

MANSION HOUSE PORCH RENTAL GUIDELINES AND PROCEDURES YOUR COPY

- ◆ A deposit of 25% of the rental fee plus the security deposit along with the signed rental contract is required within seven (7) business days to secure the date. The balance is due 45 days before the event date. The deposits and final payment should be made payable to: **The Maryland Zoo in Baltimore** and sent to the **Group Sales Office, Druid Hill Park, Baltimore, MD 21217**. Once contract and deposits are received, only the security deposit will be refunded in the case of cancellation. All other deposits will be forfeited.
- ◆ **Rental fees do not include Zoo admission, catering, rides, trams, other special event requests, and/or Zoo guest services.**
- ◆ **The Maryland Zoo in Baltimore reserves the right to refuse any rental facility service based upon the nature of the event.**
- ◆ Facility Coordinator must approve all activities, entertainment, and/or scheduled appearances. Music and dancing are permitted. Music cannot be too loud to disturb our animals and Zoo guests (during Zoo hours).
- ◆ Client must select caterer from approved caterers list only at least 90 days in advance of event. Caterer must be licensed and insured in the State of Maryland. If caterer is not on approved list, Zoo must approve caterer. Caterer not on approved list will be required to pay fee directly to The Maryland Zoo. Fee for all events on Mansion House Porch is \$475.
- ◆ Any arrangements for rental and/or equipment deliveries must be made at least two weeks in advance. Deliveries should be scheduled between 9 a.m. and 2 p.m. the event date, unless other arrangements have been made with Facility Coordinator.
- ◆ Insurance: You are required to provide day-of event insurance a minimum of 45 days before your event date. Day-of event insurance alleviates much of the stress associated with planning your wedding as the policy protects you in case of property damage and liquor liability.
- ◆ **Event hours also include set up and break down periods.** Caterer is allowed only three hours before event time to set up and one and a half hours maximum to break down after event ends. All trash must be removed from premises following the event, kitchen and porch cleaned, floor vacuumed and tables/chairs left neatly in original location.
- ◆ **The following will not be permitted inside the Mansion House Porch or Zoo grounds:**
 - ◆ No smoking inside the building. Smoking is allowed away from the building in the parking lot.
 - ◆ No open flame candles. Battery operated votives are acceptable.
 - ◆ No pets permitted in the Zoo or any rental facilities.
 - ◆ No beer kegs or shots permitted.
 - ◆ Steamed crabs may not be served on the Mansion House Porch.
 - ◆ No throwing rice, confetti, birdseed, flower petals, etc. is permitted. It is the responsibility of the client to communicate this policy to guests. A cleaning charge of \$500 will be charged should the above be thrown on Zoo premises.
 - ◆ No vehicles are permitted on grounds without the approval of the Facility Coordinator. This is for the safety of our animals, guests and to protect our beautiful landscaped grounds.
- ◆ The Maryland Zoo is not responsible for equipment or materials brought in by outside vendors or guests, or loss or theft of property belonging to client, their guests, the caterer, its staff, or rental companies. All equipment and materials must be removed from The Maryland Zoo the event date, otherwise, The Maryland Zoo will charge the client or vendor a \$500 clean up fee and/or estimate a breakdown fee.