



Private Event & Wedding Guidelines

Greetings,

Thank you for your interest in hosting your wedding or private event in one of Baltimore City's beautiful park areas. Regardless of the season, we strive to bring you the very best venue opportunities in some of Baltimore's premiere wedding and event areas.

- Mt. Vernon Park, max capacity 150, ceremonies only
- Canton Waterfront Park, max capacity 500
- Federal Hill Park Wedding and Event Area, max capacity 150
- Chapel at Leakin Park, max capacity 80

Though we provide wonderful facilities for social and corporate events, we are first and foremost a public park where beauty and conservation are a major focus. To maintain the beauty and integrity of the landscape as well as the experience of all visitors to the City Parks, we have established policies and procedures for facility rental detailed below. Please read all the sections that pertain to your event prior to signing a rental agreement.

You may book the date of your choice within the same calendar year of your wedding or private event. In order to hold your date, you must submit a Private Event and Wedding Application to the Permit Office in the Ralph E. Jones Building located at 3001 E. Drive. Our office hours are Monday-Wednesday and Friday from 9a.m.-4p.m.

All applications will only be accepted with the following information:

- a. Application completed in detail with all contact information.
- b. Application fee of \$35
- c. Site plan which includes:
 - Any and all tents (pop-ups included)
 - Location of table set up
 - Port-a-Pot locations
 - Trash and Recycling receptacles
 - Electric set up/needs
 - Fencing
 - Equipment of any kind
 - Staging
 - Parking
- d. Signed addendum if using Mt. Vernon Park.

Event applications submitted without any of the above requirements will be returned to customer for resubmission.

Packages and Fees:

Elopement Package \$250

- \$35 application fee
- 1 event/wedding attendant
- 2 hours
- 50 guests including officiates, photographers
- Security deposit may be collected pending proposed set up
- **For Mt. Vernon park only:** Chairs may only be set up on hard path (no grass set up)

Wedding/Event Package \$500

- \$35 application fee
- 1 event/wedding attendant
- 4 hours; additional hours can be reserved in 4 hour blocks
- Up to \$1000 security deposit may be due pending set up
- City does not provide any equipment
- **For Mt. Vernon:** use of grass area requires use of event deck. All tents, chairs, set up must stay on hard path or on event deck. For all weddings using event deck, (two) four hour blocks of time are required. Ceremonies only allowed at Mt. Vernon. A security deposit of up to \$1,000 will be collected before issued permit.

Fees

Payments: All payments must be in the form of a Cashier's Check or Money Order, made payable to 'Director of Finance', or by credit/debit card. No personal checks or cash will be accepted.

Security / Damage Deposit: A Security /Damage Deposit may be collected before permit is issued. Your Security Deposit is, essentially, the damage waiver at the time of the event for damages incurred to the Venue by the client or the client's guests or vendors. Weddings, celebrations, and all other private parties require a security deposit.

Should the cost of repairs, cleaning or rental time overage exceed the amount of the Security Deposit, the client shall be billed for the difference. The Security Deposit refund will be issued by check to the client of record on the contract and the client is responsible for informing the Venue of any changes to the mailing address supplied on the facility rental contract.

Deposit Refunds: The Security / Damage Deposit is refunded (without interest) within 30 to 60 days following the event, less any penalties. Penalties include, but are not limited to:

- Damages incurred to the Venue by the client, the client's guests or vendors, as determined solely by the Venue.
- Additional cleaning fees incurred by the Venue due to client, guest or vendor accidents.

- Outstanding charges for services provided by the Venue.
- Failure to remove any signs, decorations or furnishings placed in or around the Venue.
- Vendor violations, including driving on the grass or other vehicular damage to the property.
- Inappropriate conduct of a client or the client's guests or vendors.
- Use of facilities not included in the contracted rental space.
- Use of any additional unscheduled hours.
- Damage to any Venue garden plantings or beds by the client, their guests or vendors due to objects being placed on or around trees, shrubs, annuals, or perennials.
- If the Police or Fire Department must be called for any reason, the entire Security Deposit will be forfeited.

Cancellations and Revisions

Cancellation or Revision of Reservation/Forfeitures: A reservation may be cancelled or revised by the Venue:

- If the contracted Rental Fee is not paid in full 2 weeks prior to the event.
- Only 1 date change is allowed pending availability.
- After 1 date change is made, a new application must be submitted with application fee.
- Only the event organizer can make changes.

Cancellation of reservation by the Client:

A 50% package refund plus security deposit, less application fee, will be issued if the cancellation is more than 10 business days from the scheduled event date.

Security:

- The use of illegal substances, fireworks, firearms or other weapons is strictly prohibited.
- We reserve the right to call proper legal authorities if anyone is found possessing illegal substances or weapons on Venue grounds.
- The Venue does not provide on-site security officers. However, the Venue reserves the right to require the client to provide additional security depending on the size or type of event.

Privacy:

As Baltimore City Parks are public facilities, they are open to the public during regular hours of operation. While most park visitors are respectful of private events, the City is not responsible for other park visitors.

Fire Prevention:

- Smoking is permitted outside in designated areas only. Baltimore City Ordinance prohibits smoking within 50 feet of any facilities.

- Tiki torches and oil lamps are prohibited.
- Use of charcoal grills (other than grills being used by a licensed, insured caterer for the purposes of preparing a meal for an event) is prohibited. All ashes must be removed from the property by the caterer by the end of the rental period.
- NO OPEN FLAMES ARE ALLOWED.
- Fireworks, including sparklers are not allowed.

Pets/Animals:

The use of animals for ceremonies or for entertainment during events will be considered on a case by case basis and final approval will be at the discretion of the City and the Event Coordinator. For activities involving animals, in addition to the certificate of insurance, a copy of the coggins report and permit through Animal Control must be obtained before issuance of permit. You must also list provisions that have been made for animal care, containment and waste removal.

Set Up and Clean Up:

***Special Conditions apply for Mt. Vernon Park, see addendum and package information.**

Set up and cleanup of the park for any event is the sole responsibility of the client and/or their contracted vendors. Neither the Venue nor its staff has any responsibility to assist in these functions. Set up includes the placement of tables, chairs, decorations, lighting, etc. Clean up includes sweeping, removal of garbage, removal of tables, chairs, decorations, lighting, etc. Furnishings that are a permanent part of each venue may not be moved or removed by clients or vendors without the express approval of the Permit Manager.

The client and their contracted vendors must exercise caution when loading supplies and materials into the buildings. NO vendor vehicles may drive on the grass or bluestone pavers at any location.

The client and/or their contracted vendors must remove all trash, debris, decorations, and ice from the premises. Please see site staff for location to dispose of trash.

The client is responsible for supplying the cleaning materials, including rags, sponges, paper towels, trash receptacles and bags.

If you are planning on a substantial amount of load in of décor for your event (i.e., pipe and drape, stages, furnishings, chandeliers, etc.) please make sure that you have booked an ample amount of time to complete setup and teardown. All setup and teardown of décor, tables, chairs, catering, etc. must be performed within the contracted rental period.

Any infraction of these Terms and Conditions may result in the forfeiture by the client of the security deposit, and if deemed applicable, being billed for additional charges.

Decorations:

The use of nails, tacks, glue, pins, tape, stakes or attaching anything to trees, shrubs, pavilions, gazebos, porches, buildings or any other part of the park is strictly prohibited.

Signs or other materials may NOT be fastened to any trees.

All signs and all decorations, including floral arrangements, must be removed at the end of the event.

Rice, confetti and rose petals are not permitted in any park.

Personal Property:

The client and the client's guests or vendors are responsible for the removal of all personal property at the end of the event.

Please check restrooms and other areas, both indoors and outdoors, for personal belongings and decorations.

The City is NOT responsible for items left behind and the client may be charged a cleanup fee if necessary.

The City reserves the right to charge the client, at an hourly fee, for cleanup/ removal of any tobacco products or trash left on grounds or in the buildings.

Parking

All vehicles, including those of guests, vendors and wedding parties, must be parked in one of the designated parking areas. Please refer to specific rules for each venue regarding additional parking regulations.

- Mt. Vernon Park – metered street parking and/or parking garage
- Federal Hill – metered street parking and/or parking garage
- Canton Waterfront Park – parking lot next to park (open to public)
- Leakin Park Chapel – parking lot next to park (open to public)

Parking on grass or sidewalks, is prohibited.

All vehicles must be removed from the grounds at the end of the event. Park policy prohibits overnight parking.

Entertainment

The City allows music to be played outdoors. Due to Baltimore City Noise restrictions, music played outdoors cannot exceed reasonable levels in volume, and must end by 9:00pm. The City will evaluate on a case by case basis whether music at a particular event may be extended through the use of non-

amplified sound after 9:00pm. Applicant must submit a noise variance application for all amplified sound requests.

Alcohol

Alcoholic Beverages:

All alcoholic beverages must be kept within the rented and /or tented area. Serving of alcoholic beverages to anyone under the age of twenty-one (21) or to anyone who appears to be intoxicated is not permitted.

The Venue retains the right to order the removal of, or the denial of alcoholic beverages to any person who appears intoxicated. Failure to comply may result in the immediate closing of the site and expulsion of the renter, caterer, other vendors and guests, and forfeiture of the security deposit paid by the renter, and if deemed applicable, the renter being billed for additional damages.

Tents/Event Deck

Tents are permitted for special events on a case by case basis.

There is a minimum \$500.00 non-refundable fee to permit a tent or event deck up to 40' x 60'. Larger or additional tents and event deck require additional fees. This does not include tent or event deck rental or set up costs.

It is the responsibility of the renter to secure their own tent/Event Deck rental and installation/removal crew.

Renters must coordinate tent set up and tear down with the Permit Manager. Tents will not be permitted to remain more than two (2) days due to excessive damage to the turf.

All tents, tent stakes and support equipment such as generators must be a minimum of 15' from any garden or tree. For any tent over 400 Sq. Ft, a fire department permit is required.

Vendors:

Vendors (florists, bakers, musicians, rental contractors, etc.) must adhere to these terms and conditions. Vendor adherence to established guidelines is the client's responsibility. It is solely the clients' responsibility to share any applicable information in our terms and conditions with their vendors. It is suggested that the contracted period include at least two (2) hours for set up and one (1) hour for breakdown. This may require that additional hours are contracted. Any violation of the terms and conditions may result in a penalty charge, the amount of which will be determined by the Venue.

Truck Routes and Loading Zones

Vehicular damage to any lawn area, including areas along the roadways can result in loss of part or all of the client's security deposit.

Thanks for choosing Baltimore Parks!

Events and weddings are a most joyous occasion. In order to make your event go smoothly, we would be happy to work with you on your application and planning of your event in one of Baltimore City's beautiful park locations.

Any way we can help answer your questions and make your event go as smoothly as possible, please give us a call or send us an email.

Best,

Permits Office
Baltimore Recreation and Parks Department
3001 East Drive, Baltimore MD 21217
410.396.7070
parkpermits@baltimorecity.gov