up finished by 11:00 pm. If there is music, doors must be kept closed after 8:00 pm.

Initial _____

CROSS KEYS MAINTENANCE CORPORATION
VILLAGE CLUBHOUSE RULES AND REGULATIONS-ADDENDUM A

11. Use of the Clubhouse does not include pool privileges for guests.
12. The Resident or Residents' caterer must wait for the building to be secured and the lights put out before leaving the premises.
13. All damage to the Clubhouse or its contents must be paid for by the resident at a price determined by management. The Resident is responsible for the loss of, or damage to, any furniture or equipment in the Clubhouse.
14. No smoking is allowed in the Clubhouse or from the Clubhouse decks.
15. No candles are allowed.
16. All helium balloons are to be tied down so that they cannot float to the ceiling.

Initial _____

CROSS KEYS MAINTENANCE CORPORATION
VILLAGE CLUB RULES AND REGULATIONS-ADDENDUM B

CATERING STAFF AND/OR FUNCTION HOLDER:

Please leave the building and rooms as you found them. Before leaving, you are expected to do the necessary clean-up of the Clubhouse.

Kitchen Equipment: All kitchen equipment and contents of cupboards and drawers are the property of the Village Clubhouse and may not be used without permission from management.

Food: Remove all food from the refrigerator, oven, and the premises.

Oven: If using the oven, make sure the fan is on and leave the oven and broiler clean.

Carpet: Vacuum the carpet in all the rooms.

Trash: All trash bags must be doubled and put in the trash room located outside of the back door on the lower level. Please be sure that the bags do not leak on the stairs and carpet and close the trash room door securely.

Kitchen Floor: The floor has to be cleaned with a wet mop to make certain that there are no spills or stains.

Furniture: Replace all pieces of furniture to their proper place and remove all decorations and take them with you.

Rental Equipment: All rental equipment must be removed at the end of the function.

Lock-Up Time: 11:00.

Thank you for your attention and consideration.

Initial _____