



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**. 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. 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.
2. Pursuant to the **State of Maryland Executive Order 20-08-03-01** issued **July 29, 2020**, the following restrictions apply:

a) **Maximum Capacity:**

For any event, either inside or outside the house, the State of Maryland and the CDC dictate 50% of room capacity is permitted.

Inside Manor House: Maximum of 56 guests, vendors, and staff appropriately social distanced at tables and/or in total in the room at any one time.

Outside Under Rental Tent (40' x 60'): Maximum of 90 guests, vendors, and staff at any time.

Individual Room Capacities:

Main Level Ballroom: Maximum of 40 guests, vendors, and staff appropriately social distanced at tables and/or in total in the room at any one time.

Veranda: Maximum of 16 guests, vendors, and staff appropriately social distanced at tables or in total at any time.

Magnolia Room: Maximum of 40 guests, vendors, and staff appropriately social distanced at tables and/or in total in the room at any one time.

Sterrett Room: Maximum of 16 guests, vendors, and staff appropriately social distanced at tables and/or in total in the room at any one time.

Library and Ridgely Rooms: Maximum of 10 guests, vendors, and staff appropriately social distanced at tables or in total at any one time.

Town Center Room: Maximum of 20 guests, vendors, and staff appropriately social distanced at tables or in total at any one time.

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

b) **Mask/Face Coverings**

All guests over the age of 5 are required to wear a mask *inside* the facility, except when eating or drinking.

For use of the *exterior* of the building, gardens, patios and parking lots, masks are ALSO required of all guests, staff and vendors when 6-foot social distancing requirements cannot be adhered to.

Oakland staff are required to wear a mask at all times.

All food and beverage vendors, servers, and/or wait staff are required to wear a mask and gloves at all times.

c) **Physical Distance**

Physical distancing at 6-feet apart must be maintained at all times both inside and outside.

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.

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

Vendors, servers, and/or wait staff are required to provide their own personal protective 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 Person: _____
Name (printed) Cell Number

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

f) **Cancellation, Rescheduling, Refunds**

Reschedule: Rescheduling your event date 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 due to COVID-19 Closure: If Historic Oakland is closed by the government, you will receive full refund of monies paid at the time of the closure.

Cancellations: Cancellations due to non-COVID-19 related conditions will be enforced based on your contract cancellations policy on Page 2 of your Rental Agreement. No exceptions.

Cancellations due to COVID-19: 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.

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)

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

Town Center Community Association
5430 Vantage Point Road, Columbia, MD 21044
410-730-4801 – historic-oakland.com
8/18/2020