

HISTORIC WAVERY MANSION

Rental Rules & Regulations



About

Historic Waverly Mansion is a restored 1760 era historic site with manicured gardens and outbuildings, perfect for the quintessential garden wedding. We are considered an outdoor venue. This private 18th Century property offers warm hospitality and historic charm. Historic Waverly Mansion is a Howard County Park. Howard County Recreation and Parks guidelines apply which are different from privately owned venues. Historic Waverly Mansion provides the location and property amenities while the Permit Holder provides all vendors.

Visiting Historic Waverly Mansion

Outside of scheduled events and rentals, Historic Waverly Mansion is not open to the public. Rental tours and other event related site visits are offered on select days and times and require an appointment. For availability, or to book an appointment, please email: WaverlyMD@howardcountymd.gov or call 410.313.0200.

Rental Hours and Event Time Frames

- Rental hours are permitted between the hours of 12pm (Noon) and 12am (Midnight).
- Choice of two rental packages:
 - Standard 8-hour rental, not to start after 4 pm
 - 3-hour rental
- The Permit Holder selects the start time of your contract. Your contract cannot start before Noon.
- Extra hours must be purchased at the time of reserving or no later than 3 months before the event date.
- The contracted start and end time must include time needed for setup and breakdown. This includes time needed for, but not limited to, the following:
 - Caterers
 - DJ/Band

- Décor
- Photos
- Florist
- Preparations for the Wedding Party
- Wedding Coordinator's Responsibilities
- The permit holder communicates with all vendors the permitted rental hours. The security deposit will be forfeited, and extra charges may be incurred if contract hours are not strictly adhered to.

Expected Event Timeline-Standard Eight (8) Model

2 Hours: Vendor Set-up/Wedding party preparations

1 Hour: Ceremony/Pictures

1 Hour: Cocktail Hour

3 Hours: Reception (All guests must depart 1 hour before end of contract)

1 Hour: Vendors/Wedding Coordinator/Wedding Party Clean up and Depart

*No one arrives at the premises before the contracted starting hour. Everyone must be off the property at the ending hour. No exceptions can be made.

Reservation Process

Email us at WaverlyMD@howardcountymd.gov or call us at 410.313.0200 for the most current availability.

All permit holders must be at least (21) years of age. The permit holder will be held accountable for all payments and will be the main contact for all correspondence surrounding the rental. By signing the permit, you are acknowledging that you have read and will comply with Historic Waverly Mansion's rules and regulations, including relaying applicable rules to vendors and guests.

- Complete and submit the rental application along with a copy of the contract holder's driver's license (or photo ID) before the ten (10) day hold expires. Holds will be automatically removed on the next business day following the hold's expiration date.
 - Once the rental application is received, an email will be sent containing the permit and other required documents.

- The rental permit serves as your contract.
- If you do not receive the permit within 48 hours, contact the office.
- Sign the rental permit contract, acknowledgement of property features, security deposit policy and initial each page of the rules and regulations. Return it via email along with the security deposit (\$750.00) by the due date provided on the permit.
 - Credit Card Payments Only (Visa, MasterCard, American Express or Discover).
 - Credit card information can be submitted in the designated space on the permit, paid online, or made over the phone at 410-313-0200.
 - Personal checks are not accepted. Cash is not accepted.
 - The security deposit is refundable and separate from the rental fee therefore it cannot be applied to the rental balance.
- There are no discounts on rentals, including Howard County residents, employees, or military.
- Your reservation is not official until the permit/contract is signed and submitted along with the security deposit by the due date.

Reservations made in 6 months or Less

Reservations made less than 180 days prior to the event date, the security deposit and the first payment installment of 50% is due at the time of booking. Your caterer must be approved within 30 days of the permit submission.

Reservations made less than 120 days prior to the date of event, the security deposit and the entire balance of the rental must be paid in full. Your caterer must be approved by Waverly management at the time of booking.

Security Deposit

The security deposit is refunded by check within 30 days after the event to the original payer provided there are no charges assessed due to damage, loss, unusual cleanup or exceeding of permitted time. If your address has changed, please let us know.

Payment Schedule

The rental fee is due in the following increments:

- 180 days (six months) prior to the event date = 50% of your total rental fee due.
- 90 days (three months) prior to the event date = remaining balance due.

Cancellation Policy

Request a Cancellation

- All cancellations must be submitted in writing by the permit holder to:
WaverlyMD@howardcountymd.gov.
- Telephone date change requests will not be accepted.

Cancellation Schedule

- Time of booking-271 days (before event): A 15% administrative fee will be retained from the security deposit.
- 270-181 days: The security deposit will be forfeited, and 50% of the total rental charges will be retained.
- 180-91 days: The security deposit will be forfeited, and 75% of the total rental charges will be retained.
- 90 days or less: The security deposit and the entirety of the rental fee will be forfeited. No exceptions. Any outstanding payments at the time of cancellation will be due in full.

Unforeseen Events & Weather

Historic Waverly Mansion and Howard County Recreation and Parks will not be held responsible for failure to provide the basic utilities and services due to emergencies, catastrophes or interruptions of public utilities.

Historic Waverly Mansion cannot be held responsible for power outages beyond their control. Sometimes there are unforeseen problems that might not be resolved in time for or during your event; however, we will do everything within reason to correct issues that may arise.

Historic Waverly Mansion is considered an outdoor venue. The Department reserves the right to cancel,

postpone or reschedule events in the event of State of Emergency orders and/or severe weather warnings, including impending severe weather forecasts.

Every attempt will be made to give the contract holder adequate notice.

Cancellations by Howard County

It is the County's mission to ensure an extraordinary rental experience. If at any time any action or element of the event is found to compromise the facility or the County staff, the County reserves the right to cancel the event without reimbursement.

Date Change Requests

Request a Date Change

- All date change requests must be submitted in writing by the permit holder to: WaverlyMD@howardcountymd.gov.
- Telephone date change requests will not be accepted.

Date Change Schedule

- Time of booking through 271 days (before event): There is a \$150 administrative fee to process and secure the new date.
- 270-181 days: The security deposit will be forfeited. A new deposit must be paid to secure the new date.
- 180-91 days: The security deposit will be forfeited, and 75% of the total rental charges will be retained. A new security deposit and full payment will be due to secure the new date.
- 90 days or less is considered a cancellation. The security deposit and the entirety of the rental fee will be forfeited. No exceptions. Any outstanding payments at the time of cancellation will be due in full.

Permit Holder Responsibilities

The permit holder is responsible for the conduct of all vendors and guests. The permit holder will ensure that

guests, the caterer, and all vendors are knowledgeable of and abide by the rules and regulations pertaining to Historic Waverly Mansion, as well as any county laws regarding littering, smoking or exceeding sound/ noise levels.

All persons associated with your event must comply with the policies outlined in Historic Waverly Mansion's rules and regulations. You are responsible for the actions of all your guests and wedding party. We reserve the right to request any person or persons, acting unruly or contrary to rental policies, to leave the property. Assistance from law enforcement agencies may be acquired if request is ignored or not met.

1. Purchase event insurance through Gather Guard Insurance Program. Due at three-month payment due date.
2. Secure an Approved Caterer. See "Full-Service Caterer" section of this document for details.
3. Assign a Wedding Coordinator See "Wedding Coordinator" section of this document for details.
4. Submit Event Information Forms 30 days prior to your event:
 - Event Information Form (Waverly Management provides form).
 - Tent Layout (Waverly Management provides form).
 - List of Vendors (Permit Holder provides).
5. Visits are held Monday-Thursday; 9am to 3pm only.
 - If necessary, visits are by appointment only.
6. Permit Holder makes necessary arrangements for elderly guests and/or guests requiring assistance throughout the event (Aide, Assistant, of the like)

Please notify your guests that they will be primarily outdoors on landscaped grass and garden areas, that your event may involve considerable walking and that portions of the grounds and Mansion are not handicapped accessible.

Property Amenities

Manor and Grounds

- Exclusive use of the first floor of the Mansion (accommodates 50 guests) and two dressing suites on the second floor.
- Free WI-FI available in the Mansion.

Initial_____

- Formal garden and rustic barn options for your ceremony.
- ADA brick pathway that extends from the tent to the parking areas.
- Accessible bathroom trailer- climate controlled

Reception Tent

- Our white peaked 60 x 40 reception tent sits atop a brick tent pad and features:
- Cathedral window sides
- White fabric liner.
- 4 Gold chandeliers.
- Perimeter lighting.
- Perimeter fans.
- Electrical bollard.
- Accommodates a maximum of 125 people.
- The tent is not climate controlled (see HVAC section).
- One emergency entrance on each side of the tent must remain opened at all times. The Wedding Coordinator may request adjustments on the front of the tent up until 4pm on the day of the event.

Tables and Chairs

- (10) 6' rec tables
- (15) 5' round tables
- (2) 3' round tables
- (8) 2' cocktail tables
- 120 chivari chair and 120 cushions

Warming Kitchen

- Commercial refrigerator & freezer
- Prep tables
- Warming cabinet

Event Insurance (Required)

Clients are required to purchase and provide proof of event insurance through the Gather Guard Insurance Program. The process is completed online. It is quick, easy, affordable and protects the client in the event an insurance claim is filed. Details on the program, including how to purchase are included in your rental portfolio.

Proof of purchase is due at the 3-month payment

deadline. Failure to submit proof of purchase by the deadline will result in the automatic cancellation of your permit. This is a Howard County requirement, no exceptions.

Full-Service Catering (Required)

- Historic Waverly Mansion is not a full-service venue.
- The permit holder is required to select one full-service state licensed caterer.
- The caterer must be pre-approved by Waverly Management by submitting a catering application, a copy of their catering license and insurance certificate.
- Do not sign with a caterer unless Waverly Management has approved them to work here.
- Contracting a Caterer without prior written approval from Waverly Management, or failure to provide these documents to Waverly Management within the outlined parameters below will result in the automatic forfeiture of \$500 of your total security deposit amount (\$750.00).
- A list of licensed and insured caterers that have previously worked at the site can be provided upon request. Please note that the list of caterers is not an endorsement or referral.

Requirements of the Caterer

- Must employ their own staff and may not hire out or contract servers, bartenders, etc. A minimum of 5 catering staff are needed, plus one event manager.
- Must provide proof of and match required insurance and licensing verbatim (see below).
- A Statewide Catering License is required.
- All food and alcohol must be served by one full-service state licensed caterer, no exceptions.
- No self-serve alcohol.
- Family-catered events are not permitted.
- It is the responsibility of the Permit Holder to make sure the caterer is familiar with the site, plus the rules and regulations before the event.
- Restaurants that supply bulk food are not full-service caterers and therefore, are not approved.

Catering Approval

Initial_____

- All caterers must be approved to work at Waverly before your 6-month payment due date. No exceptions.
- The permit holder is responsible for collecting and submitting the following documents to Waverly Management prior to signing/contracting with the caterer:
 - Waverly's Catering Application.
 - A copy of the correct certificate of insurance, including County indemnification, liquor liability, auto-liability and worker's compensation. (see page 12.)
 - A copy of the caterer's Full-Service Statewide Catering License.

Responsibilities of the Caterer During the Event

- All setup and cleanup must be done within the contracted hours. The permit holder will be charged if caterer exceeds rental hours.
- The caterer must designate one event manager, plus adequate staff (standard is 1:15 (guest to staff ratio) for the entirety of the event.
- The catering staff, including the event manager must stay on site for the duration of the event. Absolutely no drop offs are allowed.
- The Catering Manager will meet with Belmont staff upon arrival.
- The Catering Manager will sign a post event Caterer Agreement Form.
- Beverage stations need a protective mat placed under them as well as in front of the table.
- The catering staff will set up and break down tables and chairs for the reception, cocktail hour (or scheduled event) according to the floor plan provided by the Permit Holder.
- Execution of the Rain Plan is the caterer's responsibility.
- The Caterer and Wedding Coordinator concur on all workings of the event.
- Open flames/grilling are permitted outside, only with prior permission. Grilling must be done at the loading dock area only and must be 10 feet from any structure or tent. Catering staff must always supervise the grill station.
- Do not drag tables and chairs across the hardwood floors, brick or carpets, or roll them through the tent. They must be lifted and moved to prevent damage to our tables.
- All deliveries and pick-up of rental equipment must be made within the client's contracted time frame.
- Nothing may be left overnight (equipment, décor, furniture, etc). The permit holder will be charged for items left on site.
- Historic Waverly Mansion is not responsible for items left on site.
- Generators are prohibited.

The Caterer will...

- Clean the Tent: All guest tables, chairs, and brick - particularly surrounding the buffet area, bars and guest tables.
- Clean the Mansion: All furniture surfaces and floors where food/drink was served.
- Clean the Gardens: Collect trash, glasses, and any other debris where food/drink was served.
- Discard clean ice (no garnishes or trash) in the woodline outside of the gated gardens, not on the grass or gardens around the tent.
- The caterer must provide their own trash bags and leave one fresh trash bag in each can for the next day's use.
- The caterer will remove and dispose of all trash and recycling in the trash/recycling. Waverly Management will provide information on disposal.
- All trash cans used by the caterer throughout the house and grounds must be emptied and replaced with one clean liner. Do not remove trashcans from the site.
- The caterer will not leave trash outside of the kitchen entrance or an additional cleanup fee of \$100 per staff member per half hour will be assessed from the permit holder's security deposit.
- Tie all trash bags closed.
- Waverly staff does not provide transportation to a dumpster and will provide more information on disposal for each event.
- Washing dishes is prohibited at Waverly Mansion. All dinnerware, serving plates, utensils, equipment, etc. must be taken off-site to clean.
- The caterer is responsible for collecting all cooking residues in a container and safely discarding them off site.
- Do not pour food scraps, grease, sauces, fats or liquids with garnishes down the sink drain. The sinks do not have garbage disposals.
- Remove all food containers from the refrigerators and tabletops.
- Historic Waverly Mansion is not responsible for items left behind.

Indoor Warming Kitchen

- The caterer must leave the kitchen in the same condition as found.
- Historic Waverly Mansion has a warming kitchen for use by the caterer.
- Caterers must cook and prepare all food off the premises.
- Open flames are prohibited inside the Mansion.
- The caterer will clean all preparation tables, sinks, and refrigerators, inside and out.
- Wipe down walls if food or sauce has been spilled.
- The caterer will sweep, and damp mop the kitchen after use. Including floor (including under floor mats), entry to kitchen, and underneath the stainless-steel tables.
- Rinse mop thoroughly with hot water after use and hang to dry.
- Supplies are provided for cleaning the indoor kitchen area only (Janitor closet/basement).
- Clean up must be done in the last hour of the contracted time.

Alcohol

- Alcoholic beverages may be served only by the caterer's bartending staff-no exceptions.
- Caterers must provide proof of liquor liability insurance prior to being approved by Belmont staff.
- Self-served alcohol is prohibited.
- Miniature liquor bottles, wine or champagne on tables is prohibited.
- Gifts or favors of alcohol are prohibited.
- Tapped beer kegs are permitted in the tent, however, it must be served by the caterer's bartending staff.
- The bar must close a minimum of 1-hour before the end of the contract time.
- If the permit holder is providing alcohol for the caterer, arrangements must be made for dropping off and removing that alcohol within your rental time frame.
- Removal of alcohol falls under the responsibility of the Permit Holder, Caterer and/or Event/Wedding Coordinator.
- The Permit Holder provides a designated team to pack and remove the alcohol if the caterer is not providing that service.
- Alcohol left on site will be promptly discarded.

Cash Bars (For Non-Profit Organizations Only)

- A one-day liquor license for cash bars must be requested through Howard County's Board of License Commissioners.
- The form and requirements are available on Howard County's website. (Howardcountymd.gov/Liquor-License). Please allow 30 days for approval.
- The client is responsible for submitting the approved license to Waverly Management for verification and to display the license on the bar during the event. All other rules for serving alcohol apply.
- A full-service caterer is still required to serve all alcohol.

Day of Event/ Wedding Coordinator

- The Permit Holder is required to have a Event/Wedding Coordinator.
- The Event/Wedding Coordinator is the liaison amongst the couple and all vendors, including Waverly's venue staff.

The Permit Holder will...

- Acquire an Event/Wedding Coordinator.
- Relay Historic Waverly Mansion's Rules and Regulations to the Coordinator.

The Event/Wedding Coordinator will...

- Check-in with Waverly staff to receive two-way radio, upon arrival.
- Will carry a two-way radio at all times provided by Waverly and remain in communication.
- Remain on-site and available for the entirety of the contracted event hours.
- Be responsible for lining up the wedding party for the processional.
- Notify Waverly staff upon arrival if any tent sides need to be closed due to impending inclement weather.
- Be responsible for removing the personal effects of the wedding party from the Bridal Suite, Groom's Suite, and other Mansion rooms.

- Make sure rooms will be left tidy and free of trash and debris.
- Remove all décor, including but not limited to:
 - Signage, centerpieces, arbors, and furniture.
- Return two-way radio to Waverly staff prior to leaving.
- Work with Caterer to execute the rain plan

Rain Plan

- Ceremony/reception in tent.
- Cocktail hour in Mansion or tent.
- Coordinator works in tandem with caterer regarding execution (timing, chairs, setup, etc).
- Rain plan decision must be called two (2) hours prior to scheduled ceremony.
- If there is an imminent severe weather warning (tornado, severe thunderstorm, continuous lightning), Waverly staff will work with Vendors to evacuate all guests into the Mansion until the threat has passed for at least 15 minutes.

Additional Vendors

- The Permit Holder will communicate applicable rules to all vendors.
- All vendors must deliver/remove their own equipment and supplies within the contracted rental hours.
- Vendor load in is at side garden gate; Vendors may not enter through the Mansion.
- Waverly staff are not permitted to assist Vendors.
- Vendors, performers, equipment, or any items that might reasonably be assumed to involve unusual risks or liability issues must be pre-approved. It is the permit holder's responsibility to contact Waverly Management at least forty-five (45) days in advance of the rental date if clarification is needed regarding unusual risk or liability.

Vendor Parking

- After dropping off equipment, vendor vehicles may park in the general grass area designated for guests.
- Do not block traffic flow.
- Parking at the kitchen entrance is permitted for catering vehicle, only.
- Vehicles may not be left overnight.

Musicians

- Music must end one hour prior to the last contracted hour.
- Noise levels will adhere to Howard County outdoor noise ordinance.
- Waverly staff will advise Musicians of approved noise level.
- Musicians must provide their own extension cords.
- If having a band, the permit holder is required to designate two-hours (2) for cleanup.

Florists

- Must remove all decorations before the final contracted hour.
- No items may be brought in prior to contracted hour.
- See décor policy for details.

Climate Control/HVAC

- HVAC rentals must be pre-approved by Waverly Management.
- If approved, a professional, licensed and insured company must provide HVAC.
- Air conditioning must be approved 45 days prior to the event.
- Heating must be approved 30 days prior to the event.
- The company providing heating or cooling elements will provide their own staff who remain on-site for the entire duration of the rental.
- Space heaters, patio heaters and propane are prohibited (patio and propane heaters are not allowed under any tent structure in Howard County due to the fire code).
- Generators are prohibited.

Prohibited Vendors

- Golf Cart rentals and similar services.
- Food Trucks.

Essential Information

Décor Policy

- The quantity, size and placement of all décor, including lights and furniture must be approved prior to the Permit Holder's three (3) month payment due date by Waverly Management.
- Non-compliance with this policy will result in the forfeiture of the Permit Holder's security deposit.
- All decorating must be done within the contracted hours. No early/overnight storage.
- It is the permit holder's responsibility to ensure enough time to setup and cleanup décor.
- Pre-approved decorations may be secured with zip ties, string, clips, pipe cleaners or non-permanent adhesive fasteners.
- Glue, nails, tacks, masking tape, or scotch tape may not be used to secure decorations or signs to the physical structure of the facility, fences, tent structure, walls, or floor.

Permitted if approved prior to 3-month payment reminder

- Glow sticks, ribbon wands (for sendoff)
- Only real flowers or petals are permitted at ceremony sites.
- Candles are permitted in glass or ceramic containers that are taller than the candle flame. Hurricane globes and votive candles with a sturdy, non-flammable base must be used to prevent fire(s).
- Bubbles outside.
- Arbors, Arches, Chuppahs, small stages in pre-approved areas only. Please see the fifth bullet down for more information on stages.
- Battery operated café lights in pre-approved areas only; must be installed by a professional vendor.
- Hanging greenery in pre-approved areas only; must be installed by a professional vendor.
- Furniture (custom couches, chairs, tables) in pre-approved areas & for specific durations of time only.
- Surface lawn games: cornhole, giant jenga, giant connect four.
- Contact Waverly Management for price to rent these items.
- Moon bounces/Inflatables with written permission from Howard County Recreation and Parks and Waverly Management.
- Stages are permitted in some circumstances but require an additional permit and fee to be filed and approved through the Howard County Department of Licenses Inspections and Permits (DLP). The Renter is required to designate two-full hours for

cleanup if a stage is being used. No exceptions.

- Securing the additional permit is the sole responsibility of the Permit Holder and can be done only after Waverly Management has given their express permission to obtain the permit. However, the final approval to place the stage is only given once the Permit Holder has submitted the approved permit from DLP to Waverly Management.

Prohibited

- Glitter, confetti (including biodegradable), rice, and birdseed.
- Balloons, Paper Lanterns.
- Sparklers (including cold sparklers), Fog Machines, Fireworks and all types of Chalk Powder.
- Artificial flower petals on grounds (see permitted option above)
- Open, unprotected flames to include Fire Pits. (see permitted options for candles above).
- Horseshoes, badminton, bocce ball, volleyball (no stakes/poles driven into ground)
- Bubbles inside the Mansion.
- Nothing can be attached to the chandeliers or their brackets in the Mansion or tent.
- Nothing can be hung in or attached to any of the trees or shrubs on the property.
- Nothing may be plugged into the Chandelier extension cords.
- Additional tents or similar structures.

Grounds Disclaimer

- Landscaping and gardens may appear less than optimum due to seasonal changes or unforeseen circumstances.
- Children must be supervised at all times, especially inside the Mansion and near the drive and parking area.

Holiday Decorations

During the year-end holiday season, Historic Waverly Mansion may display seasonal decorations, including trees, wreaths, lights, and garland. These decorations may not be removed or rearranged during events. Please contact Waverly Management for more details.

Guest Parking

- Use of Shuttles is strongly encouraged.
- Shuttles and buses larger than 48 passengers are strictly prohibited due to site logistics.
- Free parking for guests is provided in the grave lot adjacent to the Mansion.
- Vehicles may be directed to the circular driveway in front of the Mansion for loading and unloading at the discretion of Park Management.
- Accessible parking is in the main parking lot. Individuals may be dropped off at the front of the building or close to the event site.
- Parking in the grass field is prohibited.
- The gravel half-circle driveway in front of the Mansion must be left clear, this is a drop off zone only.
- Golf carts or similar vehicles for transportation of guests or equipment are prohibited.
- Vehicles may not be left overnight.
- It is the responsibility of the permit holder to communicate Historic Waverly Mansion's parking limitations to all guests and vendors.
- It is the responsibility of the permit holder to communicate to guests the reception end time. Guests who remain on site after the reception ends will result in the automatic forfeiture of the security deposit in its entirety.

Smoking and Vaping

Smoking and vaping of any sort – to include cigar bars, is strictly prohibited everywhere on the property.

Photos

Historic Waverly Mansion reserves the right to take and use photos of your event for promotional purposes.

Rehearsals

- Rehearsals are available upon request; Tuesday-Thursday only; after 12:00pm (Noon). Please contact Waverly Management for availability and scheduling.
- Paid programs and events will take precedence over rehearsals.

- Rehearsal will be conducted by the Wedding/Event Coordinator and/or Officiant.
- It is suggested to schedule your rehearsal in a timely fashion as the dates get booked quickly.

Useful Quick Facts

Electrical Capacity & Extension Cords

- The reception tent has an electrical bollard available that has two pair of outlets for vendors- each pair is one circuit and has 20 amps (115 volts).
- It is the vendor's responsibility to understand/ask questions prior to the event and work within those limits.
- Generators are not permitted on-site.
- All Vendors are required to provide their own extension cords. The approximate distances around the property are:
 - Distance between bollards in tent: 35ft and 55ft
 - Distance from Restroom trailer to tent: 50ft approximately, paved walkway.
 - Distance from Mansion back exit to tent: 14ft
 - Distance from main gate entry to tent: 20ft approximately.

Property Stats

- The sun sets towards the front of the property, behind the historic landmark sign.
- The climate-controlled restroom trailer is equipped with:
 - Two (2) unisex single stalls.
 - One (1) unisex accessible unit.
 - There is approximately 3" of counter space in the trailer units if you are planning to provide hospitality baskets.
- There are two (2) restrooms in the Mansion, one man's and one women's room, each with two (2) stalls.

Tent Stats

- There are 4 Chandeliers in the Tent.
- There are 4 Perimeter Fans in the Tent.
- The approximate distance between the electrical bollards:
 - Distance between bollards in tent: 35ft and 55ft
- Additional dimensions and measurements are available upon request.

Tables and Chairs

- (10) 6ft rectangular tables
- (15) 5Ft round tables
- (2) 3ft round tables
- (8) 2ft cocktail tables
- (120) chivari chair cushions

Renter's Signature

By signing this document, I acknowledge that I, the renter, am responsible for meeting the criteria mentioned above.

Signature

Printed Name

Date

SAMPLE CERTIFICATE OF INSURANCE

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER		CONTACT NAME: _____ PHONE (A/C, No, Ext) _____ FAX (A/C, No, Ext) _____ E-MAIL _____ ADDRESS: _____			
INSURED Catering Company Name HERE		INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____		NAIC # _____	
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	☒ GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability - \$1M	X			
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC				
	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS	X			
	☐ UMBRELLA LIAB ☐ EXCESS LIAB				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N			
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)				
Howard County, MD, its elected and appointed officials, officers, employees and authorized volunteers are Additional Insureds.					
CERTIFICATE HOLDER Howard County, Maryland c/o Howard County Recreation & Parks 7120 Oakland Mills Road Columbia, MD 21046			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE **Signature Required**		

The Insurance Requirements are set forth by Howard County Government.

Certificate of insurance must match the above sample in its entirety, including County indemnification, general liability, umbrella liability, liquor liability, auto-liability, and worker's compensation. NO EXCEPTIONS.

Initial _____