



# Howard County

## RECREATION & PARKS



### Heritage Program Rental Rules & Regulations



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## Reservation Procedures

1. Contact the Heritage Program & Facilities office to confirm the availability of the date and time desired. By phone: 410 313 0420; by email [cchamberlain@howardcountymd.gov](mailto:cchamberlain@howardcountymd.gov) When the date requested is confirmed as available, Heritage staff will work with Howard County Department of Recreation and Parks Registration Staff on the permitting process.
2. Tours of Heritage sites available by appointment: Please contact the Heritage Program and Facilities Manager and staff by phone or email (as above). Tours of Heritage sites are available by appointment only.
3. Facility Permits:
  - a. A Facility Permit for the requested Heritage site (the "Facility") will not be issued to any person younger than 21 years of age.
  - b. Facility Permits are issued on a first come, first serve basis: however, programs sponsored by the Department have priority use of the Facility.
  - c. The Facility Permit must be signed and delivered in person or mailed to Howard County Department of Recreation and Parks.
  - d. The use of the Facility is subject to the "Rules and Regulations for Howard County Parks," Sections 19.200 through 19.211 of the Howard County Code, a copy of which is provided to each applicant with the Facility Permit. A violation of the Rules and Regulations is subject to the penalties in the Code.
  - e. A.D.A.: The Department of Recreation and Parks is pleased to comply with the *Americans with Disabilities Act*. All applicants must comply with all A.D.A. regulations.
  - f. Rules and Regulations: The applicant shall insure that all guests and participants act in accordance with the terms of the Facility Permit and the Rules and Regulations. The applicant assumes responsibility for the complying with Maryland law governing Alcoholic Beverages and obtaining any required alcoholic beverage license for applicant's use of the Facility.
    1. The applicant or his or her designee must be present at the Facility during the event at all times.

2. Smoking is prohibited in the ruins and is permitted only in the designated areas outside of the Facility.
  3. If the consumption of alcoholic beverages is permitted at the Facility, the applicant assumes the responsibility for ensuring all guests consume any alcoholic beverages in a responsible manner.
  4. Amplified music is permitted; however, keep in mind that many Heritage sites are located in residential areas. The Howard County noise ordinance stipulates that there is to be no loud music or other loud activity after 10:00 p.m.
  5. No pets are allowed at any Heritage site.
  6. The applicant's guests and participants must park only in designated parking spaces/parking lot. Parking on the grass or outside of the designated parking area is prohibited. Heritage staff will inform the applicant of parking availability before the permit is issued. The applicant then has the option to contract for transportation to/from the permitted site for the ease and comfort of his/her guests.
- g. **Rules of Conduct:** In addition to compliance with the Rules and Regulations the applicant assumes responsibility for damage to the Facility, and supervision and control of guests and participants during the use of the Facility in accordance with the following rules of conduct:
- 1.No food or beverages may be stored or consumed in unauthorized areas.
  - 2.No soliciting or loitering.
  - 3.No interference with the County's employees or volunteers.
  - 4.No harassment or inappropriate or indecent conduct or language.
  - 5.No illegal drugs, intoxicants, or weapons.
  - 6.No alteration or installation of equipment at the Facility.
  - 7.No defacing of the Facility.
  - 8.No conduct that may jeopardize the safety of others.
- h. **Inclement Weather:** At the first instance that thunder and/or lighting is heard and/or seen the guests are asked to vacate the grounds and return to their cars in an orderly manner. In the event that either situation should occur, allow 30 minutes to pass after the last sound

of thunder and/or lighting is seen prior to resuming activity. At the Patapsco Female Institute, There are three exits that people can leave by:

- The front at the top of the hill located at the corner of Sarah's Lane and Church Road
- The bottom gate located at Church Road
- The double gates located at the vehicle entrance

The staff will assist people off the site to the best of their ability. If it becomes an impossible situation and people cannot leave the Park, they will be asked to go to the lower level of the ruins.

- i. **Cancellation Policy:** The Howard County Recreation & Parks cancellation policy is: "Written notice of cancellation is due at least 30 days prior to the event. Additional notice may be required for larger events, as determined by the Rental Coordinator. If the reservation is cancelled more than 30 days before event, a 20% administrative fee will be retained. If the event is cancelled less than 30 days prior to the event, the security deposit and rental fee will be retained."
- j. **Revocation of Facility Permit:** Any applicant reported to the Department of Recreation and Parks for improper use of the Facility or use inconsistent with the terms of this Facility Permit will be suspended from the use of other County parks. The Department reserves the right to deny, put on probation or revoke any Facility Permit for any reasonable cause or violation of a condition of this Facility Permit. The applicant will receive notice of the revocation of the Facility Permit at the address provided by the applicant to the Department.
- k. **Trash Removal:** The applicant is responsible for collecting and removing all trash and debris from the Facility. If the applicant fails to remove all trash and debris from the Facility then the Department shall charge the applicant for the removal of the trash at the hourly rate of \$100.00.

- I. **Damages:** The applicant is responsible for removing all decorations. No tape, nails, staples, glue or other invasive materials may be used to affix signs or decorations on the walls or any part of the Facility. Zip ties, string, and wire are appropriate for use in a historic site. This effort is essential to maintaining the historic integrity of the sites and also for the Department to continue to offer a clean appealing Facility. The applicant is also responsible for restoring the Facility to its original good and clean condition. Applicant shall be responsible for the costs associated with the repair of any damage to the Facility.
- m. **Role of the 'permit signer':** The party signing the permit 'the permit signer' representing the organization/group/family to use the Facility, agree to enforce and follow all of the provisions of the Facility Permit.
  1. The 'permit signer' is responsible for assuring that the organizations/group/family or agency that he/she represents is in compliance with all applicable Federal, State and local laws including the Americans with Disabilities Act.
  2. The 'permit signer' understands and accepts that the Howard County Department of Recreation and Parks reserves the right to require insurance for special events and waivers of liability from individual participants.
  3. It is the permit holder's responsibility for notifying Howard County Recreation and Parks of any status change of contact information.
  4. The 'permit signer', on behalf of the organization/group/family, agree to indemnify and hold harmless Howard County, Maryland, Howard County Department of Recreation and Parks, its agents and employees from any liability or claim for damages of any kind, arising out of the use of the Facility, including theft, or damage to the property brought to the Facility by the applicant, or the guests of the applicant, except only when such losses are solely attributable and proximately caused by the negligence of Howard County, its employees or agents. This indemnification is not to be deemed as a waiver of any immunity, which may exist in

any action against Howard County. On behalf of the above mentioned organization/group/family, I, the undersigned, realize that failure to fulfill my obligations to Howard County will in addition to the aforesaid obligation to indemnify, result in an immediate reimbursement of fees or expenses incurred by Howard County. This document supersedes all others relative to the permit for activities requested by this organization/group/family.

### Rental Rates

Rental rates for the PFIHP are as follows:

Rental Deposit	Patapsco Female Institute Historic Park (PFIHP)	\$200	due at contract signing to hold your date
Facility Rental Fee	Patapsco Female Institute Historic Park	\$1050.00	Rental fee is for 7 hours, including setup and cleanup; PFIHP closes at 11PM FIRM. Full payment is due 30 days prior to your event.
Capacity	Patapsco Female Institute Historic Park	250 maximum	250 is the maximum capacity. Your guest list must not exceed this number (including vendor/support staff for your event)

PFI extra hours (cannot exceed 11PM)	Patapsco Female Institute Historic Park	\$150/hour	Each additional hour purchased is \$150 on top of the basic \$1050 rental fee. Purchasing additional hours cannot be used to extend the event past closing. You will be charged for additional time used if pre-arranged or not.
Payment of Fees	Patapsco Female Institute Historic Park		Full payment is due 30 days before the event. You can cancel your event up to one month after receipt of your \$200 security deposit; your deposit will be returned minus a \$50 fee. After the one month, the deposit is non-refundable.

**The fees cited above cover your exclusive use of the PFIHP. The Park provides water, electricity, and two portable toilets. A Docent and or Park Attendant will**

**be on site during the event. They are present to represent the County; they are not wedding coordinators or staff to assist you with your event. All other amenities are to be provided by you.**

## **Rental Hours**

The facility will be available to the permit holders at the starting time state in the rental contract. All caterers/vendors setup and cleanup must be completed within the permitted times. Typically caterers require at least 90 minutes to 2 hours for setup and one hour for teardown/cleanup. The event must end at least one hour before the contract ending time. Stopping the music/closing the bar (assuming music and bar is part of the permitted event) will help to signal that the event has ended for guests. Rentals must end by 11PM in keeping with the County noise ordinance.

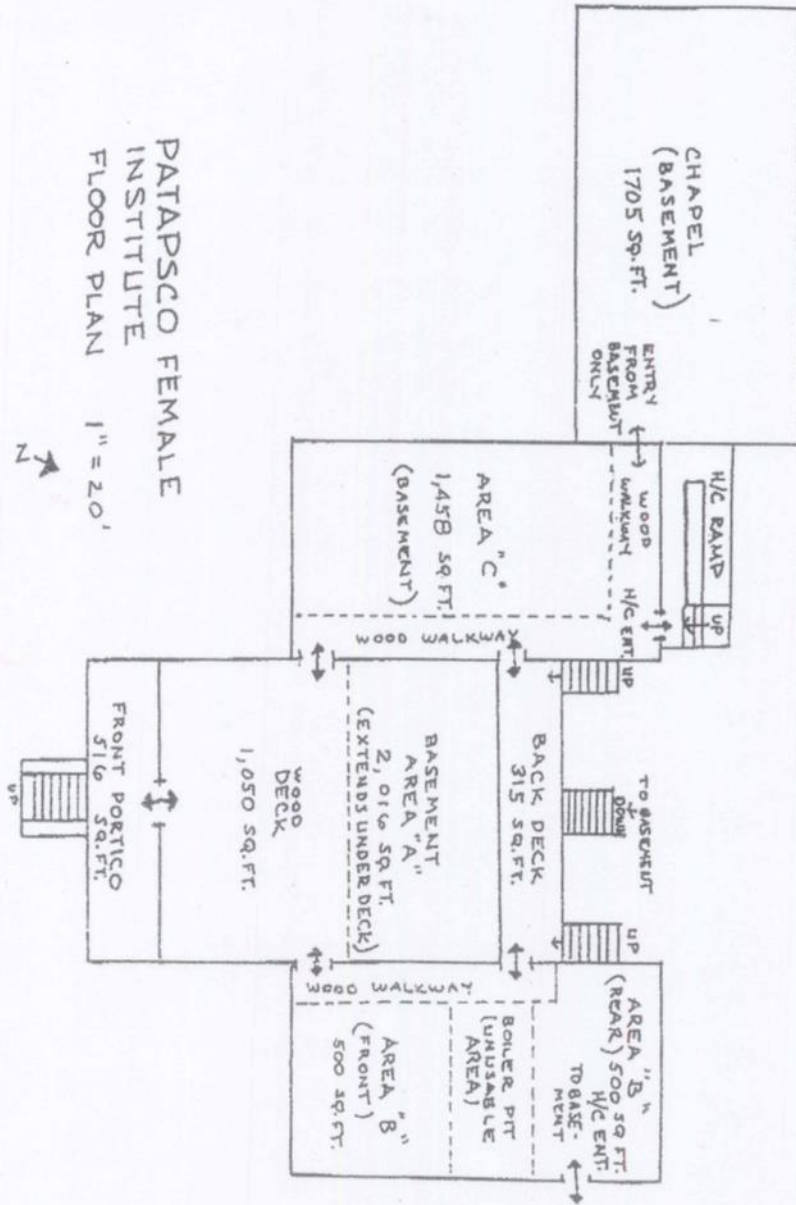
**EXAMPLE:** If your contracted hours are 4PM to 11PM, the permit holder and those contracted by him/her for catering/vending can enter the Heritage site (e.g., Patapsco Female Institute Historic Park) no earlier than 4PM. The event should not be planned to start before 530PM or 6PM as the setup will not be done before then. The event for guests must end by 10PM so that cleanup can be accomplished by 11PM. You will be assessed an additional fee if your teardown/cleanup cannot be accomplished by 11PM and additional time is needed. The fee for additional time is \$150/hr.

Please call the Heritage Program and Facilities Manager for rental fees/information on renting other Heritage sites: Caitlin Chamberlain, 410 313 0420 or [cchamberlain@howardcountymd.gov](mailto:cchamberlain@howardcountymd.gov)

## Capacities/Floorplans

The floorplan for the PFIHP is listed on the following page. The overall maximum capacity of the PFIHP property is **250** participants. However, due to room sizes, please consult your vendor/caterer about use of the individual rooms, table sizes, and how many diners could be accommodated in each room.

Please contact the Heritage Program & Facilities Manager for the dimensions/capacities & other information on additional Heritage sites for your consideration.



PATAPASCO FEMALE  
INSTITUTE  
FLOOR PLAN

1" = 20'



## Rehearsals

Wedding rehearsals on-site are not guaranteed due to the presence of other bookings and as many of the Heritage sites, including the PFIHP, have limited shelter which might prohibit a rehearsal due to weather events beyond the control of Howard County Recreation and Parks.

- A contingency plan (i.e., an off-site rehearsal) is highly recommended
- Rehearsals are by appointment only and cannot exceed 1 hour on-site if available
- On-site rehearsals can only be scheduled Monday through Friday during business hours, 9AM- 5PM
- Rehearsals cannot be scheduled the hour before the permitted time of the event
- Your rehearsal will not be interrupted by other activity on-site but your rehearsal cannot interrupt another event or preparations for another event.
- It is important that your rehearsal include all the vendors that need to see where they will be providing their goods/services. Heritage staff cannot accommodate multiple requests to access the site for event planning purposes. This could include, but not be limited to, photographers, DJs, and live musicians. Please note that it is you/your vendors' responsibility to provide appropriate equipment including extension cords and to ensure participants' safety in the presence of the vendors' supplied equipment.
- See Appendix A (page 20) for a list of various categories of vendors who have successfully serviced the PFIHP in the past. While not an endorsement of any vendor's goods or services, contracting with a vendor with prior experience at site could make for an easier situation for you.

## Rehearsal Guidelines

- Plan to arrive and have all your rehearsal participants arrive prior to your scheduled rehearsal time in case of traffic delays or other unexpected issues.
- Only invite those in the wedding party or those who are absolutely necessary to the rehearsal.

- Due to the one-hour limitations, please plan an itinerary for the rehearsal so that it will run smoothly and everyone knows what to expect.
- The rehearsal is a dry walk through of the ceremony; it is not necessary to rehearse word-for-word or have musicians or soloists perform ‘from the top’
- Food and beverages are not permitted during the rehearsal. If your vendor has already setup your tables & chairs, please do not disturb what has been done.
- An adult(s) must supervise children present for the rehearsal at all times. Please do not allow them to run through the facility or on the grounds, and never climb on any walls or structures at a historic site.
- Parking differs by Heritage site. For the PFIHP, your rehearsal parking must fit in the small pad (about 6 to 7 cars max) to the right of the front gate. Extra cars can be left in the courthouse parking lot (along Courthouse Drive) before proceeding by carpool to the PFIHP. Never park in any location not designated for parking whether grassy or not. The circular roadway around the stabilized ruin is for emergency vehicles, not for parking. Please consult Heritage Manager/staff about parking issues.
- Failure to vacate the premises within the one hour allotted for your rehearsal will result in additional hourly charges that will be deducted from the permit holder’s deposit.

### **Use of Tents**

- Many Heritage sites, including the PFIHP, encourage the use of tents to provide temporary protection from the elements during the permitted event. Appendix A is a listing of providers who have previously successfully serviced the PFIHP. Installation of the tent(s) must be arranged with the Heritage Manager and are generally only permitted one work day prior to the event (e.g., installation on Friday for a Saturday event). Disassembly/removal must be arranged and generally can only occur the first work day after the event (e.g., de-installation/removal on Monday following a Saturday event).

## Decorating a Heritage Site

Decorating must be done within the renter's permitted timeframe. Decorating occurs during the 90 minutes to 2 hours setup time just prior to the actual event and is taken down during the at least 60 minutes set aside for tear-down/removal at the end of the event. It is also possible to do some decorating at the time your vendors come to set up, but be mindful that some decorations are best not left outside overnight.

- Decorations may be secured with string or non-permanent, non-marking fasteners. Glue, nails, tacks, various adhesive tapes may not be used to secure decorations or signs to the physical structure – walls, floors, doorways, railings, etc. -- of any Heritage facility.
- Glitter, confetti, balloon release, and rice are prohibited at any Heritage site. Real flower petals, bird seed and bubbles can be used at outdoor Heritage venues.
- Open, unprotected flames are prohibited for the safety of your guests and Heritage sites. However, a burn permit may be obtained through the Fire Department for inclusion of a portable fire pit. There must also be a plan for someone to attend to the fire pit at all times.
- Protected candles in sand-filled bags are allowed outdoors.
- Hurricane globes, mason jars and votive candles are also permitted as long as a sturdy, non-flammable base is used for fire protection and to avoid wax spillage onto nearby surfaces.
- All decorations must be removed at the close of the event. Non-compliance may result in security deposit forfeiture. Decorations removed by Heritage Staff will not be returned to the permit holder.
- Fog machines and fireworks are not permitted.
- During the warmer months, plants are in bloom in the foundation beds at the PFI and other Heritage sites, and two large urns are maintained at the front steps of the PFIHP. Please do not remove any existing planting. You may add your flowers through the use of water reservoirs or by adding standalone planters or stands.
- Consult the Heritage Manager with your specific questions/concerns.

## Setup

The person(s) responsible for decorating your event may not begin setting up for your event until the permitted start time. Failure to comply may result in the permit holder being charged for the additional time at the established rate of \$150/hour or part thereof. The permit allows a total of 7 hours for your event, including setup and teardown/removal. If 7 hours are not sufficient, additional hours can be requested for a fee of \$150/additional hour.

- If the event includes an outdoor set-up, it is the permit holders responsible for making a contingency plan(s) for inclement weather. Please meet with your caterer, decorator/wedding coordinator, and/or other providers as appropriate to ensure you have a workable inclement weather plan. Your permit is for rain or shine; no refunds are possible for inclement weather the day of your event.
- All deliveries must be coordinated with the Heritage Manager to ensure that Heritage staff are available for receipt of your rented items. Generally, tents and catering set-up can occur only one work day preceding your event. That is, if your event is on Saturday or Sunday then delivery and set-up occurs on Friday in a timeframe agreed to by the Heritage Manager and your vendors. This typically occurs between 9 AM-1 PM or Noon-4 PM.
- Your vendors and anyone assisting with set-up must bring in deliveries along established roadways. No parking on the grass or other areas not intended for parking. You are responsible for damages to the grounds.
- It is highly recommended that the renter is present during the vendor setup to assure the correct placement of rental items such as tables, chairs, tents, etc.
- Leaving personal or rented property outside incurs a risk; be mindful that weather or other events could impact the condition of these items. To keep this risk as low as possible, reduce what you leave outside and for how long. Therefore, it is not recommended that paper decorations, floral arrangements, artwork, candles, or banners be set up the day before the event.
- Different Heritage sites come with unique furnishings. In the case of the PFI, for instance, there are picnic tables with benches. If you/your decorator(s) move the tables from their normal canopied location, you are responsible for returning them to the original location. You are also

welcome to use the picnic tables under the canopy as-is for your event. At other Heritage sites, you are welcome to use the furnishings but indoor furnishings cannot be removed from the structure – not to be placed outside for the event to make more interior room or removed to another structure during the event -- without the expressed permission of the Heritage Manager.

- As previously explained under ‘Decorating a Heritage Site’ decorations may be secured with string or non-permanent, non-marking fasteners. Glue, nails, tacks, various adhesive tapes may not be used to secure decorations or signs to the physical structure – walls, floors, doorways, railings, etc. -- of any Heritage facility. Consult ‘Decorating a Heritage Site’ for more specifics about decorating.
- Consult the Heritage Manager with your specific questions/concerns.

## **Catering**

In-house catering services are not available. The permit holder may select a licensed and insured caterer of their choice. Only caterers that provide the required document are permitted to serve and/or provide service at a Heritage facility. Because of the unique nature of the Heritage sites and the need to bring everything in for the event and remove everything afterwards, it is sometimes easiest to work with a caterer who has previously serviced the Heritage site. Consult Appendix A of this document for a list of caterers who have previously worked with the Heritage manager and staff. The list is provided as a service and is neither an endorsement nor a referral.

Please note that it is important that you provide the Heritage Manager with an up-to-date list of all the vendors you have selected. Not only does the Heritage Manager need to know that proper licensing and liability insurance exists, but the Heritage Manager must have a way of contacting your vendor(s) especially at the time of set-up. It is your responsibility to ensure the Heritage Manager has this contact information and that is kept up to date.

It is your responsibility to ensure that all vendors with whom you have contracted are aware of the time slot when they may drop off and set up at the permitted Heritage site. Set up is normally the business day prior to your weekend event; it may be the day of your weekday event. Available time slots for drop off and set up are either between 9AM and 1PM or between noon and 4PM (not both or

across the two timeframes). Every attempt should be made to have all vendors on-site in the same four hour timeframe. Only the last minute finer details (e.g., delivery of the cake or fragile, live flowers) should be left for the day of the event.

Because of the unique nature of each Heritage site, **all vendors must do a site visit prior to the event so they can get the lay of the land.** Since this is an unconventional site, it is important that they know what to expect. Vendors should contact the Heritage Manager to schedule their visit. It is encouraged that the permit holder attend this familiarity tour of the Heritage site so that everyone is on the same page about the planning for your event, and so that you may work with the vendors to discuss where you want everything set up (lighting, tables, tents, etc).

**The permit holder is responsible for:**

- Signing a separate agreement with the caterer/vendor to include Howard County as a party. This agreement must stipulate that the caterer/vendor will provide the contract holder a current food service license and a certificate of insurance (examples of both are at the end of this document) (up to a minimum of \$1,000,000 (1Million Dollars) per occurrence under general liability.) The insurance document must name Howard County as the additional insured as follows:

Howard County, MD, its elected and appointed officials, officers, employees, and authorized volunteers  
7120 Oakland Mills Road  
c/o Recreation and Parks  
Columbia, MD 21046

- Notifying the Heritage Manager of the caterer/vendor selection(s) and submitting said caterer's/vendor's food service license and a certificate of insurance at least 60 days prior to the event date.
- Ensuring that caterer/vendor remain on the premises for the entire event. The permit holder must also be on premises for the entire event.

Every caterer/vendor must agree to abide by all laws, rules, and regulations of the State of Maryland and Howard County, as well as all the rules and regulations pertaining to the Heritage site selected. All questions/concerns should be conveyed to the Heritage Manager for response.

**The Heritage Manager or her representative is responsible for:**

- Confirming arrangements with the caterer regarding the set-up of food, drinks, dishes, tables and chairs, tableware, license and the number of service personnel.
- Supervising the set-up and breakdown of the caterer/vendors- provided equipment
- Directing catering/vendor trucks for loading/unloading. Parking in other than designated areas is prohibited without the permission of the Heritage Manager/her representative.

**Caterers/Vendors are responsible for:**

- Submitting a copy of their liability insurance certificate and food service license (sample copies available for view at the end of this document, pages 25-26).
- All caterers/vendors must be self-contained, especially if they plan to set up a portable kitchen on site for cooking and food preparations.
- Cleaning the areas of the Heritage site used for cooking, dining, and guest tables and chairs. The areas used by the caterers/vendors should be returned to the way they were before the event; failure to do so may result in forfeiture of all or part of the permit holder's security deposit.
- Caterers/vendors are responsible for picking up cast off cups, glasses, plates, and utensils regardless of whether they were considered disposable or reusable. This is not the responsibility of Heritage staff on-site for the event.
- Staying on-site for the duration of the event. Contact the Heritage Manager in advance to arrange/verify event set-up time.
- Setting up buffet tables, high tops, food stations, cake/dessert tables, beverage stations and bars. All placements of the aforementioned must be discussed with the Heritage Manager or her designee ahead of time, especially when wanting to setup ON site features (e.g., in the hearth

area(s), on top of the brick oven, along ingress/egress walkways, etc). As with the section on 'Decorating,' vendors/caterers displays may be secured with string or non-permanent, non-marking fasteners. Glue, nails, tacks, various adhesive tapes may not be used to secure items to the physical structure – walls, floors, doorways, railings, etc. -- of any Heritage facility. Additionally, open, unprotected flames are prohibited for the safety of your guests and Heritage sites. See 'Decorating' for the full list of prohibitions at Heritage sites. Consult the Heritage Manager for questions/concerns. The Heritage staff on-site is not responsible for the actual setup; they are on-site representing the County's interests and ensuring adherence to all rules and regulations.

- Set up and breakdown of tables and chairs. Only the licensed and insured catering staff is permitted to setup and breakdown the tables and chairs. Alternate plans must be arranged with the Heritage Manager.
- Breaking down and removal from the Heritage site of all equipment in the last hour of the contracted time. Failure of the caterer/vendor to accomplish breakdown and removal on-time will result in additional overtime fees to the permit holder (as outlined under 'Rental Rates' page 7 of this document).
- Collecting all cooking residues including food/drink not consumed or discarded by guests. All discards and trash must be removed from the site and safely discarded elsewhere. Nothing can be left behind after the event.
- Do not drag tables and chairs; do not drop tables, chairs, or other items down from one floor to another.
- If any equipment is being left after 11PM the night of the event, additional hourly rates will be charged to the permit holder.

Appendix A: Heritage Vendor List (This list is neither an endorsement nor a referral.)



*Patapsco Female Institute Historic Park  
Wedding and Special Events Contact Suggestions & Information*

Howard County Department of Recreation and Parks  
7120 Oakland Mills Road  
Columbia, MD 21046  
cchamberlain@howardcountymd.gov  
410.313.0420

**Caterers**

- **Insurance:** The Caterer agrees to provide to the Patapsco Female Institute Historic Park (“Park”) a Certificate of Insurance, due upon the signing of this Contract, indicating that the Caterer has liability and property damage insurance, each in the amount of one million dollars (\$1,000,000), from such Insurance Companies as the Park in its sole discretion shall deem adequate.
- **ALL** Caterers are required to take a personal tour of the Patapsco Female Institute Historic Park before catering an event.
- **ALL** Caterers are required to sign a Caterer’s Agreement.



- |                        |                                |
|------------------------|--------------------------------|
| • Beefalo Bob’s*       | 410.360.3500                   |
| • Biddle St. Caterers* | 410.727.7777                   |
| • Catering by Seasons* | 301.477.3515                   |
| • Cuisine Catering*    | 410.281.1124 or 1.888.376.5929 |
| • Dionysus Kitchen*    | 410.744.4300                   |

\* A Vendor who has serviced the Patapsco Female Institute Historic Park.

- Innovative Gourmet\* 410.363.1317
- Iron Bridge Wine Co. 410.997.3456
- Caterers, continued:
- Kloby's Smokehouse BBQ Restaurant & Catering\* 301.362.1510
- LaPrima Catering\* 301.953.2484
- Liberatore's Catering 410.781.4114
- Mt. Vernon Caterers 410.323.1995
- Panache 410.821.8100
- Rehm's Catering, Inc. 301.854.3600
- Simply Elegant Catering 410.484.4554
- Sterling Caterers of Baltimore 410.866.1435
- The Classic Catering People 410.356.1666
- Bon Appetite\*

### **Tents, Rental Equipment and Dance Floors**

*Driving on the lawn is **NEVER** permitted. All vendors are responsible for providing all equipment as needed.*

- Atlantic Tent 301.845.8830
- Bay Country Rentals 410.833.2200
- Grand Rental Station\* 410.674.7500
- Loane Brothers 410.686.9200
- Party Perfect 443.568.5652
- Select Event Rentals 410.653.6852 ext. 4108
- Taylor Rental 410.771.1997
- Main Event 301.829.4444
- Maryland Portable Restrooms\* 410.665.7922
- Bobby's Portable Restrooms 410.679.7108

### **Invitations and Printing**

- Harvest Printing & Graphic Design 410.381.1838
  - JM Gaske 410.750.7707
-

- Print Shack 410.290.7810

### **Photographers and Make-up Artists**

*Driving on the lawn is NEVER permitted. All vendors are responsible for providing all equipment as needed.*

- Conte 410.661.9151
- Clear Focus Productions 443.722.5084
- Custom Wedding Photography (Shan Gordon) 410.336.8239
- Howard Photography/Four Star Video 410.992.9235
- Kathleen Tully Photography<sup>1\*</sup> 410.788.2141
- Genevieve Leiper Photography\* 703.200.0428
- Beautiful by Victoria – Make Up Artist 571.265.7138
- Three Blonds and a Camera 443.414.6429

### **Specialty Cakes**

*Driving on the lawn is NEVER permitted. All vendors are responsible for providing all equipment as needed.*

- Artistic Desserts 410.871.9610
- Cakes Plus 800.255.9122
- Sugar Bakers 410.788.4710
- Carousel Cakes\* 410.799.4420

### **Florists**

*Driving on the lawn is NEVER permitted. All vendors are responsible for providing all equipment as needed.*

- Wilhide's 410.465.3434
  - Wessel's Florist\* 410.465.8177
  - K-Florist 410.461.0013
  - Simply Beautiful Flowers 410.484.7743
  - Flowers by Judy 410.750.6164
-

- Flowers by Flowers 410.661.3399
- The Flower Box 410.848.556 or 800.892.5565
- Riedel's\* 410.242.3400 or  
800.242.3404

### **Wedding Dresses/Bridesmaids Dresses**

- Bridal Boutique 410.290.5666
- Gowns Remembered (preserving gowns) 877.933.9399

### **Tuxedo Rentals**

- Columbia Bridal & Tuxedos 410.381.8100
- Perfect Fit Tuxedo 410.884.0038
- Cy's of Catonsville 410.747.8760

### **Music**

*Driving on the lawn is **NEVER** permitted. All vendors are responsible for providing all equipment as needed.*

- DJ D Mac and Associates\* 202-328-1967
- Damon Foreman Music 443.812.0184
- New Legacy Jazz Band 301.399.3947
- David Bach 410.444.4222 (New Age/Jazz)
- Bailek's Music 410.484.7978
- Music Source DJ 800.840.7096 or  
410.766.1418
- C&J Entertainment 410.551.5025
- Enchanting Sounds LLC Chamber Music 410.526.7779
- Twine Time\* 443.610.0039
- My DJ\*

### **Limos/Valets**

*Driving on the lawn is **NEVER** permitted. All vendors are responsible for providing all equipment as needed.*

- A Touch of Class Limousines\* 301.698.2650
- Lighthouse Limousines\* 866.605.4661
- Tip Top Limo Service 410.379.2100

- Zbest Limos 410.590.6554
- Howard County Executive Sedan 410.418.4444
- Hunt Valley Motor Coach \* (trolley) 410.584.7377
- An Extraordinary Limousine Service 410.437.8200

### *Liquor Stores/Supplies*


- Kelly's Liquors 410.750.0330
- Decanter Fine Wines 410.531.6663
- Vintage Cellars 410.531.7860
- Spirit Shop 410.461.1020
- Boordy Vineyards 410.592.5015
- Elk Run Vineyards 410.775.2513
- Wine Bin 410.465.7802

### *Officiants/Clergy*

- Mr. Ed Lilley 410.303.2959
- Matt Poole Glen Mar United Methodist 410.465.4995
- Reverend Gertie T. Williams 410.461.1155

## Appendix B: Sample Insurance and Catering License Forms

### HO# 20b



## 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).

<b>PRODUCER</b>    <b>INSURED</b>	<b>CONTACT</b> NAME: _____ PHONE: _____ FAX: _____ (A/C No., Ext): _____ (A/C No.): _____ E-MAIL: _____ ADDRESS: _____  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: _____</td> <td>_____</td> </tr> <tr> <td>INSURER B: _____</td> <td>_____</td> </tr> <tr> <td>INSURER C: _____</td> <td>_____</td> </tr> <tr> <td>INSURER D: _____</td> <td>_____</td> </tr> <tr> <td>INSURER E: _____</td> <td>_____</td> </tr> <tr> <td>INSURER F: _____</td> <td>_____</td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: _____	_____	INSURER B: _____	_____	INSURER C: _____	_____	INSURER D: _____	_____	INSURER E: _____	_____	INSURER F: _____	_____
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: _____	_____														
INSURER B: _____	_____														
INSURER C: _____	_____														
INSURER D: _____	_____														
INSURER E: _____	_____														
INSURER F: _____	_____														

**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.

INSURER	TYPE OF INSURANCE	ADDITIONAL SUBJECTS	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  (SPLIT AGGREGATE LIMIT APPLIES PER POLICY)					EACH OCCURRENCE: \$ _____ DAMAGE TO RENTED PREMISES (if applicable): \$ _____ MED EXP (any one person): \$ _____ PERSONAL & ADJ INURY: \$ _____ GENERAL AGGREGATE: \$ _____ PRODUCTS - COMPLETED: \$ _____ _____: \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRE/AUTOS <input type="checkbox"/> OTHER TO OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COVERED BODILY INJURY (if applicable): \$ _____ BODILY INJURY - PERSONAL: \$ _____ BODILY INJURY - PROFESSIONAL: \$ _____ PROPERTY DAMAGE (if applicable): \$ _____ _____: \$ _____
	<b>UMS/BI/TA/EAR</b> <input type="checkbox"/> EXCESS LIME <input type="checkbox"/> OTHER <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  (SPLIT AGGREGATE LIMIT APPLIES PER POLICY)					EACH OCCURRENCE: \$ _____ AGGREGATE: \$ _____ _____: \$ _____
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROSPECTIVE PARTNER EXCLUDED? (Mandatory in NH) If all operations are described in operations below	<input type="checkbox"/> Y <input type="checkbox"/> N N/A				AGGREGATE: \$ _____ ALL EACH ACCIDENT: \$ _____ ALL DISEASE - EACH EMPLOYEE: \$ _____ ALL DISEASE - POLICY LIMIT: \$ _____
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Facts and Schedule if more space is required)						

**CERTIFICATE HOLDER**  
 \_\_\_\_\_

**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  
 \_\_\_\_\_

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Figure 1: example of certificate of liability insurance (required for vendors)

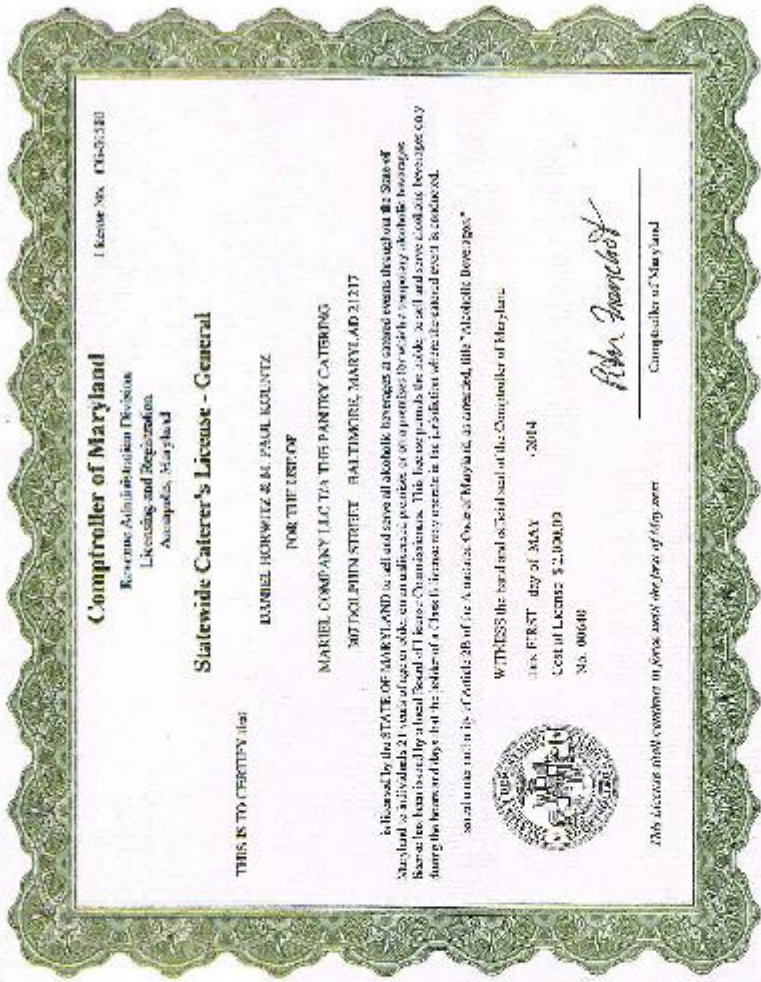


Figure 2: example of caterer's license (required of caterer's doing business on Howard County properties)