

Rising Sun Inn

Rental Terms and Conditions



1. The Inn is available for renting between 10:00 a.m. and 10:00 p.m.
2. Event Capacity is dependent on the type of event and varies from 20 – 50 individuals inside the Inn, while the outside area can accommodate up to 75 guests. Parking onsite is very limited with a capacity of approximately 18-20 vehicles. There is no parking permitted on the driveway loop, the grass, or along the Generals Highway. Larger rental parties may want to consider carpooling or transportation from a secondary parking location. Pets are not allowed.
3. The Inn is not handicap accessible as wooden steps must be used to enter and exit the building.
4. With advanced arrangements, guided tours of the Inn can be provided by one of our trained docents.
5. Only the first floor of the Inn is available for renting; the second floor and basement are not available for rentals or tours.
6. For outdoor events, tents may be used. Tents may not be larger than 10 X 10 without pre-approval by the Fire Marshall.
7. Disposable products are highly recommended due to limited water capacity, and the renting party will be responsible for providing their own plates, glasses, cutlery, and serving pieces. Kitchen clean up space is extremely limited.
8. Due to the unfiltered well water at the Inn, renting parties are encouraged to bring their own bottled water for drinking.
9. Smoking is not permitted anywhere on the property, inside or out.
10. There are no facilities for cooking. Coffee makers can be brought in for brewing coffee or tea.
11. The furnishings are not to be moved from their location, and care must be taken to ensure cups and/or dishes are not directly placed on any of the furnishings without protection.
12. No food items are to be left at the house.
13. All trash, to include the bathroom trashcan, must be emptied and removed from the property. The renter is responsible for all trash removal from the property at the end of the event.
14. When outdoor areas are used for an event, the area should be walked to ensure no trash is left on the grounds.
15. A Rising Sun Inn volunteer will be present at all rental events to include DAR events held at the Inn.
16. Organizations or individuals wishing to rent the Inn for a meeting or event will complete the Rising Sun Inn Rental Request and email it to risingsuninnMD@gmail.com. Please note event start and stop times are to be inclusive of setup and cleanup time.
17. Once notified the Inn is available, the signed Rental Request and Terms and Conditions forms along with the required fee and security deposit are to be returned to secure the date. Checks should be made payable to: Friends of the Rising Sun Inn. Payments made via credit card will be assessed an electronic payment fee of a 5%. To make an electronic payment, use the link found

on the Friends' public website "Rent the Inn" page. Payments not received within two weeks may result in a loss of your requested date. See the fee schedule below.

18. Failure to follow these guidelines could result in a loss of part or all of your security deposit.
19. The rental fee is based on entire rental appeared including setup and cleanup. Events which encompass two rate periods will be prorated accordingly. Events running longer than booking period will be billed the hourly fee plus a late fee charged at a rate of \$35.00 per half hour. Added fees will be deducted from Security Deposit with any additional balance due within 7 days.
20. Use fees are refundable if cancelation is made in a timely manner. If canceled more than 21 days before event, 100% of use fee is refundable. If canceled 15 - 21 days before event, 50% of use fee is refundable. If canceled 8 - 14 days before event, 25% of use fee is refundable. If cancelation is made 7 days or less before event, all fees are non-refundable. When an event is cancelled due to inclement weather and the implementation of the Anne Arundel County Snow Emergency Plan, all fees will be refunded if the event cannot be rescheduled.

Rising Sun Inn Rental Fee Schedule	
Security Deposit	\$225.00
Rental Fee	
- Monday – Friday, before 5:00 p.m.	\$55.00 per hour
- Monday – Thursday, after 5:00 p.m.	\$75.00 per hour
- Friday, after 5 p.m., Sunday & Holidays (up to 6 hour block)	\$450.00 Inn
- Saturday (up to 6 hour block)	\$700.00 Inn
- Weekend or Holiday Events exceeding 6 hours or multi-day events	Negotiated individually
Docent Fee for Guided Tours during event	\$30.00
Photoshoot Fee	\$100.00, up to 2 hrs. with \$40.00 per hour for each hour after
Friends of the Rising Sun Inn Membership Discount	15% off all rental fees, excludes security deposit
Late Fee	\$35.00 per half hour
Electronic Payment Fee	5%

Client:

Print Name

Signature

Date