



The Town of Bel Air & Bel Air Armory
 37 N. Main Street
 Bel Air, MD 21014
 Julia Potler, Event Manager
 (410) 638-4506 or Cell (443) 752-1412
 jpotler@belairmd.org
 www.belairmd.org

RENTAL APPLICATION

APPLICATION DATE: _____

NAME OF INDIVIDUAL, BUSINESS or ENTITY: _____

TYPE OF ORGANIZATION: INDIVIDUAL or BUSINESS NON-PROFIT (Include Tax ID #) FOR PROFIT GOVERNMENT

CONTACT NAME: _____

CONTACT PHONE: _____

ADDRESS: _____

CONTACT E-MAIL: _____

TYPE OF EVENT: _____

DESIRED DATE(S): _____

START AND END TIMES OF **ACTUAL EVENT**: _____ **OVERALL RENTAL TIME**: _____
(NOTE: Set up+ EVENT+ Clean Up= Overall Rental Time; client is responsible for set up/clean up)

EXPECTED NUMBER OF GUESTS/ATTENDEES: _____

Is this a PRIVATE EVENT (only invited guests may attend)? Or PUBLIC EVENT (general public may come)? _____

WILL FOOD BE SOLD/ SERVED AT EVENT? (If Yes, Health Dept. Approval May Be Required) _____

WILL ALCOHOL BE SOLD/ SERVED AT EVENT? (If Yes, Liquor Board Approval May Be Required) _____

NOTE: This information form is strictly for the purpose of our understanding your needs. No commitment, contractual obligation or consideration is hereby assumed or created by this document. A formal contract, approved by the Town of Bel Air, signed by an authorized representative of your entity and accompanied by a deposit, is necessary to reserve your space and time for the rental of the Armory. Non-profit status achievement (which results in a discount) requires IRS form documentation. If you have any questions or need additional information about this form, please contact Julia Potler at the above number or e-mail address.