

## **Catered Events Guidelines for Rental of 1884 Baldwin Roundhouse**

### **Roundhouse Use Requests**

Requests for use of the Baltimore & Ohio Railroad Museum's 1884 Roundhouse (hereinafter referred to as the Roundhouse) facilities should be directed to:

Catered Events Manager  
Baltimore & Ohio Railroad Museum  
901 West Pratt Street  
Baltimore, Maryland 21223-2699  
410-752-2462, ext. 207 or fax 410-752-2499  
E-Mail: [Kathy.Hargest@borail.org](mailto:Kathy.Hargest@borail.org)  
Web Site: [www.borail.org](http://www.borail.org)

The renter will be asked to supply the following information:

Organization name, address and telephone, e-mail  
Contact name  
Date and time requested  
Estimated number of guests  
A brief description of event  
General catering, entertainment and decoration plans

After reviewing the request, the Catered Events Manager will approve the event plans as submitted if they are consistent with these guidelines and with the mission and priorities of the B&O Railroad Museum (hereinafter referred to as the Museum). If the event appears inappropriate for the Museum's facilities, it may be necessary for a meeting between the Catered Events Manager and representatives of the requesting organization to be held before a final decision is made. The Museum reserves the right to decline any event at its sole discretion.

Requests for use of the Museum's facilities should be made a minimum of two months in advance of the event. A Letter of Agreement and non-refundable deposit will be required to reserve the Roundhouse. Availability is on first-come basis. Use is restricted to those dates, times, and areas specified in the Letter of Agreement.

### Availability

The Museum's Roundhouse is available evenings, during non-public hours, from September through mid-December and January through mid-June from 6:30 p.m. – 11:00 p.m. on weekdays and 7:30 p.m. to 11:30 p.m. Saturday & Sunday. All events must end by contractual time, unless otherwise agreed by prior arrangement, please refer to your contract.

### Deposit, Payment of Balance and Cancellation

A non-refundable deposit of \$750.00, along with a signed Letter of Agreement, is required to confirm a date. The balance must be paid fourteen (14) business days before the date of the function. Checks must be made payable to the B&O Railroad Museum, Inc.

**Weather Policy:** On days when the Baltimore City Public School System closes the schools-the Museum will close to visitors. Catered events will continue as planned unless the client decides to postpone or cancel. If the event is to be cancelled-the client **MUST** notify the Museum by no later than 12 noon the day of the event.

### Security

The renter, its agents, and guests must comply with all instructions from on-site Museum and security staff during of the event. Failure to comply with these guidelines or verbal instructions may result in the immediate closing of the site; expulsion of the renter, caterer and guests, and the forfeiture of all fees.

### Parking

The Museum provides free on-site parking for approximately 160 cars. Motor coach and trolley parking is also available. Additional secured parking and shuttle bus services are available upon request for additional fees. All parking arrangements should be made at least one month in advance. The museum strongly suggests that loading and off- loading of buses takes place on the museum's premises and not on Pratt Street. **Parking is not permitted in approved fire lanes or along side buildings, alleyways, etc.**

### **Event Coverage**

Representatives of the B&O Railroad Museum will be on the premises at all times during the event. The renter must also designate a representative who will remain on the premises throughout the event. A manager from the catering company must remain on the premises throughout the event, including during set up, breakdown, and closing check out. The event is to end at the time specified in the contract. If guests do not leave the premises directly after the event, delaying breakdown, the client will be charged an additional fee.

### **Advertisements, Press, News Releases and Ticket Sales**

All advertisements, press and news releases, or any other written materials made available to the public or media regarding the event must first be approved by the B&O Railroad Museum. The use of the Museum's logo may be granted to the renter by written agreement, with the understanding that no changes may be made to the logo artwork provided by the Museum. No representation should be made or implied that the Museum is a sponsor or a partner in the event unless a formal agreement has been signed.

**Event ticket sales at the door are not permissible.**

### **Renter Liability**

The renter is liable for any damages or losses of Museum property, buildings, artifacts, contents, et al, occurring during or as a result of the event. The renter agrees to indemnify and hold harmless the Museum from and against any and all claims, losses, actions, damages, liabilities, and expenses (including court costs and reasonable attorney's fees) which it may suffer, arising out of the renter's use of the Museum's buildings and adjacent walkways and parking areas, caused wholly or in part by any act or omission of the renter, its agents, licensees, concessionaires, employees or invitees. In the event the Museum is made a party to any litigation commenced by or against the renter, its agents, licensees, concessionaires, employees or invitees, the renter will indemnify and hold the Museum harmless and will pay all damages, costs, expenses and reasonable attorney's fees incurred or paid by the Museum in connection with such litigation.

You agree to assume responsibility and liability for damages to the building or its contents up to \$25,000 dollars. As well, any personal injury's incurred during or result of the event, for an amount up to 2

million dollars. These liabilities should be insured and evidenced by a certificate of insurance, provided to the B&O Railroad Museum, prior to the date of the event.

### **Prohibited Items**

Smoking is prohibited inside all Museum buildings and on outside platforms. Possession or use of illegal drugs, firearms, knives or any other weapons on Museum property is strictly forbidden, and offenders will be subject to arrest according to State and City laws.

### **Coat/ Valet Parking Services**

The Museum is not responsible for damage or loss to the personal property of the renter, its guests, caterer and other contractors or people associated with the event. The Museum will provide you with fee information, billing and date confirmation for both services. If the event is over 250 guests, you are required to pay for additional parking serviced through Courtesy Parking Service, Inc.

### **Decorations**

**ALL PLANS FOR DECORATIONS MUST BE APPROVED AT LEAST ONE MONTH IN ADVANCE.** No tacks, staples, tape or glue may be used to attach decorations to walls, floors, or woodwork or to metal work or artifacts. The use of helium balloons, confetti and rice is prohibited. The use of candles for decorative purposes shall be contained in an approved vessel and shall not allow open flame to exceed rim of such vessel. Decorations may not be mounted on artifacts, locomotives, rolling stock or exhibits. If in doubt, please ask the Museum's representative.

### **Alcoholic Beverages**

The Museum does not permit the serving of alcoholic beverages to anyone under the age of 21 or to anyone who appears to be intoxicated according to State and City laws; therefore the caterer must supply and staff all bars. Proof of age will be required according to law. Anytime alcoholic beverages are served; food and non-alcoholic beverages must also be served. **Guests may not bring alcoholic beverages into the Museum.** Any unauthorized alcoholic beverages will be confiscated and disposed of. Bars must close 15 minutes before the end of the event. The Museum and/or the caterer retains the right to refuse service to any person(s) who present an immediate or potential threat to Museum property or to other persons.

## **Curatorial Notes and Regulations**

*Museum artifacts, museum fixtures, exhibits and historic structures*

The renter acknowledges that the Museum's facilities are historic structures filled with exhibits of artifacts, objects, locomotives and rolling stock. While the public has limited access to these, the buildings, exhibits and objects are fragile and irreplaceable. It is one of the Museum's prime missions to preserve and protect these resources. No action on the part of a renter, caterer, guest or company employee will be tolerated that endangers any of these historic resources.

*Damage to artifacts, museum fixtures, exhibits and historic structures*

The renter is responsible for any damage to artifacts, museum fixtures, exhibits and historic structures. Any involvement of the Museum's curatorial staff for inspections due to damage will be billed to the parties at the rate of \$100.00 per hour per person. Any additional costs for the conservation, preservation, restoration or any other remedial action necessary due to damage to artifacts, museum fixtures, exhibits and/or historic structures resulting from the negligence of the renter and/or caterer will be billed at cost to the contract parties.

The Museum does not guarantee that the arrangement of artifacts, exhibits, locomotives and railroad cars within the Roundhouse or on Museum property will remain constant or permanent.

## **Mandatory Walkthrough**

A walkthrough with the Museum's Catered Events Manager, the renter or renter's representative, and the Caterer is required at least one (1) month prior to each event. The caterer and renter should be prepared to outline all plans and arrangements at this time. The Catered Events Manager must be provided with the name and number of all vendors associated with the event at the time of the walkthrough.

### Deliveries

Arrangements for all deliveries must be made in advance through the Catered Events Manager. No deliveries will be accepted until 4:00 P.M. Sunday - Friday and 5:00 P.M. Saturday. Signing for such deliveries by museum staff members does not obligate the Museum to pay for the goods delivered or for the delivery charges. The Catered Events Manager on duty should sign for all deliveries. The Museum will not take delivery of food or beverages. All deliveries will be made from the Schroeder Street Entrance located in the back lot of the Roundhouse. See call the Catered Events Manager for directions to the Schroeder Street Gate.

### Equipment and Materials

The Museum is not responsible for equipment or material brought in by outside organizations. The Museum is not responsible for the loss or theft of property belonging to the renter, their guests, the caterer, or its employees. Extended storage requests will be billed to the renter, if materials are left after the event at the rate of \$250.00 per day. Any equipment left for more than 30 days will become the property of the Museum. The Museum is not responsible for storage of flowers, food or beverages before or after the event. Any such products left after the event will be discarded.

### Set Up and Breakdown

The set up and breakdown are the sole responsibility of the renter and its agents. Neither the Museum nor its staff has any responsibility to assist in these functions. Setting up and dismantling tables, chairs, decorations, and other event-related paraphernalia must not disrupt the public's use of the Museum or the staff's work. Blocking or obstructing exits is prohibited.

The renter and the caterer must exercise caution when bringing supplies and materials into the Museum. Specifically, no tables, boxes, or other objects are to be placed against the walls or exhibits. **All materials must be carried or transported on rubber-wheeled dollies on the Roundhouse wooden turntable.** Tables must not be rolled or dragged on the turntable or painted and/or waxed surfaces.

Only Museum staff may handle works of art, collection items, benches and exhibit furnishings. No materials, objects or equipment belonging to the Museum may be used unless specific written approval has been granted.

### **Damage**

The cost of repairing or replacing any damaged or lost Museum equipment, when such damage or loss is attributed to the Renter or the Caterer, will be billed directly after event. All reports will be filed within 24 hours after event. Payment in full is required 14 days after damages or losses have occurred.

### **Electrical Service**

No one may use or tamper with the electrical system at the Museum. This includes the resetting of breakers. A staff Facilities Technician is on hand throughout the event to attend to these needs. All electrical cables and wires that must be laid on the floors or grounds of the museum must be protected by the use of **UL approved cable covers** or an equivalent system. Cables or wires may not be taped, stapled, glued, or tacked to the floors or any other surface. Please note that the use of smoke machines or bubble machines are not permitted anywhere within the Roundhouse. The Roundhouse has multiple 120v 15 amp outlets located around both the perimeter of the roundhouse and on the columns alongside the turntable, which should serve the needs of an average event. The museum has the capability to provide 208 volt, 50 amp, 3phase, 4 wire service for special events that require heavier service such as theater lighting and exceptional sound loads. Please contact the Catered Events Manager for your particular needs. There is a charge of \$50 per hour for non-standard connections plus cost of materials, if any. Service over and above the supply indicated above will require a portable generator whose size, cost, and delivery are the responsibility of the client.

**Violations**

Any violation of these guidelines may result in the renter's dismissal and cancellation of the event. The Renter and its Agents are responsible for leaving the Roundhouse and other Museum property as found. The Museum will make every effort to cooperate with the renter's needs, but reserves the right to disapprove of any vendor, musical group, or other service with which the renter has contracted. Such disapproval does not void the Letter of Agreement or the obligations of the renter to pay for use of the facilities.

If there are any questions on these guidelines, please call the Catered Events Office at 410-752-2462 X 207.

I have read and understand the Museum's Catered Events Guidelines:

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**Renter's Signature**

**Date**

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**B&O Railroad Museum Representative**

**Date**

Please read, sign and return a copy of this Catered Events Guidelines page along with your \$750.00 deposit. Thank you.