

501 Churchville Rd
Bel Air, Maryland 21014



Phone: 410-638-4565
Fax: 410-638-4573
rockfield.manor@comcast.net
www.rockfieldmanor.com

CONTRACT & RELEASE OF LIABILITY FOR SOCIAL EVENTS

Name: _____

Address: _____

Home Phone: _____ Work/Cell: _____

E-Mail: _____ Other: _____

Rental Date: _____ Time Of Event: _____

Number Of Guests: _____

Purpose: _____

Good order and proper decorum will be maintained by all persons participating. The Renter is responsible for the conduct of all persons participating in the event, including guests, musicians, caterers and others.

1. **CAPACITY**

Comfort level is determined by the type of event planned...cocktail, buffet, etc.
Maximum capacity: 100 persons indoor and 150 persons indoor/outdoor event combined.

2. **RENTAL HOURS**

Monday - Thursday 9:00 a.m. to 10:00 p.m.
Friday and Saturday 9:00 a.m. to 11:00 p.m.
Sundays 12:00 Noon to 10:00 p.m.

Alternate times are negotiable, at the discretion of the Owner.

All events are based on four hour time slots, not including times for set up and clean up. Caterer may arrive 1.5 hours before an event to set up and stay one hour after event to clean up. However, all clean up must be completed by 12:00 midnight.

3. **RENTAL FEES

House & Garden: _____

Ceremony: _____

Rental Of Tent: _____

Total: _____

Deposit – 50% of Total: _____
(Non-Refundable)

Rental Of Tent: _____

4. REFUND POLICY: NO REFUNDS

5. MUSIC

The renter is required to meet the following rules for amplified music:

- a. All outdoor speakers shall be placed on the ground/patio on sound mats, which will be provided by the Rockfield Foundation, Inc.
- b. No elevated speakers of any kind are permitted outdoors.
- c. All outdoor speakers shall be pointed towards Churchville Road/Route 22 or towards the Haas Building berm.
- d. Sound levels shall not rise above a reading of 90 on the Rockfield Manor sound meter. The sound meter is to be positioned on the stone wall or elsewhere, as determined by the Rockfield Operations Manager.
- e. If any nearby resident complains about noise during the event contracted for, the Renter will be directed by the Rockfield Operations Manager to turn down the volume on all music and/or emcee’s microphones. If the complaint persists, the Rockfield Operations Manager will call the Bel Air Police. The Officer(s) responding will direct the Renter to turn off all outside music and microphones. Nearby residents shall include, but not necessarily be limited to, those residing on Churchville Road, Courtland Street, Ewing Street, Linwood Court, Linwood Avenue, and Shamrock Road.
- f. All DJ’s and/or musicians shall abide by these rules and by all Town ordinances, including Chapter 10, Article 1 of the Bel Air Town Code entitled “Unlawful Noises”.

** Deposit is due when a contract is submitted; payment in full is due 30 days before event

6. **PARKING**

The area close to Rockfield Manor must be kept clear for emergency vehicles. In addition to designated parking for handicapped, only vehicles displaying parking permits are permitted to park adjacent to the Manor House. Caterers may park trucks and vans next to the garage. All other persons must park in the parking lot behind the house. Additional parking is available in the side lot, which is located at the first right-hand turn after the entrance to Rockfield Manor, off Churchville Road/Rt. 22.

7. **CATERERS**

All caterers must co-sign a copy of this Contract and return a fully executed copy to the Rockfield Operations Manager for the Rockfield Foundation, Inc. five (5) days prior to the event. Caterers shall not be permitted on the premises until a co-signed copy of this Contract has been received. Prior to the event date, all caterers must meet with the Rockfield Operations Manager at the time of the scheduled walk-thru.

8. **RULES OF CONDUCT**

No smoking is permitted inside Rockfield Manor. Smoking is permitted outdoors only. No nails, staples or tape are permitted on mantels, banisters or walls and for weddings, only birdseed and balloons are permitted. Candles are permitted only after they have been enclosed by votives or hurricane covers approved by the Rockfield Operations Manager.

9. **FLOWERS**

To the extent flowers are removed and replaced in connection with an event, such removal and replacement shall be coordinated and approved by the Rockfield Operations Manager. Any artificial flowers temporarily removed shall be replaced exactly as they were in their former position.

10. **CLEAN UP**

The Renter and the caterer are responsible for clean up in accordance with the guidelines attached hereto and incorporated herein as Exhibit A.

11. **INSURANCE**

The Renter shall provide a one day certificate of fire and liability insurance providing coverage of \$1,000,000.00 for both fire and liability and acceptable to the Rockfield Foundation, Inc. for the day of the Renter's event, and shall execute the Release of Liability attached as Exhibit B hereto. The fire emergency plan for Rockfield Manor is attached hereto and incorporated herein as Exhibit C.

12. **DAMAGES**

Renters and caterers are responsible for any damages to the real and personal property of Rockfield Manor and any other damages sustained by the Rockfield Foundation, Inc. as a result of the Renter's occupancy of Rockfield Manor and the property of the Rockfield Foundation, Inc. during the event which is the subject of this Contract. The house, garden and area must be left in the same condition as they were found prior to Renter's event.

Date

Rockfield Manor, Inc.
Operations Manage
Jane Pessagno

Date

Renter

Date

Caterer

EXHIBIT A

CLEAN UP GUIDELINES

Caterer/Renter Responsibilities At Rockfield Manor

Before Renter and caterer vacate the premises, the following inspection will be conducted by a Rockfield staff member.

_____ Remove all containers from the refrigerator, oven, warming unit, table tops and window sills.

_____ All heating units must be turned off.

_____ All items belonging to the Renter must be removed from the House.

_____ Thoroughly wipe down counter tops, sinks, inside and outside of refrigerator, warming unit, oven, and microwave.

_____ All furniture must be left clean.

_____ All floors must be swept or vacuumed clean of debris.

_____ Remove all trash from the House and place in trash cans behind garage. This includes all the trash cans in the House. All cans must be replaced with liners which Rockfield Manor provides.

_____ All chairs and tables owned by Rockfield Manor and located on the premises must be brought inside when the event is over.

_____ All decorations must be taken down and the premises must be left in the condition it was found prior to the event.

EXHIBIT B

RELEASE OF LIABILITY

Release executed for (date of event) _____

By _____

Address _____ herein

referred to as Releasor, to the Town of Bel Air, a Municipal Corporation of the State of Maryland, and Rockfield Foundation, Inc., 501 Churchville Road, Bel Air, Maryland 21014.

I, Releasor, being of lawful age in consideration of being permitted to lease Rockfield Manor for the purpose of _____, do for myself, my heirs, executors, administrators and assigns, hereby release and forever discharge the Town of Bel Air, a Municipal Corporation of the State of Maryland, and/or Rockfield Foundation, Inc., their successors and/or assigns of and from any and every claim, demand, action of whatever kind or nature, either in laws or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur on the premises of Rockfield Manor of the Rockfield Foundation during my occupancy and as a result of participation in any activities in connection with same, whether by negligence or not.

Releasor further states that he/she carefully read the foregoing release and knows the Contents thereof and signs this release as his/her own free act. In witness whereof, Releasor has executed this release at _____ on this date ____/____/____

Signature _____

EXHIBIT C

FIRE EMERGENCY PLAN

ROCKFIELD MANOR
501 Churchville Road
Bel Air, Maryland 21014

1. WHAT TO DO IN CASE OF A FIRE

- a. **EVACUATE** the building by the nearest exit. Close all doors as the last person exits. Close all windows, only if possible.
- b. The Rockfield Foundation Staff person will activate the fire alarm (if it has not sounded).
- c. The Rockfield Staff person will call 911.
- d. Stand clear of the building by 150 feet or more and wait for the Fire Department to arrive.
- e. Do not attempt to de-activate or re-set the alarm.
- f. Do not re-enter the building until it is deemed safe by the senior Fire Department official on the scene.

2. FIRE EXITS

All of the doors shown on the attached Manor House Floor Plans are emergency exits and are to be unlocked at all times during events. Fire evacuation routes to the fire exits are posted on each floor as shown on the attached Fire Evacuation Plans.

3. FIRE EXTINGUISHERS

There are four (4) fire extinguishers in the Manor House, one (1) on each floor and one (1) in the kitchen.

4. FIRE ALARMS

The alarms are wired by phone line into the Fire Department. Regardless of where the fire is, the alarm will sound on all floors.

5. NO SMOKING There is NO SMOKING allowed in Rockfield Manor.

A COPY OF THIS PLAN IS TO BE ATTACHED TO ALL RENTAL CONTRACTS.