



MARYLAND · HISTORICAL · SOCIETY

201 West Monument Street • Baltimore, MD 21201-4674
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Private Event & Facility Rental Agreement Contract

Rental Agreement Date:	«Rental_Agreement_Date»	Client/Organization:	«OrganizationClient_Name» - «Contact_Name»
Contact Phone:	«Contact_Phone»	Contact Email:	«Contact_Email»
Event Title:	«Event_NameTitle»	Event Date:	«Event_Date»
Setup Time:	«Event_Setup_Time»	Start Time:	«Event_Start_Time»
End Time:	«Event_End_Time»	Wrap-Up Time:	«Event_Wrap_Time»
Number of Guests:	«Number_of_Guests»	Rental Space:	France Hall and T&H Lobby
Room Setup:	To Be Determined	Rental Total:	\$«Rental_Total»

This signed rental agreement is made between the Maryland Historical Society (MdHS) and the «OrganizationClient_Name» (Client) on «Rental_Agreement_Date». In order to book an event and rent space at MdHS, Client must sign this agreement and pay a non-refundable 50% deposit of \$«Deposit_Total» within one week of rental agreement date by «Deposit_Due_Date». Rentals contracted fourteen days or less prior to the scheduled event date must be paid in full at the time of contract signing. Payments may be made by check, by cash when paying in person in our museum gift shop, or by credit card. The remaining balance of \$«Balance_Total» is due at least two weeks prior to the event date by «Balance_Due_Date». If the balance is not paid by this date, MdHS reserves the right to cancel the event.

Rental Policies & Guidelines

By initialing each paragraph below and signing at the end of this document, Client acknowledges that they have read and agree to follow all museum rental policies and guidelines.

_____ **Event Duration, Set Up & Breakdown**

- All rental events, unless otherwise specified on page one of this agreement, are for a four hour duration. For a standard four hour event time, Client will be provided three hours of set up time before the event starts and one hour of break down time at the conclusion of the event. The Client is responsible for ensuring all vendors are aware of these times. The amount of set up and break down time for events lasting less than four hours will be reflected on this agreement.

- An event schedule and floorplan must be submitted for approval to MdHS no later than two weeks before an event. All event plans are subject to the approval by MdHS. MdHS reserves the right to a) disallow any plans that may compromise the security or integrity of the building and/or collection or reflect unfavorably upon MdHS itself and b) cancel, without notice, any event that has been misrepresented by the client.
- Drink service, bars, and any entertainment services, including music, must cease one half hour before the event end time.
- Unless given other written direction, all vendors are to load into the building through the house right rear door of France Hall. Client is responsible for coordinating vendor drop off and delivery times to ensure all load in can be completed during the set up window.
- Client and vendors are responsible for all set up and breakdown of the contracted event space and returning the space to the same condition it was in prior to the event set up time. This includes table and chair set up, removing trash, vacuuming, and cleaning floors. Failure to return the event space to its pre-event condition will result in a fee of \$350 being billed to the Client on a separate invoice after the event.
- All vendors and guests must have left the property by the wrap-up time specified on page one of this agreement. MdHS will charge a fee of \$500 per hour, rounded up to the next closest hour, to the Client for any additional time after the wrap-up time that vendors are on site. If needed, this charge will be billed to the Client on a separate invoice after the event.

Cancellation & Rescheduling Policy

- While the 50% deposit payment is non-refundable, the remaining balance will not be due if notice is given at least two weeks prior to the event date.
- If event is cancelled within the two week time period before an event and after the balance has been paid, no fees paid to the museum will be refunded.
- Client has the option to reschedule their event on an available date that the museum can accommodate within the same fiscal year. Any fees paid towards the event will be applied towards the rescheduled event. If Client fails to reschedule an event within that time frame, no fees paid to the museum will be refunded.

Advertising and Decorations

- All advertising material for the event, including invitations, programs and/or other printed material, as well as social media posts, must incorporate the full name of the Maryland Historical Society (do not abbreviate MdHS). All printed material must be approved by MdHS ahead of any event and copies of these materials must be provided to MdHS at least two weeks before any event for its records. Client must get invitation design approval prior to sending.

- All decorations are subject to the approval of the MdHS Private Events Manager and must be discussed during the final event walkthrough.
- Decorations are limited to the contracted event area and may not be affixed to any walls or collection objects in the museum. The following items are not permitted: glitter, confetti, rice, stickers, tinsel, silly string, potpourri, smoke and fog machines. Per Baltimore City fire code, sparklers are also not permitted.
- Open flame candles, fire pits, fire performances and fire of any kind of not permitted. LED or battery operated candles/lanterns are permitted.
- Floral decorations must come from a florist and must be approved by MdHS Private Events Manager by the time of the final event walkthrough. Drop off, disposal of and pick up arrangements must be worked out with the florist to fit within the set up and wrap up times of the event. Potted plants, trees, branches, or anything with soil, dirt or moss are not permitted.
- Drop off and pick up of all rental items must be done in the times allotted on page one of this agreement. All rental items must be removed from the premises at the conclusion of the event. MdHS does not provide any advance storage of materials before an event or storage of materials after an event has concluded. If any items are left on site at conclusion of the event, MdHS reserves the right to dispose of these items as it sees fit.

Catering & Food/Beverage Service

- All Clients, unless given written notice, must use MdHS's official caterer, Chef's Expressions, for any catering events held on site. It is the responsibility of the Client to make all arrangements for food, beverages, service, and event furniture through Chef's Expressions.
- A walkthrough with the MdHS Private Events Manager must be scheduled and completed with the Client, Caterer and other participating vendors no less than two weeks before any scheduled event. It is up to the client to organize having all participating vendors in attendance. A final menu for the event must be submitted to MdHS at the time of this walkthrough for approval.
- Client must provide MdHS a copy of their signed catering contract 30 days prior to their event. Failure to provide signed contract may result in MdHS cancelling the event with no refund of any fees paid by the Client.
- Food and beverage service are permitted only in pre-approved areas and are strictly prohibited in museum galleries and must be served by the catering staff.
- 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 any MdHS staff. All catering staff should be appropriately and neatly attired.

- 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 surface staining and damage. These items are permitted to be served during outside rentals. Should any surface staining occur, MdHS will schedule a professional cleaner after the event and Client will pay a cleanup fee of \$400 that will be billed to Client on a separate invoice after the event. If the professional cleaning does not sufficiently restore the surface to pre-event conditions, the Client will be held responsible for all costs associated with restoration, repairs and/or possible replacement of the damaged surface.
- Any alcoholic beverages must be served by catering staff with a liquor license. Self-service alcoholic beverage stations and bottles left at tables for self-pour are not permitted.
- MdHS forbids service of alcohol to anyone under the age of 21 or to anyone who appears to be intoxicated. The Client assumes responsibility for the behavior of their guests and for the consequences of that behavior while on the premises. Client will be held responsible for any loss or damage to the property or collection as a result of the negligence or willful misconduct of Client or its guests during the event, whether or not the Client's liability insurance for the event agrees to cover the loss or damage.
- All catering and other vendor deliveries must be made through the house right rear door of France Hall. The caterer must be made aware of set up and wrap up times and must schedule and adhere to in order to permit other vendors to load in.
- Cooking on the premises is prohibited. Warming cabinets and sterno are approved for use in pre-approved areas only.
- The caterer must remove all garbage from the premises at the conclusion of the event. The on-site MdHS dumpster is not permitted to be used for catering or event trash disposal. A \$250 fee will be billed after the event to the catering company should this directive not be adhered to.
- The caterer and/or Client assume responsibility and any liability for illness resulting from the serving of food and/or beverages at MdHS and will hold MdHS harmless in all respects.

Insurance & Liability

- The Client is required to provide a certificate on insurance to cover liability. The insurance should cover bodily injury liability coverage of \$1,000,000.00 for each occurrence and property damage liability coverage of \$1,000,000.00 for each occurrence. Proof of insurance must be provided to MdHS at least three weeks prior to the event. MdHS reserves the right to cancel any event if this information is not received on time with no refund being issued for any fees paid. The Maryland Historical Society must be named as "additionally insured" under the policy for the duration of the event.
- The Client assumes liability for loss or damage to MdHS property that results from its use of the facility. Client will be held responsible for any loss or damage to the property or

collection as a result of the negligence or willful misconduct of Client of its guests during the event, whether or not the Client's liability insurance for the event agrees to cover the loss or damage. The Client agrees to hold MdHS harmless for loss or damage to the person or property of its guests while on site.

Photography

- Photography for events are permitted only in designated areas that are decided upon during the final event walkthrough.
- No flash photography is permitted in areas where paintings are on display.
- Museum objects may not be used as "background" for photographs unless approved by museum staff prior to the event.

Music, Entertainment & Lighting

- A copy of a band or DJs certificate of insurance must be provided to MdHS no less than two weeks before the event time.
- Volume reduction must be implemented, if requested by any MdHS staff member at any point during the event. There should be no excessive noise or vibration due to music.
- All entertainment services must cease one half hour before the event end time.
- MdHS does not provide a greenroom/dressing room/breakroom for any performers unless the appropriate space has been included in the event rental. It is up to the Client to make sure any entertainers are aware of this ahead of time as space may not be available to be added the day of the event.

Parking

- MdHS will allow event guests to park vehicles in its parking lot on a first come first served basis. MdHS bears no responsibility for those vehicles in its parking lot. During day time rentals, parking spaces may be limited due to staff and visitor parking on site. It is the responsibility of Client to secure offsite parking in they feel it will be needed.
- MdHS takes no responsibility for coordinating guest parking and for large events, it is strongly recommended that the client secure a valet company to assist with coordinating the parking lot. Client must select a valet service off of the official MdHS vendor list.
- At the conclusion of an event, all vehicles must be out of the lot by the wrap up time outlined on page one of this rental agreement. Vehicles left in the lot after the wrap up time may be locked in or towed away at the expense of the vehicle owner.

Miscellaneous

- Smoking is strictly prohibited in all indoor areas. Clients should work with Private Events Manager if a designated outdoor smoking area needs to be established prior to the event.
- Guest access is restricted to the pre-designated areas laid out before the event. Guests who trespass in unauthorized sections of the building will be required to leave the event.
- MdHS offers a coat rack that guests can use located by the Visitor Services desk at the entrance to the building. There is no coat check room available. MdHS bears no responsibility for items left at the coat rack or for items that may be taken by other guests.
- Client may not use rented space for the application of makeup or for hair styling. Aerosol hairspray and airbrush makeup are not permitted to be used inside the building at all.
- Wedding rehearsals are included in the rental fee as long as the wedding has a ceremony and reception onsite. The rehearsal will be scheduled at the discretion of the MdHS Private Events Manager during open Museum hours. If an afterhours rehearsal time is requested and can be accommodated, Client will be billed time for an additional charge of \$350.00 per hour that will be billed to Client on a separate invoice.

MdHS retains the right to cancel an event at any time if the policies outlined in this rental agreement are not adhered to.

Signing below will confirm that all conditions as stated above have been read, understood and accepted. Client agrees to abide by all MdHS policies as outlined above by signing below:

Client Signature

Date

MdHS Private Events Timeline

Please reference the below timeline so you can keep track of when the necessary paperwork and documentation regarding your private events rental will be due to the MdHS Private Events Manager. It is up to you as the Client to ensure you get this information submitted on time. Failure to provide this information on time has the potential to cause your event to be cancelled or rescheduled.

- Signed Rental Agreement Due – 1 week after receiving Rental Agreement
- Non-refundable Rental Deposit Due – 1 week after receiving Rental Agreement
- Catering Agreement Due – 30 Days before Event
- Balance Payment Due – 2 weeks before event
- Certificate of Insurance (COI) Due - 2 weeks before event
- Event Schedule & Floor Plan - 2 weeks before event
- Advertising Material - 2 weeks before event or earlier if needed for invitations
- Security Arrangements - 2 weeks before event
- Band/DJ Certificate of Insurance - 2 weeks before event
- Walkthrough with Caterer and Vendors - 2 weeks before event