

Historic St. Mary's City Exhibit/Facility Use Rental Policies & Procedures

Historic St. Mary's City (HSMC), the first capital of Maryland, has been designated a National Historic Preservation District, and is owned and run by the State of Maryland. HSMC reserves the right to approve or deny the rental of the site. In recognition of this National Historic Landmark's historic significance, only appropriate activities, in keeping with the dignity of the site, will be approved.

Historic St. Mary's City offers suitable areas of the Museum site for rental by organizations and/or individuals. This rental does not include access to other areas of the museum unless specifically authorized. Areas available for rental are as follows:

Reconstructed State House of 1676. The State House is available for public and private functions. It has limited heating, with two (2) working fireplaces – one in the Assembly Room downstairs, and one in the Council Chamber upstairs. Both floors may be used, if requested in advance. Handicapped accessible restrooms are nearby. In December, the State House, decorated with greens for the Madrigals Evenings, is a unique place for a one-of-a-kind office Christmas party. The State House river lawn is a broad sweep of lawn overlooking the river and the sunset.

Farthing's Arbor. The Arbor is a lovely outdoor area with picnic tables and benches. It is lighted, and handicapped accessible restrooms are nearby. This is a great spot for informal receptions.

Margaret Brent Memorial Garden and Gazebo. This Victorian-style gazebo and garden are adjacent to the 17th century Town Center and overlook the St. Mary's River. This outdoor area has no lighting, but electrical outlets can provide for some lighting or other electrical needs. There is limited access to potable water. Handicapped accessible restrooms are nearby.

Maryland Dove Dock. The *Maryland Dove* Dock and waterfront areas are available for receptions. (This does not include physical access to the *Maryland Dove* due to Coast Guard Regulations.) The square-rigged *Maryland Dove* provides a beautiful backdrop. Handicapped accessible restrooms are available at Farthing's Ordinary.

Farthing's Pub Room. This room, located in Farthing's Ordinary, provides a period venue for receptions, meetings, or dining for small parties.

General.

As a state outdoor living history museum, HSMC is fully open to the public daily from mid-March through the weekend after Thanksgiving. The Gift Shop and walking audio tours are available throughout the winter months, although the living history sites are not staffed.

Normal museum hours are from 10 a.m. to 5 p.m. daily. Rental events can begin once the museum is closed to the public. Setup for an event may begin earlier with prior approval your HSMC contact. With prior approval, removal of caterer's tables, chairs, sound systems, lighting, other caterer equipment, and tents may be accomplished the morning after the previous evening's event, but must be completed prior to the museum opening at 10 a.m. Exceptions to this policy must be approved by the Chief Operating Officer, or his designated representative.

No smoking is allowed in any building. Pets are not permitted inside museum exhibit areas. While on site, pets must be leashed.

No product may ever be sold except for materials required for educational or group discussion as part of an event. Printed materials, banners, signs, etc. may not be distributed, posted, or displayed on museum grounds without prior permission.

Youth organizations, schools, etc. using/viewing museum exhibit areas must be physically escorted by at least one responsible adult (21 years or older) for each ten (10) students.

During use of the facility, organizations or individuals using the site are financially responsible for damaged, lost, or stolen HSMC property. HSMC is not responsible for lost, stolen, or damaged articles or equipment belonging to guests, event staff, or visitors.

With prior permission from your HSMC contact, the organization or individuals having an event may move museum furniture or equipment within leased spaces. However, these must be returned to original positions immediately following the event, and any damage to the furniture or equipment is compensable.

HSMC requires a compensated staff member to be present at events held after museum hours. This staff member opens and closes the facility, provides assistance for operating the facility, and protects exhibit sites from improper use and/or damage.

Reservations.

Applications for reservations are accepted on a first-come, first-served basis. They should be submitted no less than two weeks in advance of the rental date. A non-refundable deposit equal to the two-hour minimum charge must be paid at the time the reservation is confirmed.

Rental costs for using the site begin with the arrival of advance support groups (musicians, caterers, florists, etc.), and end with the departure of the last support or clean-up group. The rental period includes the time required for setup and clean-up. Rehearsal times are charged separately. The balance of the rental fee is due five (5) days prior to the event. Organizations and/or individuals using the facility will be invoiced for additional charges. Checks should be made payable to Historic St. Mary's City.

Equipment.

All linen, china, crystal, flowers, decorations, outdoor dance floors, augmenting lights, and sound systems must be provided by the rental party, and must not damage the grounds, floors, walls, ceilings, landscaping, etc. and must be within the electrical and other utility capacity of the site. Special decorations that must be attached to walls, ceilings, etc. must be approved by HSMC to avoid any building damage. Arrangements for food and guest services may be made through any caterer or rental agency; however, the caterer or agency must coordinate with HSMC prior to the event for catering policies. Tents, tent lights, chairs, and tables may be rented from HSMC or another provider. The tent location must be pre-approved by HSMC. If the tent will be erected on a day the museum is open, it must be erected before 10 a.m. or after 4 p.m. it must not be left up during open museum hours unless pre-approved. Tents must normally be removed after the event or before 10 a.m. the following day (if the museum is open that day).

Environmental Concerns.

Any decorative item that will be used on tables or thrown and may end up on the ground must be biodegradable (e.g. birdseed is acceptable, plastic or paper confetti is unacceptable). In addition, HSMC discourages the release of some animals – such as butterflies – at events, as these animals are often harmed or killed in the process.

Lighting.

Margaret Brent Garden and Gazebo have no lighting, but electrical outlets can provide for some lighting or musical hookup.

Catering Procedures.

Specific equipment and vehicle access procedures that ensure protection of the site and minimize disruption to normal museum operations are detailed in “Historic St. Mary’s City Vehicle Access and Site Protection Procedures.” A supervisor from the catering firm must remain with the serving staff throughout the function, including setup, takedown, and clean up, and is responsible for ensuring their staff and any subcontractors hired for the event follow HSMC procedures. Catering personnel may have access to the site after 4 p.m. for unloading vehicles (earlier with prior approval from the HSMC contact). Vehicles must be returned to the parking lot after unloading. Caterers may use only the areas specified in the rental agreement. No materials, props, or equipment belonging to HSMC may be used except with the approval of authorized HSMC staff. Such materials, objects, and/or equipment must be returned to their original order and condition. Caterers must sign the “Caterers’ Responsibilities and Agreement.”

Equipment and Trash Removal.

Caterers must remove everything they bring onto the site. Caterers must remove their trash, or they may make arrangements with the HSMC contact to pay a \$75 trash removal fee to HSMC.

Kitchen Use.

The Farthing's Kitchen is available for \$150-\$300/event, depending on the size of the event. The kitchen is equipped with gas stoves, ovens, freezer, refrigerator, and work tables. Limited ice may be available with kitchen rental.

Parking.

Event parking is permitted in the State House parking lot, the Visitor Center parking lot, and other adjacent parking areas as coordinated with HSMC personnel.