



EXHIBIT A

Terms and Conditions for Use of Historic Oakland **COVID-19 CONTRACT ADDENDUM**

Client Name: _____ Contract # _____ Rental Date(s): _____

By signing below, I agree to the following terms and conditions for use of **Historic Oakland at Town Center Community Association**. Failure to comply with any of the following may result in immediate termination of the event and forfeiture of the entire rental payment and security deposit.

1. The Executive Director of Town Center Community Association – Historic Oakland (“TCCA-HO”) has ultimate decision-making authority to determine event capacity and if the venue is safe to open on the date and time of your scheduled event. Historic Oakland is a private venue not owned by Howard County.
2. During your rental, you must comply with all current Executive Orders in place by Federal, State, and Local Government agencies, which are subject to change at any time.
3. To review the most current **State of Maryland Executive Order** visit:
<https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

To review the most current **Howard County Executive Order** visit:
<https://www.howardcountymd.gov/sites/default/files/2021-12/EO%202021-17.pdf>

a) **Maximum Capacity**

Historic Oakland is permitted to use the rental space at full capacity. Full capacity is 180 people in or outdoors. When renting Historic Oakland, you cannot combine the indoor and outdoor capacity numbers to exceed 180-person capacity.

b) **Mask/Face Coverings**

As of December 26, 2021, the Howard County Executive issued a mandatory mask mandate for all indoor events and gatherings. Until further notice, masks are **REQUIRED** to be worn at all times when in or on Historic Oakland’s property for all tours, meetings, and events.

c) **Physical Distance**

- Physical distancing of 6-feet apart is *suggested*, but not mandatory, while inside and outside the Manor House.

d) **Vendors, Food and Bar Service**

- Self-serve buffets and food stations are permitted.
- Food providers should use caution when providing food buffet style. It is *suggested*, but not mandatory, to have a staff person monitor the food line to ensure guests are not putting their hands in the food and utensils are handled properly.
- Vendors, servers, and/or wait staff are required to provide their own personal protection supplies.

Subject to change based on the Governor, County Executive and/or TCCA Executive Director’s orders at the time of the event.



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e) Cancellation and Refunds Due to COVID-19

Refunds:

If Historic Oakland is closed by the Federal, State or County government due to COVID-19, you will be permitted a one (1) time reschedule of your original date or you will receive full refund of monies paid at the time of the closure.

Cancellations:

COVID-19 Related: If Client chooses to cancel their event due to their concerns with COVID-19 and Historic Oakland is open and can accommodate said event, refunds will be honored based on the cancellation policy on Page 2 of your Rental Agreement at the time the cancellation is communicated in writing to Historic Oakland. No cancellation requests will be approved within 30 days of the event date.

Non-COVID-19 Related: Cancellations due to non-COVID-19 related conditions will be enforced based on your contract cancellation policy on Page 2 of your Rental Agreement. No cancellation requests will be approved within 30 days of the event date. No exceptions.

All cancellations are required to be submitted in writing to be approved and accepted.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I and any customer, guest or other person that I invite to enter the premises or that participates in an event that I am holding on the premises (“attendees”) may be exposed to or infected by COVID-19 while on the premises, and that such exposure or infection may result in bodily injury, illness, permanent disability, and death. On behalf of the attendees and myself, I/we voluntarily agree to assume these risks and accept sole responsibility for any injury (including, but not limited to, bodily injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or the attendees may experience or incur in connection with out attendance and/or participation in activities at Columbia Association facilities (“Claims”). On behalf of the attendees and myself, I/we hereby release, covenant not to sue, discharge, and hold harmless the Town Center Community Association - Historic Oakland, Columbia Association and their directors, officers, employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

All other provisions of the Rental Contract remain in full force.

I have read and understand all the provisions as detailed above.

Contract Holder – Printed Name

Contract Holder – Signature

Date

(END OF AGREEMENT)

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