



East Harbor Campus
 802 S. Caroline Street
 Baltimore, Maryland 21231

About Living Classrooms

Living Classrooms Foundation is a non-profit educational organization that provides hands-on learning, job training and community service/development programs for students from diverse backgrounds, with an emphasis on serving disadvantaged and at-risk youth. Proceeds from events held at the East Harbor Campus support the Foundations educational programs.

East Harbor Campus Rates

SPACE	CAPACITY	RENTAL DAY/TIME	RATE	EACH ADDED HOUR
Patio & Tower	<i>Subject to Availability</i>	Weeknight Rate Mon - Fri → 6pm - 11pm	\$2,000 (3 hour min)	\$500
		Weekend Rate Sat – Sun → 11am – 11pm	\$3,500 (3 hour min)	\$500

DEPOSIT & PAYMENT

The Client agrees to pay Living Classrooms Foundation half (50%) of the total rental fee at the time of executing the agreement. Contracted venue space will not be held without signed contract and payment of the deposit. The Client agrees to pay the remaining 50% of the total rental fee balance within fourteen (14) days prior to the date of the event. Additional fees accumulated during the event will be assessed after the completion of the event, if any, shall be paid in full within five (5) business days of the event.

SCOPE OF RENTAL

Under the Rental Agreement, Living Classrooms Foundation will make available the East Harbor Campus’s contracted spaces as referenced in the RENTAL section of the agreement along with an event manager and one (1) support staff, to answer questions and assist event guests during the event. If additional staff is needed for larger events, there is an additional fee. The number of staff needed for an event is determined by the number of people scheduled to attend. Event manager and extra support staff are charged at \$35 per staff per hour of the event. (Plus set-up and Breakdown Time)

The Rental Agreement does not cover catering facilities of any kind, dockside tents, additional toilet facilities or other equipment or supplies required for the event. Client agrees to administer, make provisions and pay for all such catering, food, equipment, necessary permits, licenses and insurance.

Client may enter the East Harbor Campus and begin preparing for the event four (4) hours prior to its contracted start time. Cleanup shall be completed in accordance with two (2) hours following the contracted ending time of the event. If the break- down and clean-up of the caterers and any other subcontractors (i.e. entertainers, singers, musicians, rental companies, etc...) exceed the allotted hour, Client will be charged an additional hour based on the rental rates.

Client agrees and understands that failure to end the rental period by the end of the contracted time will result in additional rental charges at a flat rate of \$500.00 per half hour for every additional half hour or portion thereof over the rental period extends. These additional rental fees will be assessed at the discretion of the Living Classrooms Foundation after completion of the event.

Promoter Parties are not allowed at the East Harbor Campus and the Foundation reserves the right to end all aspects of the event, if the event is connected in any way to a promoter.

If the event is of a political nature, i.e. fundraisers, assemblies, etc. the Client must place the following statement on all printed material associated with the event: *The Living Classrooms Foundation is a non-partisan organization operated for the benefit of the community and does not endorse candidates for political office.*

EVENT DETAILS

Client agrees to provide a final guest count, floor plan and a completed copy of the 'Event Checklist' form, fourteen (14) days prior to the date of the event.

USE OF EXCLUSIVE VENDORS

Our exclusive, in-house provider of rental equipment is Select Event Group. As such, all rental equipment includes tables, chairs, linens, and tabletop and buffet serving items must be provided by Select. All rental orders need to be placed with your caterer or planner.

Outside vendors including, but not limited to, tenting, event décor, specialty furniture, flooring, power and climate control needs, A/V and lighting companies, florists, valet parking, restroom rentals and shuttle services, can be chosen from our list of preferred vendors or be included in your overall design from Selects Design and Production Team.

OUTSIDE FOOD AND BEVERAGE POLICIES

All food and beverages served at a function must be provided, prepared, and served by our exclusive catering list, listed below:

Absolutely Perfect Catering

Leslye Staub
7391 Washington Blvd, Suite 103
Elkridge, MD 21075
410.579.8777
leslye@absolutelyperfectcatering.com
www.absolutelyperfectcatering.com

Atlantic Caterers

Raoul Frevel
4509 Harford Road
Baltimore, MD 21214
410.254.6662
rfrevel@atlanticcaterers.com
www.atlanticcaterers.com

Class Act Catering

Jimmy Britton
825 Yale Avenue
Baltimore, MD 21229
410.368.1334
classactcatering@verizon.net
www.classactcatering.net

The Classic Catering People

Bobby Pressman
99 Painters Mill Road
Owings Mills, MD 21117
443.829.7240 / 410.356.1666 x 1317
bpressman@classiccatering.com
www.classiccatering.com

Copper Kitchen

Amanda Voelkel
2000 Washington Blvd. Suite J
Baltimore, MD 21230
410.598.1018
amanda@copperkitchenmd.com
www.copperkitchenmd.com

ROUGE Fine Catering

Celeste Bendetti
11110 Pepper Rd, Suite F
Hunt Valley, MD 21031
410.527.0007
celeste@rougecatering.com
www.rougecatering.com

Sascha's Catering

Mallory Staley
527 Lovegrove Street
Baltimore, MD 21202
410.539.6103
staley@saschas.com
www.saschas.com

RULES

The following rules of conduct and safety must be followed:

- No open flame in the East Harbor Campus at any time.
- East Harbor Campus is Smoke Free.
- No propane or helium canisters in the East Harbor Campus at any time.
- Nothing is to be hung or fastened to any part of the East Harbor Campus without prior approval.
- Client and guests must comply with federal, state and local laws.
- Client is responsible of the conduct of their guests.
- Alcohol consumption by guests must be in moderation.
- Foundation staff may request the Client to ask a guest to vacate the premises at any time.
- Parking is not provided. Client and guests must use paid lots or street parking.
- Load-in and load-out zones will be provided for catering trucks only.
- Entertainment sound must maintain a respectful level and must not interfere with the surrounding neighborhood and businesses.
- Foundation staff reserves the right to end all aspects of the entertainment provided by the Client, if sound levels are not controlled.

INSURANCE

Client must provide a Certificate of Liability Insurance with at least \$1,000,000.00 in coverage for bodily injury and property damage, listing the East Harbor Campus and Living Classrooms Foundation as additionally insured.

DAMAGE

Client agrees to return the East Harbor Campus to the same condition in which it was delivered for rental. Any and all damage to the museum building and/or elevators caused as a result of Client's rental, including incidental or collateral damage caused by Client's subcontractors, shall be the responsibility of the Client. Client shall pay any and all costs incurred by the Foundation to return the facility to pre-rental condition in full.

SECURITY

An off-duty Baltimore City police officer may be required at the East Harbor Campus during private events, depending on the scope of the rental. A minimum of 4 (four) hours is required for each security officer. The Clients will be responsible for any such fees and invoiced accordingly.

FORCE MAJEURE

The performance of the Agreement by either party is subject to acts of God, disaster, strikes, civil disorders or other emergencies making it illegal or impossible to provide such facilities for your event. It is provided in the Agreement that the event may be rescheduled if such acts present themselves. The rescheduled date must be agreed upon by both parties and is subject to availability.

INDEMNIFICATION

Client agrees to indemnify and hold the Foundation harmless from and against any and all losses, damages and claims (including costs, expenses and reasonable attorneys' fees) for personal injury or property damage which are caused by or result from the activities of Client, its employees, agents, contractors and guests in connection with the use of the East Harbor Campus, save any such loss, damage or claim that results from the negligence or willful misconduct of the Foundation, its employees, agents, contractors or representatives, or any negligent acts or omissions in connection with the proper maintenance of East Harbor Campus.

MISCELLANEOUS

The Rental Agreement shall be construed and enforced under the laws of the State of Maryland and shall not be assigned by Client without the prior written consent of the Foundation. The Rental Agreement constitutes the entire understanding between the parties and may be changed and modified only by written agreement signed by both parties.