



# FACILITY RENTAL CONTRACT

## Havre de Grace Maritime Museum

100 Lafayette Street

Havre de Grace, MD 21078

(410) 939-4800

[hdgmaritimemuseum@verizon.net](mailto:hdgmaritimemuseum@verizon.net)

## Rental Rates:

- **Half-day:** \$300 (up to four hours, 10am – 5pm)
- **Full day:** \$600 (up to eight hours – event must end by 10pm)
- **Each additional hour after 5pm:** \$75
- **Gallery/Deck:** \$150
- **Concrete Pad:** \$300
- **Refundable security deposit:** \$200
- **Booking fee (applied towards rental):** \$50
- **Tables (up to eight 6' x 2.5' folding):** \$100
- **Chairs (up to 75 padded folding):** \$50
- **Outdoor electricity:** \$50

## Facility Rental Guidelines, Rules & Regulations

- The cost of the rental is **only for the space and electrical supply**. You will need to rent or bring all necessities for the event – groups will not be allowed to use the Museum's equipment or telephones, except in case of emergency.
- There are restricted spaces (labeled), to which only staff and designated volunteers have access.
- The indoor space can accommodate 100 guests standing, or 40 people seated.
- If, for any reason, there is damage or injury to the museum property by attendees of the event, the \$200 security deposit will be used to repair the damage and/or clean the premises. **The security deposit is refundable if the facility is left in order and no damages are assessed.** The security deposit will be refunded no sooner than 72 hours after the event.
- You are responsible for **immediately removing from the premises any trash** generated during your event. Failure to do so will result in forfeiture of your security deposit.

- The museum's exhibits and artifacts must be protected from damage and left in place, and are not to be handled by attendees.
- We suggest not leaving your gift table/card box out in the open. If you do choose to leave it out in the open, please assign someone to monitor it at all times. We are not responsible for any theft at your event.
- **For outdoor events:** According to city ordinance, events cannot begin before 10am, and must end by 10:30pm.
- Public restrooms are located across the street from the Maritime Museum, and are handicap accessible. The Museum restrooms will also be available for the duration of your event, **only if the event is held inside.**
- Parking is available in the gravel lot in front of the Maritime Museum, and also along Lafayette Street.
- We allow the use of a caterer, which we must approve beforehand. The caterer must supply their license to the Museum. Additionally, you may cater your own event. **An additional deposit of \$100 will be applied if you cater your own event.**
- If alcohol is being served, it must stay in the Museum or on the cement pad (for outdoor events). You are responsible for your attendees. If you are *selling* alcohol, you need to provide a valid liquor license.
- Any publicity related to the event must give credit to the Havre de Grace Maritime Museum, which is a nonprofit 501(c)(3) organization, dedicated to the preservation of the maritime heritage of the Lower Susquehanna River and Upper Chesapeake Bay.
- The Maritime Museum is not to be held responsible for any damages that occur due to inclement weather, attendees, passerby, et cetera.

**The booking fee of \$50 (which will be applied toward the rental) and security deposit of \$200 (refundable) are due with this contract in order to reserve your date and time. The remaining balance for the rental is due 72 hours before the event. If the event is canceled more than 24 hours before the event, all but the booking fee may be refunded.**

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**Reservations will be confirmed with the submission of this contract, the booking fee and the security deposit.**

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Location of Event (inside gallery, outside concrete pad, etc.) \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Clean-up Time: \_\_\_\_\_ Anticipated Total Attendance: \_\_\_\_\_

Name of Organization (If Applicable): \_\_\_\_\_

Responsible Contact Name: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Day of Event Phone#: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will food be served?  Yes  No Name of Caterer: \_\_\_\_\_

Will alcohol be served?  Yes  No

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*By signing this contract, I consent that I have read, understood, and agreed to abide by the rules and guidelines for holding my event at the Maritime Museum. The Museum is free from any responsibility other than providing the venue for my event.*

***Please keep a copy of the contract for your records.***

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

**For Office Use Only**

Total Fees Due: \_\_\_\_\_ Dep. Method: \_\_\_\_\_ Final Method: \_\_\_\_\_

Booking Fee Amount: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Final Payment: \_\_\_\_\_ Date Paid in Full: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Security Deposit Refund: \_\_\_\_\_ Date of Refund: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

If Security Deposit not refunded, reason: \_\_\_\_\_

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