

Solomons Pavilion
Calvert Marine Museum
P.O. Box 97
Solomons, Maryland 20688
(410) 326-2042

SOLOMONS PAVILION USE POLICY

Thank you for your interest in the Solomons Pavilion on Solomons Island. The Department of General Services manages the Pavilion for the Board of Calvert County Commissioners. The Solomons Pavilion was designed and created as a focal point for the town of Solomons. This exquisite centerpiece of the Riverwalk project is available for the enjoyment of all residents of Calvert County. The Pavilion may be scheduled for use, by non-profit organizations on a space available basis.

- I. The Pavilion is available for use daily 10:00 a.m. to 10:00 p.m. The Pavilion use area is defined as the Solomons Pavilion (*Adjacent Area of 8-foot wide brick walkway surrounding the north and south sides, and the 20-foot wide brickwalk leading 38 feet in from the sidewalk*). No part of the Riverwalk or sidewalks can be used or blocked.
- II. The Pavilion is not available for private or individual scheduled use.
- III. Conditional and limited use of the Pavilion will be permitted to offer a community service. Pavilion use approval will be based on availability, its physical impact on the structure, and applicable State and County laws.
- IV. Permission to use the Pavilion is granted with the understanding that the user assumes full financial and legal responsibility for any property damage attributed to Pavilion use. The Department of General Services reserves the right to cancel reservations for justified reasons and with adequate notice.
- V. Outdoor noise and/or music shall cease at 10:00 p.m. Noise level must be in keeping with State and County laws and regulations. Maryland State Police and Calvert County Sheriff's Department will monitor outdoor noise.

SOLOMONS PAVILION FEES AND PARAMETERS

- A. **Description:** PAVILION: Octagon shaped at 31.5 feet across (approximately 992 square feet).

Electricity: There are four, 20 amp services, available in the Pavilion.

Sound System: A sound system is available for use in the Pavilion. A \$300 refundable deposit is required, and arrangements must be made to pick up and return the system to the Calvert Marine Museum.

- B. **Reservations:** Reservations should be made by phone to *Calvert Marine Museum, Solomons Pavilion Reservation Office (410-326-2042)* or the *Calvert County Department of General Services (410-535-2997)* as far in advance as possible. A minimum of fourteen- (14) day's notice is required to consider a Pavilion reservation request. After your phone call you will receive a Solomons Pavilion User Packet. Mail your completed *Solomons Pavilion Reservation Request, Agreement for User of Solomons Pavilion*, and if applicable, the sound system request, and deposit (made payable to: Calvert County Treasurer), to the address on the form. Upon receipt of your reservation packet you will be sent a Pavilion Use Confirmation statement.
- C. **Cancellation:** a written notice of cancellation received seventy-two (72) hours in advance of the scheduled event may request a refund of any fees.
- D. **Regulations:**
1. Pavilion us hours: 10:00 a.m. to 10:00 p.m. daily.
 2. Pavilion is not available for private, individual rental.
 3. Food and non-alcoholic beverages may be permitted under special conditions. Alcoholic beverages are prohibited in accordance with Maryland Laws regulating alcohol in open containers in public.
 4. No fires allowed in the Pavilion.
 5. Clean up after the event is the responsibility of the renter and must be accomplished immediately following the event (i.e. removal of tables, chairs, trash and trashcans.
 6. User must provide barriers or otherwise rope-off the area if brickwalk leading to pavilion is to be sued for the event, to prevent cars from crossing over the walkway.

D. **Regulations: (continued)**

7. Adequate trashcans must be provided in relation to the size of the crowd anticipated.
8. County may provide sound system if available.
9. Noise level must be in keeping with State and County laws and regulations.
10. User is responsible for maintaining order at all times.
11. User is responsible for any damage to the facility and may be liable for injury to person attending the event. Users are required to provide adequate General Liability Insurance coverage in the amount of \$1,000,000 naming Calvert County as an additional insured for the event. Check with our insurance carrier. An appropriate Certificate of Insurance shall be delivered to Calvert County five (5) days prior to the event. The County is not responsible for lost, stolen, or damaged articles belonging to others.
12. All vehicles must be parked in marked public parking spaces.
13. Youth organizations using the Pavilion must have at least one responsible adult (21 years of age or older) per fifteen (15) children present at all times.

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SOLOMONS PAVILION RESERVATION REQUEST

Date of request: _____

Organization/individual: _____

Contact person name: _____

Telephone (W): _____ (H): _____

Address: _____

Day: _____ Date needed: _____ Start time: _____ End time: _____ Attendance: _____

Do you need the sound system? _____ Yes _____ No Sound system deposit: \$ _____

1. What will sound system be used for? ___ speaker ___ recorded music* ___ live music**
***You must provide CD or tape player. ** How many microphones do you need?**

2. You must arrange pick-up from George Nichols at the Calvert Marine Museum at (410) 326-2042.

Fee Type: _____ Amount: \$ _____ Clean-up Deposit: \$ _____

Purpose and description of event: _____

Audience (check type): General public _____ Private _____ Other _____

Food/non-alcoholic refreshments: _____ Yes _____ No

To Be Completed by Solomons Pavilion Reservation Office

Request received by: _____ Date received: _____

Deposit received: _____

Insurance Certificate received: _____ Yes _____ No

Posted on pavilion/CMM calendar: _____ Yes _____ No

Approved: _____ Disapproved _____ Date: _____

Calvert Marine Museum Director: _____

Date confirmation sent to requestor: _____

Person to act as liaison: _____

Post/event evaluation:

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AGREEMENT FOR RENTER OF SOLOMONS PAVILION FACILITY

I have read the Solomons Pavilion Fees and parameters statement for: (purpose and date)

_____ I, as user, agree to be liable for all damages which result from the use of the Solomons Pavilion facilities under this Agreement provided such damages are not caused by any act or omission of an agent of the Solomons Pavilion. I agree that Calvert County Board of Commissioners shall not be liable to the user, or to any of the user's employees, or guests, for any injury or damage to persons or their belongings which result from the use of the Solomons Pavilion facilities under this agreement, except as may be caused by an act or mission of any agent of Calvert County Government.

Signature of User

Date

Address

Telephone (W)

(H)

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(410) 326-2042/(410) 326-6691 (Fax)

SOLOMONS PAVILION USE CONFIRMATION

Name: _____ Date of Event: _____

Organization: _____

Address: _____

State: _____ Zip: _____ Phone:(W) _____

Start time of event: _____ End time of event: _____

Type of event: _____

The undersigned confirms the above date for the Solomons Pavilion use. Fees and additional information are as noted:

	<u>Cost</u>	<u>Information Notes</u>
Sound system deposit:	\$ _____	_____
Other:	\$ _____	_____
TOTAL:	\$ _____	

Solomons Pavilion Liaison: _____ Phone: _____ Date: _____

Please return the full payment and signed "Agreement for User" Form!