



## 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 restrictions 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/Branches/County-Executive/Legislative-Matters>

a) **Maximum Capacity**

As of November 23, 2020, for any event, either inside or outside the house, the State of Maryland and Howard County dictate the following laws/orders are in effect:

- Indoor gatherings: no more than 10 people allowed (guests, vendors and staff)
- Outdoor gatherings: no more than 25 people allowed (guests, vendors and staff)
- All events must be appropriately social distanced at tables and/or in total in any space within the Manor House at any time.

Note: When renting Historic Oakland, you cannot combine the indoor and outdoor numbers to make a 35-person event. If you rent the outdoors, you are restricted to the outdoor space ONLY.

b) **Mask/Face Coverings**

- *All guests over the age of 5 are required to wear a mask at all times* whether in or on Historic Oakland property, except when eating or drinking.
- For use of the *exterior* of the building, gardens, patios and parking lots, *masks are required at all times* of all guests, staff and vendors.
- All food and beverage vendors, servers, and/or wait staff are *required to wear a mask and gloves at all times*.
- Oakland staff are *required to wear a mask at all times*.

c) **Physical Distance**

- Physical distancing of 6-feet apart must be maintained at all times both inside and outside the Manor House.
- Floor plans with tables and chairs must be set up 6 feet apart with a limit of 6 people at each table.
- Individual chairs with no tables must be set 6 feet apart.

*Subject to change based on the Governor and/or County Executive's orders at the time of the event.*



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

- Vendors, servers, and/or wait staff are required to provide their own personal protection supplies.
- No self-serve buffets or food stations are permitted. Buffets are only permitted if the food is served by a professional server wearing gloves and a mask, not by individual guests.
- Cafeteria-style food and beverage service are permitted whereby a caterer/server with mask and gloves serves the guest AND there is an appropriate barrier between the server and guest. Barrier could include tables, sneeze/cough guards or other equipment that provides appropriate protection.
- Cake must be plated and served by a professional server wearing gloves and a mask, not by individual guests.
- No bar service with guests standing in line to get a drink is permitted. If bar service is requested, the bartender is required to bring the drinks to the guests.

e) **Event Contact:**

Client must identify an individual at the event as the point person for COVID regulation control. This person must ensure all vendors and guests are in compliance with all COVID state laws, executive orders and guidelines including enforcing wearing of masks and temperature readings as guests arrive. If a guest or vendor refuses to wear a mask or have their temperature taken, they will be asked to leave the premises to ensure the safety of other guests and staff.

**COVID Control Contact Person:** This person should not be the bride, groom and/or guest of honor. This should be someone that would be a point person that is not heavily involved in any of the festivities.

Name (printed)	Cell Number
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f) **Cancellation, Rescheduling, Refunds Due to COVID-19**

**Rescheduling:**

Rescheduling your event date due to COVID-19 is permitted only 1 time and must be rescheduled for within 1 year of the date you requested to reschedule. Payment schedule due dates are based on original contract parameters. If at any time after 1 rescheduled date the client cancels their event, all monies paid will be lost.

**Refunds:**

If Historic Oakland is closed by the Federal, State or County government due to COVID-19, 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 to Historic Oakland.

**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 exceptions.

*All rescheduled event dates and/or cancellations are required to be submitted in writing to be accepted.*

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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 our 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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# HOWARD COUNTY RESTRICTIONS

StayCOVIDSafe

11.23.2020



Calvin Ball  
Howard County Executive

**10** person gathering  
limit indoors

**25** person gathering  
limit outdoors

Under the Executive Order, social gatherings include:

Family Gatherings

Parties

Cookouts

Parades

Festivals

Conventions

Fundraisers

Other gatherings not associated with operating or patronizing a business that sells merchandise

**\*New\* - Effective Friday, Nov. 27th at 5:00 p.m.**

**limits also include:**

Weddings

Recreational sports & programs

Social/fraternal organizations & association clubs

*Subject to change based on the Governor and/or County Executive's orders at the time of the event.*

Historic Oakland at Town Center Community Association  
5430 Vantage Point Road, Columbia, MD 21044  
410-730-4801 – historic-oakland.com