



BELMONT

MANOR & HISTORIC PARK

Rental Rules and Regulations



Howard County
RECREATION & PARKS

6555 Belmont Woods Road, Elkridge, MD 21075
410-313-0200 (M-F, 8:30am-5pm) | www.belmontmanormd.org

About

Belmont Manor is a restored 1738 era historic site with extensive gardens and outbuildings, perfect for the quintessential garden wedding. We are considered an outdoor venue. Nestled on 68 acres of rolling green hills, this 18th Century property offers warm hospitality.

Belmont Manor is a Howard County Park. Howard County Recreation and Park guidelines apply that are different from privately owned venues.

The Park provides the location and property amenities while the Permit Holder provides all vendors.

Visiting Belmont Manor & Historic Park

Outside of scheduled rentals, Belmont Manor and Historic Park 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 belmontmanormd@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).
- The minimum number of hours for an event that can be reserved is eight (8). The maximum is twelve (12)
 - The Permit Holder selects the start time of your contract. Your contract cannot start before Noon and cannot start after 4pm.
 - Extra hours must be purchased at the time of reserving.
- 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.

Reservation Process

Call 410-313-0200 or email us at belmontmanormd@howardcountymd.gov 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 Belmont's rules and regulations, including relaying applicable rules to vendors and guests.

1. Email belmontmanormd@howardcountymd.gov to place one free ten (10) day hold on date.

2. Complete and submit the rental application along with a copy of the contract holder's driver's license 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.

3. 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 cannot be applied to the rental balance.

- There are no discounts on rentals, including Howard County residents, employees and 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 Belmont management at the time of booking.

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.

Cancellations Policy

Request a Cancellation

- All cancellations must be submitted in writing by the permit holder to:
belmontmanornd@howardcountymd.gov.
- Telephone cancellations 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 the 25% of the total rental charges will be retained.
- 180-91 days: The security deposit will be forfeited, and 50% of the total rental charges will be retained.
- 90 days or less: The security deposit will be forfeited, and 75% of the total rental changes will be retained.

Unforeseen Events

Belmont Manor and Historic Park will not be held responsible for failure to provide the basic utilities and services due to emergencies, catastrophes or interruptions of public utilities. Belmont Manor and Historic Park 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.

Howard County shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to a force of nature, act of God, or inclement weather.

Due to the historic and delicate nature of Belmont Manor & Historic Park, planned and unplanned construction or closures to the property, or parts of the property may occur at any time. As such, Belmont Manor does not guarantee its appearance or functionality during times of necessary construction.

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.

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.

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 Belmont Manor and Historic Park, 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 Belmont Manor and Historic Park'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. Secure an Approved Caterer.

See "Full-Service Caterer" section of this document for details.

2. Assign a Wedding Coordinator

See "Wedding Coordinator" section of this document for details.

3. Submit Event Information Forms 30 days prior to your event:

- Event Information Form (Belmont provides form).
- Tent Layout (Belmont provides form).
- List of Vendors (Permit Holder provides).

4. Visits are held Monday-Thursday; 10am to 3pm only.

- If necessary, visits are by appointment only.

5. 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 Manor are not handicapped accessible

Property Amenities

Manor and Grounds

- Exclusive use of the first floor of the manor (accommodates 120 persons), two dressing suites on the second floor, and billiard room on lower level.
- Free WI-FI available in the Manor.
- Two formal garden options for your ceremony (Aqua Garden and Magnolia Grove)
- Lighted ADA brick pathway that extends from the tent to the parking areas.

Reception Tent

Our white peaked 60 x 100 reception tent sits atop a brick tent pad and features:

- Cathedral window sides
- White fabric liner.
- 16 Gold chandeliers.
- Perimeter lighting.
- 12 Perimeter fans.
- Electrical bollard.
- 18x24 dance floor. Dance floor cannot be removed, replaced or wrapped.
- Accommodates a maximum of 250 people.
- The tent is not climate controlled (see HVAC section).

Tables and Chairs

- (10) 5 ft. round tables (seat 6-8 people, indoor Manor use only)
- (30) 6 ft. round tables (seats 10-12 people, tent use only)
- (6) 6 ft. x 3 ft. rectangular tables (seats 6-8 people)
- (8) 8 ft. x 3 ft. rectangular tables (seats 8-10 people, tent use only)
- (10) 2 ft. Cocktail tables (adjustable height)
- (2) 3 ft. round tables (adjustable height)
- (4) Sections of serpentine tables
- (2) 5 ft. Half-moon Tables
- (10) 6 ft. Conference/training tables (Manor use only)

- 300 aluminum gold chivari chairs with ivory chair pads (tent and indoor use only)
- 300 white resin ceremony chairs (outdoor use only)

Warming Kitchen

- Commercial refrigerator & freezer
- Warming/convection ovens
- Prep tables
- 400 lb. capacity ice machine (cannot guarantee that it will be filled to capacity, especially for Saturday/Sunday evening events)

Full-Service Catering (Required)

- Belmont Manor is not a full-service venue.
- The permit holder is required to select one-full service (licensed) caterer.
- The caterer must be pre-approved by Belmont by submitting a Catering application, a copy of their catering license and insurance certificate.
- Do not sign with a Caterer unless Belmont has approved them to work here.
- Contracting a Caterer without prior written approval from Belmont Management, or failure to provide these documents to Belmont Management within the outlined parameters below will result in the automatic forfeiture of \$500 of your security deposit.
- 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 ten catering staff are needed, plus one event manager.
- Must provide proof of required insurance and licensing (see below).
- All food and alcohol must be served by one full-service 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.

Catering Approval

- All Caterers must be approved to work at Belmont before your 6-month payment due date. No exceptions.
- The permit holder is responsible for collecting and submitting the following documents to Belmont Manor prior to signing/contracting with the Caterer.
- Belmont Catering Application.
- A copy of the correct certificate of insurance, including County indemnification, liquor liability, auto-liability and worker's compensation.
- A copy of the Caterer's Full-Service Catering License.
- Samples of the required documentation is provided in the addendum of this document.

Responsibilities of the Caterer During the Event

- All setup and cleanup must be done within the contracted hours.
- The Caterer 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 supervise the grill station at all times.
- 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 clients contracted time frame.
- Nothing may be left overnight (equipment, décor, furniture, etc). The permit holder will be charged for items left on site.

The Caterer will...

- Clean the Tent: All guest tables, chairs, brick and dance floor- particularly surrounding the buffet area, bars and guest tables.
- Clean the Manor: 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 designated containment area located at the loading dock, not on the grass, gardens or rocks 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 dumpsters in the Barn parking lot area, or carry trash off site.
- 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 dumpster or an additional cleanup fee of \$100 per staff per half hour will be assessed from the permit holder's security deposit.
- Tie all trash bags before throwing into the dumpster.
- Belmont staff does not provide transportation to the dumpster.
- Washing dishes is prohibited at Belmont. 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, ovens and tabletops.
- Belmont is not responsible for items left behind.

Indoor Warming Kitchen

- The caterer must leave the kitchen in the same condition as found.
- Belmont has a warming kitchen for use by the caterer.
- Caterers must cook and prepare all food off the premises and may warm food at the facility only.
- Open flames are prohibited inside the Manor.

- The caterer will clean all preparation tables, sinks, ovens, and refrigerators, inside and out.
- Wipe down walls if food or sauce has been spilled.
- Clean debris in all (3) floor drains.
- The dishwasher, stove and grill in the kitchen are not for use by caterers.
- The caterer will sweep and damp mop the kitchen 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 closer).
- 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 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 Belmont staff 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.

Wedding Coordinator

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

The Permit Holder will...

- Acquire a Wedding Coordinator.
- Relay Belmont's Rules and Regulations to the Wedding Coordinator.

The Wedding Coordinator will...

- Check-in with Belmont Staff to receive two-way radio, upon arrival.
- Will carry a two-way radio at all times provided by Belmont and remain in communication.
- Remain on-site and available for the entirety of the contracted event hours.
- Responsible for lining up the wedding party for the processional.
- Notify Belmont staff by 4:00pm if any tent sides need to be closed due to impending inclement weather.
- Responsible for removing the personal effects of the wedding party from the Bridal Suite, Groom's Suite and the Billiards Room.
- 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 Belmont staff prior to leaving.
- Work with Caterer to execute the rain plan.

Rain Plan

- Ceremony in tent.
- Cocktail hour in Manor or tent.
- Reception in tent.
- Wedding 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), Belmont staff will work with Vendors to evacuate all guests into the Manor until the threat has passed for at least 15 minutes.

Info: belmontmanormd@howardcountymd.gov
or call 410-313-0200

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 Manor.
- Belmont staff are not permitted to assist Vendors.
- All equipment or items that might reasonably be assumed to involve unusual risks or liability issues must be pre-approved.

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 loading dock 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.
- Belmont Manor Staff will advise Musicians of approved noise level.
- Musicians must provide their own extension cords.

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.

HVAC

- HVAC rentals must be pre-approved by Belmont management.
- Air Conditioning must be approved 45 days prior to the event.
- Heating must be approved 10 days prior to the event.
- The company providing heating or cooling elements will provide their own staff who remain on-site for the entirety of the contracted hours.
- Space heaters are prohibited.
- 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 Belmont 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.
- The dance floor may not be removed, replaced or wrapped. No exceptions.

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.
- 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.
- Stages. 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).
- Securing the additional permit is the sole responsibility of the Permit Holder and can be done only after Belmont 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 Belmont management.

Prohibited

- Glitter, confetti (including biodegradable), rice, and birdseed.
- Balloons, Paper Lanterns.
- 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).
- Moon bounces/Inflatables.
- Horseshoes, badminton, bocce ball, volleyball (no stakes/poles driven into ground)
- Bubbles inside the Manor.
- Nothing can be attached to the chandeliers or their brackets in the manor or tent.
- Nothing can be hung in or attached to any of the trees or shrubs on the property.
- Nothing can be placed in the aqua garden including other plant materials, candles or décor.
- Nothing may be plugged into the Chandelier extension cords.
- Additional tents or similar structures are prohibited.

Grounds Disclaimer

- Landscaping, gardens and the aqua pond may appear less than optimum due to seasonal changes or unforeseen circumstances.
- The tropical plants in the aqua garden are only installed when the weather is consistently warm.
- Children must be supervised at all times, especially near the aqua garden, paved drive and parking area.

Holiday Decorations

During the year-end holiday season, the Manor House may display seasonal decorations, including trees, wreaths, lights and garland. These decorations may not be removed or rearranged during events.

Guest Parking

- Use of Shuttles is strongly encouraged.
- Shuttles and buses larger than 48 passengers are strictly prohibited due to site logistics.
- Ample, free parking for guests is provided in one of two main grass parking lot on the premises.
- Vehicles may be directed to the upper lot at the discretion of Park Management. Be prepared for use of either lot on event day.
- 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.
- Limited asphalt parking spaces are available at the split-rail fence.
- The circular driveway is a fire lane. Parking is prohibited.
- Golf carts or similar vehicles for transportation of guests or equipment are prohibited to bring.
- Vehicles may not be left overnight.

Smoking and Vaping

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

Photos

Belmont Manor reserves the right to take and use photos of your event for promotional purposes.

Rehearsals

- Rehearsals are available upon request; Tuesday-Thursday only; between Noon and 3:00pm.
- Paid programs and events will take precedence over rehearsals.
- Rehearsal will be conducted by the Wedding Coordinator and/or Officiant.
- It is suggested to schedule your rehearsal in a timely fashion as the dates get booked quickly.

Info: belmontmanormd@howardcountymd.gov
or call 410-313-0200

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:
- The approximate distance from the electrical outlet at the front of the Cabana is...
 - 80' to the front edge of the Aqua Pond.
 - 160' to the edge of the Magnolia Grove.
 - 200' to the front left corner of the Parterre Garden.

Property Stats

- The sun sets towards the back of the property, behind the Cabana.
- The climate-controlled restroom trailer is equipped with:
 - Women's Room– 6 stalls.
 - Men's Room– 3 stalls; 2 standing units.
 - One (1) accessible unit.
- There is approximately 7" of counter space in the Men's and Women's units if you are planning to provide hospitality baskets.
- There are two (2) restrooms in the Manor.
- There are two (2) accessible restrooms at the Cabana.

Tent Stats

- There are 16 Chandeliers in the Tent.
- There are 12 Perimeter Fans in the Tent.
- The dance floor is 18 x 24 (cannot be removed, replaced or wrapped)
- The approximate distance between the electrical bollard and location of the DJ/Band is 80'.
- Additional dimensions or measurements are on the tent layout document.

Tables

- 6' Rounds typically seat 10 people, but can seat up to 12.
- 6' Rectangles typically seat 3 people (per side).
- 8' Rectangles typically seat 4 people (per side).
- Caterer provides table linens.

Info: belmontmanor.md@howardcountymd.gov
or call 410-313-0200

Belmont Manor Tent Floor Plan

For the Wedding of: _____

Wedding Date: _____



Stairs to
Manor

Caterers
Entrance

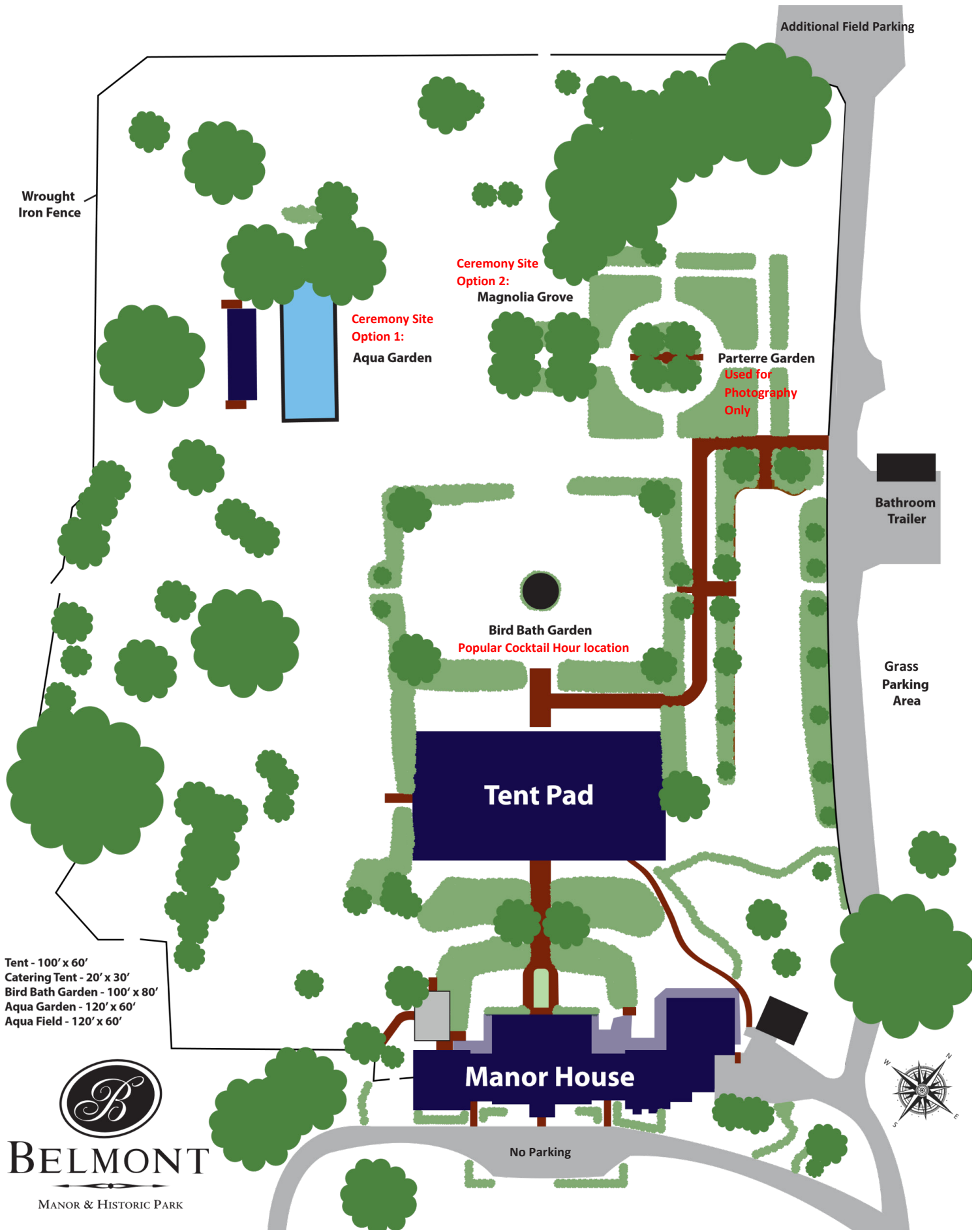
DANCE FLOOR 18 x 24
(Cannot be removed, replaced or
wrapped.)

Stairs to
Aqua Field

ADA Path

- = ELECTRICAL BOLLARD
- Each bollard:
 - 4 Outlets, 2 Dedicated Circuits.
 - 20amps per pair/40 amps per bollard.

- Interior Poles are ALL 20' apart
- Exterior Poles are 10' apart.
- All Décor must be approved by Belmont management prior to your 3-month payment due date.
- Décor may not be attached to the chandeliers or brackets.
- Décor must be zip tied to the poles, only.
- Tent Size: 100x60





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):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

Catering Company Name HERE

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X				MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					\$
	EXCESS LIAB					EACH OCCURRENCE \$
	DED					AGGREGATE \$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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**CANCELLATION**

Howard County, Maryland
c/o Howard County Recreation & Parks
7120 Oakland Mills Road
Columbia, MD 21046

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****

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