



Lessee: _____ Type of Event: _____

Event Date: _____ Event Time: _____

Total Rental Fee: _____ + Extra Hours(\$200/hr.) _____ = Room Rental Fee of \$ _____ + \$500 if using outside catering

Rental Agreement for The Oak Room

This agreement made this ____ day of _____, 2026 by and between the Facility and the Lessee certifies that, subject to the terms and conditions herein specified, the Renter shall have access to the Facility on the Event Date.

1. The Facility is the Oak Room, located at 17921 Brooke Road, Sandy Spring, MD, 20860. Rentals of The Oak Room are managed by Renaissance Chef Catering Company. The Facility includes the ball room, break-out room, commercial kitchen with ice machine, elevators, and parking. Tables and chairs for 220 guests are included. Client is responsible for set-up and breakdown of tables and chairs.
2. The Facility is to be used for the purpose of the event noted in this agreement and for no other purpose. The Renter will only have access on the Event Date. The hours of the rental time must be mutually agreed upon in advance of the Event Date. All events must end by 12:00am, however any **music must end by 11:00pm**. If the event exceeds the scheduled time, the Renter will be charged overtime fees of \$500 per additional hour or fraction thereof. Any Renter, reserving the Oak Room on a Holiday will have a \$1000 surcharge added to the final amount owed, regardless of the number of hours contracted.
3. A **non-refundable** deposit of \$500.00 is due at the time of agreement. Pricing for the Oak Room is as follows: Saturday is \$3000, Friday and Sunday are \$2,500, and Monday through Thursday is \$2000 per 8 hours of contracted time, each additional hour (over 8 hours) will be \$200 per hour. The room reservation is not confirmed until the deposit is received. The deposit will be applied to the total rental fee.
4. The total rental fee is _____. The full amount will be due one week prior to the event. If the full amount is not received by this date, the agreement will be terminated, and the deposit will not be refunded. A fee of \$500 is added to the room rental fee for the use of outside caterers. **Caterers may be subject to approval by the Facility and must present a current Food License and Certificate of Insurance. No one is permitted in the kitchen without proper certification by law. Caterers are subject to approval and must provide a certificate of food facility license, if this cannot be provided individuals will not be authorized to be and or work in the kitchen.**
5. Cancellation Policy: If the Lessee cancels the event at any time, for any reason, the deposit will not be refunded. If the event is canceled 91 days or more before the event, any additional

monies paid will be refunded. Within 90 days of the event date, any refunds are subject to the discretion of the Facility. All cancellation requests must be submitted in writing. Refunds will be issued via check to the Lessee name and address on this agreement. Lessee is responsible for notifying the Facility of any changes in address or contact information.

6. Lessee hereby acknowledges receipt of a copy of The Oak Room Rules & Regulations and agrees to abide by all rules and regulations. Lessee is responsible for ensuring the Oak Room is clean and empty upon the conclusion of the rental period including the kitchen space. Any damage, extra cleaning or trash removal may incur additional fees.
7. Lessee hereby agrees to accept full responsibility for all damages to the above described area, as well as all damage to common areas used in conjunction with the area, i.e. restrooms, building entrances, elevators, halls, etc., where such damage is caused by or arises out of Lessee's negligent or willful acts or omissions during its use of the above described area or common areas.
8. Lessee hereby agrees to indemnify and hold harmless, The Oak Room, and their officers, agents and employees, from and against all claims, suits, judgment, expenses, actions damages and costs or whatever types of resulting form of bodily (including death) to any person and/or property damage arising out of or in conjunction with the negligent or willful acts or omissions of Lessee during its use of the above described area.
9. Lessee hereby agrees to abide by all applicable Federal, State, County, and Municipal laws, ordinances and regulations.
10. ALL ALCOHOLIC BEVERAGES at Oak Room must be served by an individual licensed certified bartender. All bartenders need to show proof of certification and approved by Oak Room Staff one day prior to the event.
11. Rentals of The Oak Room are managed by Renaissance Chef Catering Company. Renaissance Chef may be contacted at 301-228-2433 or info@renaissancechef.com. Checks should be made payable to Renaissance Chef Catering Company and mailed to:
Renaissance Chef Catering
244 S. Jefferson Street, Unit C
Frederick, MD 21701
12. This agreement should be deemed to be made in the State of Maryland and shall be construed in accordance with the laws of the State of Maryland. This agreement shall be considered void if not returned within 14 days of receipt.

Signature, Lessee

Printed Name

Date

Lessee Contact Information

Lessee Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Payment Record

Date _____ Amount _____ Type of Payment _____ Balance _____

Date _____ Amount _____ Type of Payment _____ Balance _____

Date _____ Amount _____ Type of Payment _____ Balance _____