



MARYLAND · HISTORICAL · SOCIETY

201 West Monument Street • Baltimore, MD 21201-4674
410-685-3750 • www.mdhs.org

Facility Rental Agreement

Rental Agreement Date: Click here to enter a date. **Client:** Click here to enter text.

Contact Phone: Click here to enter text. **Client Email:** Click here to enter text.

Event Title: Click here to enter text. **Event Date:** Click here to enter a date.

Event Start Time: Click here to enter text. **Event End Time:** Click here to enter text.

Setup Time: Click here to enter text. **Wrap-up Time:** Click here to enter text.

Number of Guests: Click here to enter text. **Rental Spaces:** Click here to enter text.

Room Setup Style: Click here to enter text. **Rental Total:**

This signed rental agreement and a non-refundable 50% deposit is required within two weeks after receipt of agreement in order to secure date and venue. Rentals contracted fourteen days or less prior to the scheduled event date must be paid in full at the time of contract signing. If paying deposit by credit card, please complete the attached credit card authorization form and submit with your signed rental agreement. The remaining balance is due at least two weeks prior to the event.

- The Client must provide a copy of a signed caterer contract 90 days prior to event. If Client fails to provide the signed contract, the Maryland Historical Society may cancel the event.
- If the Client must cancel an event written notice must be given to the Maryland Historical Society.
- If the Client needs to cancel the event, the event may be rescheduled on any available date up to one year of the original event date. Any monies paid on the event will be applied towards the rescheduled event.
- If the remaining balance has not been paid two weeks prior to the event, the Maryland Historical Society can cancel the event.

The Client will adhere to the following conditions:

- All event plans are subject to the approval of the Maryland Historical Society (MdHS). An agenda for the event must be provided at least two weeks prior to the event. The MdHS reserves the right to a) disallow any plans that may compromise the security or integrity of the collection or reflect unfavorably upon the Society itself b) cancel, without notice, any event that has been misrepresented by the client.
- All events are for a four hour duration which includes three hours for set-up and one hour for break down. Any additional hours are charged \$300 per hour. Unless otherwise approved, all events must end by 11pm.
- Bars and any music i.e. DJ's, bands, etc. must cease one half hour before the event ends.
- The Client assumes liability for loss or damage to Maryland Historical Society property that results from its use of the facility. The Client also assumes responsibility for the behavior of its guests and for the consequences of that behavior while on the premises. Lastly, the client agrees to hold the MdHS harmless for loss or damage to the person or property of its guests while on-site.
- All advertising materials for the event, including invitations and other printed material, programs and social media posts, must incorporate the full name of the Maryland Historical Society (no abbreviations). All printed materials must be approved by the MdHS.
- All decorations are subject to the approval of the Maryland Historical Society. Decorations may not be affixed to any walls or collection objects in the museum. Confetti and glitter are not permitted on both clothing and decorations.
- Guest access is limited to pre-designated areas within the facility.
- Food and beverages are permitted in pre-approved areas only and are strictly prohibited in the museum galleries. The Client assumes liability for loss or damage to Maryland Historical Society property that results from its use of the facility. The Client also assumes responsibility for the behavior of its guests and for the consequences of that behavior while on the premises.
- MdHS prohibits the use of red wine, red sauces, berry juices and any other strong color foods and beverages inside the building due to the likelihood of property damage. If the client chooses, red wine may be served only in exterior locations like the Monument Street Garden and the Meyerhoff Courtyard. Should wine spilling and/or spotting occur, MdHS shall require professional cleanup that will result in an additional \$400 charge to the Client at the conclusion of the event. In situations where the initial professional cleanup does not restore the facility to pre-event conditions, the Client will be responsible for all costs associated with the restoration and/or repairs or possible replacement of the damaged areas.
- The client agrees to hold the MdHS harmless for loss or damage to the person or property of its guests while on-site.

- The client agrees to provide an on-site security guard for (a) events taking place solely indoors with 150 or more attendees or (b) event that are taking place in a combination of outdoor and indoor rental spaces. The security guard must be onsite at least 30 minutes prior to event start time in order to receive a brief tour and instruction from the Event Coordinator.
- The client is required to provide a certificate of insurance to cover liability. The insurance should cover bodily injury liability coverage of \$1,000,000 for each occurrence and property damage liability coverage of \$1,000,000 for each occurrence. Proof of insurance will be provided to MdHS at least three weeks prior to the event. The Maryland Historical Society must be named as additionally insured under the policy for the duration of the event.
- Candles and other sources of open flame are prohibited from inside use. Outdoor use of candles is with prior permission only. Outdoor use of candles must meet the fire marshal's standards, where the candle must be glass encased and the flame must be at least 1 ½ inches below the rim of the glass container. Battery operated candles are recommended if candles are to be used as decoration.
- Photography for the event is permitted in designated areas only.
- While the Maryland Historical Society offers a coat rack for its guests' use, the MdHS does not, however provide coat check service. The MdHS bears no responsibility for items left on the coat rack.
- The Maryland Historical Society does not offer valet parking. The MdHS bears no responsibility for those vehicles parked in its lots. For large events it is strongly recommended that the client secure a valet company to assist with parking.
- Smoking is strictly prohibited in all indoor areas of the Maryland Historical Society.
- All flower decorations must come from a florist and must be approved by the Maryland Historical Society. Disposal or pickup of arrangements must be determined beforehand and met with approval by the MdHS.
- All rental items must be removed from the premises at the conclusion of the event unless the Museum Rentals Manager has approved their overnight storage. The MdHS is not liable for any rental items left overnight.
- A current copy of a band's or DJ's certificate of insurance must be provided to the Maryland Historical Society. The MdHS reserves the right to ask to lower the volume at any point to secure the safety of the collections and building.

Clients are required to use Chef's Expressions for any catering event at MdHS. It is the responsibility of the client to make all arrangements for food, drink and event furniture service through this caterer. Client and caterer must adhere to the following conditions during this rental:

- A current copy of the caterer's certificate of insurance must be provided to the Maryland Historical Society.
- A walk-through with the Maryland Historical Society and the caterer must be scheduled and completed at least two weeks prior to the event.
- The caterer must schedule and adhere to agreed upon set-up and departure times. Set-up in public areas of the museum is not permitted during regular business hours without prior approval.
- All deliveries must enter and exit through the south west access door. Doors may not be left opened without approval.
- Cooking on the premises is prohibited. Warming cabinets and sterno are approved for use in limited areas. The use of propane is not permitted.
- All types of candles and other sources of open flame are prohibited inside. Outside use of candles is permitted with prior approval only. Outdoor use of candles must meet the fire marshal's standards; where the candle must be glass encased and the flame must be at least 1 ½ inches below the rim of the glass container. Battery operated candles are recommended if candles are to be used as decoration.
- The use of MdHS supplies and equipment is prohibited without prior permission.
- The caterer must have a liquor license if alcohol is to be served and there is a monetary transaction (cash bar, ticketed event). Should the caterer not have a liquor license it is the responsibility of the client to procure one.
- Food and beverages are permitted in pre-approved areas only and are strictly prohibited in the museum galleries. The Client assumes liability for loss or damage to Maryland Historical Society property that results from its use of the facility. The Client also assumes responsibility for the behavior of its guests and for the consequences of that behavior while on the premises.
- MdHS prohibits the use of red wine, red sauces, berry juices and any other strong color foods and beverages inside the building due to the likelihood of property damage. If the client chooses, red wine may be served only in exterior locations like the Monument Street Garden and the Meyerhoff Courtyard. Should wine spilling and/or spotting occur, MdHS shall require professional cleanup that will result in an additional \$400 charge to the Client at the conclusion of the event. In situations where the initial professional cleanup does not restore the facility to pre-event conditions, the Client will be responsible for all costs associated with the restoration and/or repairs or possible replacement of the damaged areas.

- The caterer must provide ample busing, drop tables and clean up service as needed to maintain a safe and sanitary environment throughout the course of the event, and in accordance with the instructions of the Maryland Historical Society. All catering staff should be appropriately, consistently and neatly attired.
- The caterer must remove all garbage from the premises at the conclusion of the event. The Maryland Historical Society's dumpster is only available for disposal at the permission of the Museum Director. A \$175.00 fee will be assessed to the catering company should this directive be ignored.
- The Maryland Historical Society is not liable for any equipment, glassware, personal items, etc. left after the conclusion of the event.
- The menu for the event is subject to the approval of the Maryland Historical Society. A copy of the menu must be presented to the MdHS to be approved at least two weeks prior to the event.
- The Caterer and/or Client assume responsibility and liability for illness resulting from the serving of food and drink at the Maryland Historical Society and will hold the MdHS harmless in all respects.

Signing below will confirm that all conditions as stated above have been read, understood and accepted.

Client Signature

Date

MdHS Representative

Date

Please Sign, date, and return to:

Scott Rubin - Museum Rentals
Maryland Historical Society
201 West Monument Street
Baltimore, MD 21201

410.685.3750 ext. 336
Fax 410.385.2105
srubin@mdhs.org