

PRIVATE EVENT CONTRACT

DATE OF EVENT: _____ TIME: _____ - _____
EVENT: Wedding Reception Dinner Cocktails Other

CLIENT(S): _____
ADDRESS: _____

TELEPHONE NO.: _____
EMAIL: _____

NAME OF LIAISON: _____
TELEPHONE # W: (____) _____ H: (____) _____
EMAIL: _____

COSTS:
No. of hours _____ X \$ _____ = \$ _____ *
Other _____ = \$ _____
Deposit due by _____ = \$ _____
Balance due by date of event = \$ _____

Overtime will be billed after the event at the rate of \$100/hour.

The undersigned ("the Client") confirms the above date for a _____ at the Fire Museum of Maryland ("the Museum") and has read and understands the attached policies and procedures governing the use of the facility. When duly signed by authorized representatives of the Museum and the Client, and the deposit received by the Museum, this contract shall be binding between the aforementioned parties as specified in this agreement.

Fire Museum Representative

Client

DATE

DATE



CATERER*

Name: _____
Address: _____
Phone #: _____
Contact: _____

RENTAL COMPANY

Name: _____
Address: _____
Phone #: _____
Contact: _____

MUSICIAN*

Name: _____
Address: _____
Phone #: _____
Contact: _____

*Certificate of Insurance Required in Advance of the Event

PROCEDURES

COSTS

- 1) A deposit of one-half the rental fee is to be made when the facility is reserved. Three (3) months in advance of the event is normally recommended. Balance of payment must be made prior to the arrival of guests for the event.
- 2) The rental fee includes the use of the Fire Museum's parking lot for placement of the tent(s) and automobiles, tours of the Museum, and the use of the rest rooms by guests and caterers.
- 3) In the event of cancellation by the client, one-half of the rental fee deposit will be returned, provided that the cancellation notice is given no later than two (2) weeks prior to the reserved date.
- 4) The Museum reserves the right to cancel the event due to circumstances beyond their control (hurricane, fire, or other acts of God).

THE SITE

- 1) The client must provide the Fire Museum representative with full details of the function, and must advise that person in advance of any extraordinary measures or changes in plan.
- 2) Because of the residential neighborhood to the rear of the Fire Museum, all events must end by 11 p.m. This includes caterer's clean-up time.
- 3) Fire Museum representatives will be present to oversee the comfort of the guests attending the event and to see that the policies stated are adhered to and that the museum is not misused by guests or outside staff. They are not available to serve, set up or clean up.
- 4) One person shall be appointed by the client to serve as liaison with the Fire Museum's representative. This person will be responsible for contact during the event and will assist the Museum's representative in dealing with unexpected situations.
- 5) Guests may eat, drink or smoke outside the Museum, but may not take food and drink into or smoke in the Museum building itself (including restroom facilities).
- 6) Children under age 12 are the responsibility of their parents at all times and must be closely supervised by their parents or a pre-arranged sitter. The apparatus placed in and around the Museum is not to be climbed on or touched, as it is potentially dangerous. The Fire Museum of Maryland cannot be held responsible for any accidents that occur.
- 7) The throwing of bird seed, flower petals, etc. is only permitted when the lessee provides the staffing to remove the above substances once the event is over. Rice is prohibited.
- 8) As the Museum is not a facility designed for parties and other events, tents must be rented for the occasion. In the event of rain, the interior of the Museum is not available for food and/or drink distribution. Arrangements should be made with the tent rental company to provide side flaps in case of inclement weather.

- 9) Baltimore County Liquor Laws permit the use of an open bar for private events held at the Fire Museum. However, the bar must be attended at all time and must be closed to guests 15 minutes before the end of the rental period. The Fire Museum of Maryland is not responsible for any problems with guests resulting from alcoholic consumption. If liquor is to be sold, a one-day liquor license must be obtained in advance from the County. A copy must be filed with the Museum office. Applications are available from the Museum's representative. The Museum will not file applications on behalf of the client.
- 10) Photography of guests on any of the Fire Museum vehicles or the moving of said vehicles for photographic purposes is not allowed unless prior written approval has been received from the Curator.
- 11) Lighting: There is limited exterior lighting available, so it is strongly recommended that arrangements are made with the caterer or the tent rental company to provide lighting for all tables to insure visibility during evening hours.
- 12) The client shall be responsible for roping off the area to be used for guest parking, so that it doesn't impinge on the placement of the tent. Such designations may only be placed on the date of the event.

EQUIPMENT

- 1) The Fire Museum will not supply tents, linens, china, silver, glasses, tables, chairs, ashtrays, etc. Such equipment will be arranged through the caterer or rental company. No furniture or objects (including electrical cords and hoses) belonging to the Fire Museum shall be available for use.
- 2) No materials, objects or equipment belonging to the Fire Museum may be used except with the approval of the Museum's representative. Any such materials, objects or equipment must be returned to their original places.
- 3) Deliveries of rental items must be arranged in advance with the Museum's representative and may only take place the day of the event as the parking facilities are used by the tenants of Heaver Plaza.

CATERERS

- 1) If your caterer has not worked at the Fire Museum before, a preliminary visit with the Museum's representative for planning purposes is required.
- 2) Set-up by the caterer may begin no more than 3 hours prior to the beginning of the event. A Museum staff member will be present during delivery, set up and clean up.
- 3) The Museum does not have catering or kitchen facilities available. Limited access to electricity and water is available outside, but must be arranged in advance with the Museum's representative.
- 4) All caterers using the Fire Museum's facilities must be insured. A Certificate of Insurance from the caterer must be submitted at least 3 weeks in advance of the event to the Fire Museum to the Museum office.

5) The caterers:

- Must provide all equipment, utensils, etc. necessary for preparation and serving of food
- Are responsible for clean-up after the event. This includes sweeping all areas where food was displayed and eaten.
- Are responsible for putting up and taking down all tables and chairs and neatly stacking them at the end of the event.
- Will be responsible for hosing the area down and collecting any debris once all equipment is cleared away from the area.
- Is responsible for the collecting of garbage during the event, including providing garbage cans and plastic liners, and for the removal of same after the event. The Museum does not have appropriate garbage facilities for this purpose.
- Catering personnel must park in specified areas. Trucks making deliveries must be moved to the designated parking area when completed.
- May use only those areas specified by the Museum's representative. The interior of the Museum is not available for set-up or breakdown activities.
- May not move furnishings or objects belonging to the Fire Museum without the specific approval of the Museum's representative and under the supervision of authorized museum staff.
- The cost of repairing any damage to the Museum or its exterior facilities caused by the caterer will be billed to the client.
- A supervisor from the catering firm must remain with the waiters throughout the function, including set-up, take-down and clean-up.

MUSICIANS

Because the Fire Museum is located next to a residential community, only small groups of musicians playing accoustical instruments may perform during an event. Because of limited access to electrical outlets, and to minimize the travel of sound into the neighboring residences, limited use of amplifiers is allowed. It is suggested that the lead musician make arrangements to visit the Museum in advance to discuss logistics. The Museum maintains the right to control the amount of sound created by the musicians.

INSURANCE

- 1) The client shall hold harmless the Fire Museum of Maryland, Inc., its Officers, Directors & staff; and Heaver Properties, its Officers & staff. The client shall assume all financial responsibility for damage to or loss of Fire Museum of Maryland property and for any personal injury which may occur during or as a result of use of the property. The client will be responsible for providing a Certificate of Insurance naming the Fire Museum as an additional insured. If the client's homeowner's insurance does not cover such an activity, the Museum staff will provide the client with the name of a local insurance company that provides this type of coverage.
- 2) The caterer is responsible for providing the Museum with a Certificate of Insurance at least 3 weeks ahead of the event.