

Maryland Center for the Arts' Bear Legacy Adventure Trail

Event Request Form

Filling out this event request form to use the Maryland Center for the Arts (MCA)'s Bear Legacy Adventure Trail does not guarantee approval of your event. You must receive approval in writing from MCA before moving forward in any planning or marketing of your event.

If your event is approved, you agree to provide to MCA:

1. Certificate of Liability Insurance for Commercial General Liability on an occurrence basis, with limits of \$1,000,000 per occurrence, \$500,000 damage to premises, \$20,000 medical expenses, \$1,000,000 personal injury, \$2,000,000 aggregate and \$2,000,000 products – COMP/OP AGG, and will name the Maryland Center for the Visual and Performing Arts, Inc as an additional named insured, with an insurance carrier acceptable to MCA. A waiver of subrogation in favor of Maryland Center for the Visual and Performing Arts, Inc should be included as well. The organization shall provide this certificate of liability insurance and waiver at least five business days prior to the scheduled event. In the event the certificate of insurance is not provided as required herein, the Event shall be cancelled.

2. If needed, the organization shall have each participant and volunteer sign the Release of Liability form provided by MCA prior to the event.

3. The organization shall pay a refundable security deposit and a usage fee (amounts will be determined based upon event details and if organization is a nonprofit, and a contract agreement will be provided by MCA for the organization to sign prior to scheduling the event.)

Name of Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Event Name and Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Your Event (please include set-up time and clean-up time). If your event occurs across multiple days, please include all dates and times.

\_\_\_\_\_

Number of people anticipated to attend/participate in your event? \_\_\_\_\_

Will there be Live Music or Sound Amplification at your Event? If so, please describe in detail:

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**MCA has a Leave No Trace policy.** All event supplies and trash must be collected and disposed of after the event. The Property is to be left in the same condition as found at the beginning of the Event. In the event of damage to the property, clean-up is required and/or trash must be removed after the event, then MCA will bill the organization the cost and expense thereof, in which event payment is due within 10 days of the date of the invoice. Invoices not paid within 10 days will bear interest at 18% per annum.

**By signing this Event Request Form, I certify I am an authorized representative of the organization requesting to use the Bear Legacy Trail for an event.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title with Organization

\_\_\_\_\_  
Date

Please email your Event Request Form to Amanda Pugh, MCA Operations Manager, at [apugh@mdcfa.org](mailto:apugh@mdcfa.org) at least 30 days prior to your requested event date. Contact Amanda Pugh with questions at 443-567-5216.