

**Historic St. Mary's City  
Exhibit/Facility Use Rental  
Caterers' Responsibilities and Agreement**

Caterers are required to meet with the HSMC Events Coordinator for a preliminary visit of Historic St. Mary's City. This meeting is for planning purposes and to explain site procedures. Setup and delivery may begin at 4 p.m. prior to the event (or earlier with special permission from your HSMC contact). However, functions may not begin before the museum closes to the public at 5 p.m. A designated museum staff member will be present at the site at all times when event activities are taking place.

**The caterer must:**

1. Read, understand, and follow Historic St. Mary's City's "Vehicle Access and Site Protection Procedures."
2. Provide all equipment, utensils, etc. necessary for preparation and serving of food and beverages.
3. Provide necessary permits for preparing and serving food and alcoholic beverages.
4. Setup and clean up any and all facets of serving including linen, silver, china, crystal, etc.
5. Set up/take down tents, tables and chairs (if not contracted to HSMC); serve food and beverages; and clean up site at the end of the event.
6. Remove trash at the end of the event or make arrangements with your HSMC contact to pay the \$75 trash removal fee to HSMC.

Failure to return the site to the original condition, ready for museum visitors the next day at 10 a.m., will result in a charge of half the deposit to the renter. All details of the event should be organized and resolved with your HSMC contact before the event occurs.

As caterer, I have read the above , and I agree to abide by the above stated requirements for the event scheduled:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Event Site)

\_\_\_\_\_  
(Client's Name)

\_\_\_\_\_  
(Client's Phone Number)

Caterer's Name \_\_\_\_\_

Caterer's Address \_\_\_\_\_

Caterer's Phone \_\_\_\_\_ Fax \_\_\_\_\_

Caterer's Email \_\_\_\_\_

Caterer's Signature \_\_\_\_\_