



## Dressing / Sitting Room Details & Guidelines

Port Annapolis Marina (“PAM”) management has the right to change and improve the guidelines at any time with the intentions to insure comfort, safety, and pleasure are maintained while protecting the site and its amenities. If you have any questions after reading these guidelines, please feel free to ask.

- ❖ The Dressing/Sitting Room is for the Event Contract name(s) only.
- ❖ The Dressing / Sitting Room may be occupied as early as the Contracted Event date and time and must be vacated by the end of the event same day, contracted time.
- ❖ The access key given is designed to ensure that no unauthorized person without permission may enter the Dressing / Sitting Room. It is imperative that the door locks be utilized correctly, and consistently, for your protection and personal belongings.
- ❖ Vendors and caterers are not allowed to prepare, set up within, store any catering items or change clothes, etc. within the Dressing / Sitting Room.
- ❖ NO SMOKING ALLOWED OF ANY KIND in the Dressing / Sitting Room or on the decks. We have provided the site with outside ashtrays to dispose cigarette litter.
- ❖ The Dressing / Sitting Room, decks and contents MUST be left in as good, clean condition as that in which it was rented.
- ❖ If you move the furniture in the room, it is your responsibility to put the Dressing / Sitting Room back in its original state.
- ❖ Remove ALL trash, food, empty bottles and boxes disposing them in the outside dumpster. Please find extra bags in the bottom of the receptacles or under the sink.
- ❖ ALL personal belongings and decorations must be removed at the end of the event.
- ❖ “PAM” will not be responsible for any lost or stolen articles.
- ❖ “PAM” is not responsible for any outside vendor equipment rented by you or through an Event Coordinator, Caterer or Vendor. Outside rentals must not be stored in the room, before or after an event.
- ❖ Animals are prohibited in the Dressing / Sitting Room.
- ❖ All events will be required to purchase a “Special Event Liability Insurance Policy” to include “Host Liquor Liability” if beer, wine, or spirits are served.
- ❖ We have equipped the room with a small refrigerator, ironing board and iron for your use. Please make sure the refrigerator is emptied of your belonging and the iron is unplugged.
- ❖ Turn off all lights and television.
- ❖ All doors and windows must be securely closed and locked. The access key must be returned to the manager on duty or left on the table locked in the room at the end of the Contracted Event date and time.

Labor by P.A.M. to execute any of these guidelines or clean beyond normal wear and tear conditions, will forfeit the \$500.00 security deposit.