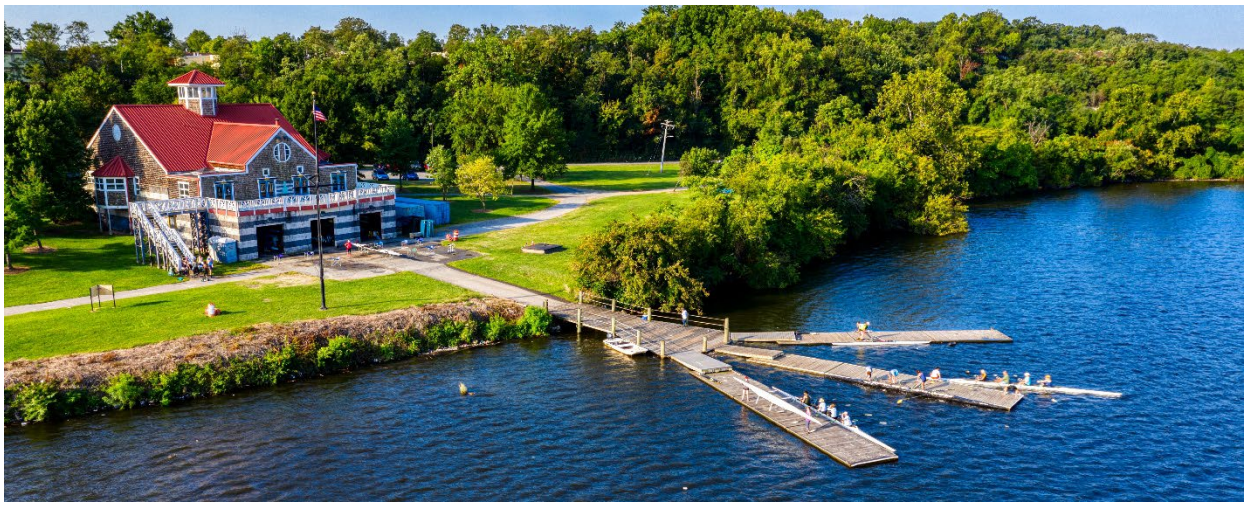
Baltimore Rowing & Water Resource Center
3301 Waterview Avenue
Baltimore Avenue, 21230
410-396-3840
https://bcrp.baltimorecity.gov/boathouse

BALTIMORE ROWING AND WATER RESOURCE CENTER

Rental Information





Middle Branch Park was created by Baltimore City in 1977 by consolidating existing shore side parks. Ten years later the Baltimore Rowing and Water Resources Center opened, reviving a tradition of rowing competitions.

Conveniently located near the Inner Harbor, Middle Branch Park is known as Baltimore City's "Natural Waterfront." The 150-acre park offers a clear view of the City's skyline.

The Baltimore Rowing and Water Resources Center provides an ideal space for celebrations of all kinds. Our dedicated staff will work with you to determine the best floor plan, and accommodations for your event.

For additional information please contact marc.kantrowitz@baltimorecity.gov

2020 RENTAL RATES

VENUE CAPACITY: 150 STANDING/SEATED NO TABLES
120 W/TABLES (NO DANCE FLOOR)

WEEKDAY DAYTIME - Monday, Wednesday, Friday (8:00am-4:00pm)	
WEEKDAY EVENINGS - Monday-Thursday (4pm-11:00pm)	
4-Hour minimum	$100.00 per hour
4-Hour minimum (non-profit)	$75.00 per hour
LIABILITY INSURANCE FOR EVENTS SERVING ALCOHOL	$125.00
Community Repast	
3-Hour flat rate	$300.00
WEEKEND Friday 4:00pm-12 midnight	
8-Hour flat rate	$1200.00
PRE-PARTY EXTRA SET-UP TIME	$100.00 per hour
EXTENDED PARTY RECEPTION TIME (1:00am max extension)	$200.00 per hour
WEEKEND Saturday between 8:00am-12 midnight	
8-Hour flat rate	$1200.00
PRE-PARTY EXTRA SET-UP TIME	$100.00 per hour
EXTENDED PARTY RECEPTION TIME (1:00am max extension)	$200.00 per hour
WEEKEND Sunday between 8:00am-10:00pm	
8-Hour flat rate	$900.00
PRE-PARTY EXTRA SET-UP TIME	$100.00 per hour
EXTENDED PARTY RECEPTION TIME (1:00am max extension)	$200.00 per hour
Winter Weekend Rental Special-December thru February Only!	
8-Hour flat rate	$650.00
LIABILITY INSURANCE FOR EVENTS SERVING ALCOHOL	$125.00
PRE-PARTY EXTRA SET-UP TIME	$100.00 per hour
EXTENDED PARTY RECEPTION TIME	$200.00 per hour

Date Hold Deposit $200.00
A nonrefundable "Date Hold Deposit" is due at the time the contract is signed. This payment will be deducted from your rental payment that is due two weeks prior to your event.

Security Deposit $250.00
A "Security Deposit" is required for all contracts.

Set-up and Breakdown $250.00
If you would like assistance with set up and breakdown an additional fee is required for staffing costs. You have the option providing your own set-up and breakdown at no cost to you

Middle Branch Park Events (OUTDOORS):

PRIVATE EVENTS with less than 250 attendees such as weddings, birthday parties & retirement celebrations may use the Rowing and Water Resource Center **AND** a **small portion of designated adjacent park space upon venue approval of a park site plan**.

NOTE: NO SET UP IS ALLOWED BEHIND THE ROWING AND WATER RESOURCE CENTER BETWEEN THE BAY DOORS AND THE DOCKS.

Additionally, if amplified sound is being used, an application for a Temporary Exemption from Noise Restrictions may be needed.

ADDITIONAL OUTDOOR Private Event Park Rental: $100.00

- **SPECIAL EVENTS OPEN TO THE PUBLIC** or **EVENTS W/ OVER 250 ATTENDEES CANNOT use the Rowing and Water Resource Center**. The Rowing and Water Resource Center does not have the capacity to safely serve crowds larger than 250 in the building footprint.

  Events such as concerts, wine festivals, large corporate parties, etc. must use the Special Event Area in the park. *Tents may be rented if covered space is desired. A Baltimore City Combined* ***Special Event Permit MUST*** *be obtained through the* ***Baltimore City Department of Transportation/Baltimore City Recreation & Parks Permit Office.***

  Department of Transportation, Special Events and Street Vendors Section, Abe Wolman Building, 200 Holliday Street, Lobby, Counter 4, Baltimore, MD 21201 PHONE: 410.396.1916

https://transportation.baltimorecity.gov/special-events-permitting-street-vending-licenses

- **Permit Application Fee:** $75.00
- **Rental Fee:** **Based Upon Event Size**

Rental Fees

All payments must be via credit card (VISA, Discover, or AMEX—**MASTER CARD NOT ACCEPTED**), Money Order or Cashier's Check, made payable to "Director of Finance". No personal checks or cash will be accepted. All event invoices must be paid in full two weeks prior to event. Other fees may apply to Special Event Permits in addition to Permit fees. Additionally, costs for Security and/or Police Officers, and a one-day liquor license may apply.

Rental Fees

All payments must be via credit card (VISA, Discover, or AMEX—**MASTER CARD NOT ACCEPTED**), Money Order or Cashier's Check, made payable to "Director of Finance". No personal checks or cash will be accepted. All event invoices must be paid in full two weeks prior to event.

Restricted Dates for rentals include the following holidays: New Year's Eve, New Year's Day, Easter Sunday, July 4, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day

For additional information please contact marc.kantrowitz@baltimorecity.gov

Terms and Conditions for Rental

Thank you for choosing the Baltimore Rowing and Water Resource Center for your event. For the purpose of identifying the facility, the Baltimore Rowing and Water Resource Center will be referred to as "the Venue." Please read all of the terms and conditions for rental prior to signing a rental agreement. he Baltimore Rowing and Water Resource Center is owned and operated by the Baltimore City Department of Recreation and Parks. In order to protect the Venue, all renters, and users are expected to be aware of, and abide by our terms and conditions for use. These terms and conditions are established for the benefit of the venue, staff, clients, and general public.

The Venue houses the Baltimore City Outdoor Recreation Program and several rowing program tenants. Please be aware that you may be sharing the outdoor space and restrooms areas at times with these program participants.

Any infraction of the terms and conditions can result in the loss of your security deposit, and additional fees may be assessed by the rental staff. Upon signing your rental agreement, you agree to adhere to these terms and conditions.

Building Capacity

The maximum capacity of the Venue is 150 people (standing), 120 people (seated w/o Dance Floor).

We can provide up to 10 round tables (60 inches round), 14 rectangular tables (72 inches x 30 inches) and/or 5 cocktail tables (30 inches round) as well as 150 chairs.

ROOM SIZE: 18 FEET 6 INCHES WIDE x 60 FEET LONG
DECK SIZE: 20 FEET WIDE x 68 FEET LONG

Event Scheduling

The Venue reserves the right to determine on a case-by-case basis whether a particular event is appropriate for the Venue. A non-refundable "date hold deposit" must be received in order to secure a date. No rental is officially scheduled until the "date hold deposit" is received. We do not schedule events more than one year in advance. The applicant who signs the contract must be onsite during the event.

Hours of Operation

The Venue is open seven days per week for Rowing and Outdoor Recreation programs (as scheduled). Office hours are: Monday through Friday from 11:00 am to 7:00 pm. Event hours are Sunday-Thursday 8:00am-10:00pm, Fridays and Saturdays from 8am-midnight.

Insurance:

A portion of the regular rental price will be allocated for insurance. For our reduced pricing such as the Winter Specials and Weekday Rentals, **liability insurance of $125 will be added** to events serving alcohol and is the **responsibility of the renter**.

Terms and Conditions for Rental

Security Deposit:
A Security Deposit is required with all signed contracts. Your security deposit is required for any damage not covered by liability insurance or any infraction of the rental agreement. Should the cost of repairs, cleaning, or rental time coverage exceed the amount of the Security Deposit, the client will be billed for the difference. The Security Deposit refund will be issued by check ar Credit Card Refund to the client of record on the contract and the client is responsible for informing the Venue of any changes to the mailing address supplied on the facility rental contract.

Security Deposit Refunds:
The Security Deposit is refunded (without interest) within 60 days following the event, less any penalties. Penalties include, but are not limited to the following:

- Failure to leave the building within the contract period (a 15-minute grace period is allowed).
- Damages incurred to the Venue by the renter, the renter's guests or vendors as determined solely by the Venue not covered by Liability Insurance.
- Additional cleaning fees incurred by the Venue due to the renter/renter's guests or vendors.
- Failure to dispose garbage to its proper disposal site/to secure balloons as stated in contract.
- Vendor violations, including driving on the grass or other vehicular damage to the property.
- Inappropriate conduct of a renter or the renter's guests or vendors.
- Use of the facility not included in the rental agreement.
- A false alarm can result in the immediate closing of the facility.
- If the Police or Fire Department is called for any reason, the Security Deposit is automatically forfeited.

Reservation may be cancelled by the Venue staff for the following:

- Final payment isn't received by the due date listed on the contract
- Required documentation (security contract, site plan, etc.) is not received two (2) weeks prior to event date.
- The restrooms are inoperable
- Power Outage
- Building closed by Baltimore City Fire Department or by the Baltimore City Police Department
- Snow Storm (Phase 2 or 3)

Cancellation of Reservation by the Client:

- A cancellation request, by the person listed on the contract, must be received in writing no less than 4 weeks prior to the date of the scheduled event.
- If event is cancelled 4 weeks or more prior to event date, all rental funds received except for the $200 non-refundable deposit will be returned. If cancellation is less than 4 weeks, only 50% of rental fees will be returned.
- Once the refund is processed a check will be mailed to the person listed on the rental contract. Please allow 6-8 weeks for processing time

Security

The Venue does not provide onsite security. However, the Venue reserves the right to require the client to provide licensed security. A separate services agreement must be signed by the renter. A copy of the contract with the security company, their license and bonding information must be provided to the venue at least 3 weeks prior to your rental. The venue reserves the right to determine the appropriate amount and type of security for events. Security must remain onsite until all attendees have departed the event. No Security staff may participate in the event. Security must provide appropriate credentials to Venue staff when requested.

Alcohol

All events that include alcohol must have paid, uniformed, licensed and bonded security on site. There is also an **ADDITIONAL $125 INSURANCE FEE** for all **DISCOUNTED RENTALS** that **will be serving alcohol.** The venue reserves the right to determine the appropriate amount and type of security for events. If a security person is not present and alcohol is opened, served or consumed at the Venue, a staff person may shut down the event and/or call the police. If security is deemed inefficient Venue staff has the authority to call the police.

Selling of Alcohol (NON PROFITS ONLY! ONE DAY LIQUOR LICENSE REQUIRED

Only non-profit organizations are allowed to sell alcohol in the venue. A one-day liquor license must be obtained from the Liquor Board prior to the event. A copy of the non-profit's 501c3 letter and one-day liquor license must be given to Venue staff 3 weeks prior to the event. Name on the 501c3 letter must match information pertaining to the event. Additionally, a Baltimore City Police Officer must be on site for all cash transactions (paid for by event holder).

Fire Prevention

- Smoking is **NOT** permitted inside of the Venue or on the deck. Baltimore City Ordinance prohibits smoking within 50 feet of any facility.
- Lit candles are **NOT** allowed inside of the Venue or on the deck. Additionally, no tiki torches, charcoal grills, gas grills or electric fire pits.
- Fireworks, including sparklers, are **NOT** allowed on the property.

Ticketed Events

If tickets will be sold at the door and cash is exchanged, a Baltimore City Police Officer must be on site at the cost of the event organizer. These events will be approved on a case by case review basis. **A nonprofit 501c3 letter is required for any ticket sales on park property**.

Tables and Chairs

The Venue maintains an inventory of banquet tables; ten 5'-rounds, fourteen 6'-rectangles, five 30"-cocktail, and 150 folding chairs.

- Venue table and chairs may **NOT** be used on the deck or park area.
- Tables and chairs for the deck or park area should be rented from a vendor.
- No storage is available at the Venue, therefore tables, chairs, coolers, portable bar setups, etc. should be delivered and picked up the same date as your event and Venue is not responsible for any item/rentals not removed from the property at the end of your event.

Set-up and Clean-up

Set-up and clean-up of the Venue for any event is the sole responsibility of the client and/or their contracted vendors. Neither the Venue nor its staff has any responsibility to assist in these functions. Set up includes the placement of tables, chairs, decorations, etc. Clean up includes sweeping, removal of garbage, removal of tables, chairs, decorations, etc. Furnishings or decorations that are a permanent part of the Venue may not be removed or moved by the client. When loading in materials for your event or removing materials at the conclusion of your event:

- **NO BARS ARE ALLOWED TO BE SET UP ON THE WOOD FLOOR**
- **No set** up is allowed in the front hallway/entryway. It must remain clear at all times.
- **No set up is allowed behind the Rowing and Water Resource Center** between the bay doors and the docks.
- **No vendor vehicles may drive on or park on the grass.**
- **Tables and chairs must be sufficiently cleaned and returned** to a designated location.
- **The renter and/or their contracted vendors must remove all trash, debris, and decorations from the premises.** Please see site staff for location of trash disposal.
- If you are planning on having a substantial amount of load in for décor for your event, please make sure that you plan for **complete setup and teardown within your contract period.**

Balloons, Rice, Confetti, Glass

HELIUM BALLOONS, **RICE**, and/or **CONFETTI** are **NOT** permitted **inside of the Venue** or **on the grounds** of Middle Branch Park.

- Non-helium balloons may be used inside the Venue and must be properly secured.
- Balloons may not be released outside under any circumstances. Released balloons cause environmental harm, wildlife damage and death.
- Rice and confetti are very difficult to sweep or vacuum up.
- **Glass of any type isn't allowed in Middle Branch Park**.

Decorations

- The **use of nails, tacks, glue, pins, and tape is strictly prohibited**. **Nothing can be removed or affixed to Venue walls**.
- All decorations, including floral arrangements, must be removed one half hour before the ending time of the event. Any signs or decorations left inside or outside of the Venue will be disposed of at the end of the event.

Personal Property

- The renter and renter's guests, and vendors are responsible for the removal of all personal property at the end of the event.
- The Venue is **NOT** responsible for items left behind and the renter may be charged a fee for removal/disposal of those items.

Parking

- All vehicles, including those of renters, guests, and vendors must park on the parking lot. Parking is **NOT** permitted on the grass or along the front of the building. **No exceptions!!**
- All vehicles, including those of the client, guests, and vendors must be removed at the end of the event. The venue is **NOT** responsible for any vehicles left overnight.
- Client is responsible for the condition of the parking lot after event. Please remind your guests to use park trash cans.
- Large Special Events may be charged an extra fee for parking management.

Entertainment

The Venue allows music to be played both indoors and outdoors. Amplified outdoor music requires a Baltimore City Noise Permit from the Health Department and cannot exceed reasonable levels in volume. Amplified outdoor music must end by 9 pm Sunday through Thursday, and by 11 pm on Friday and Saturday. **No set up** is allowed behind the Rowing and Water Resource Center between the bay doors and the docks.

AV Equipment/Wi-Fi

The Venue does not have audio-visual equipment. The client is welcome to bring their own AV equipment. The Venue does have Wi-Fi—Login and password provided upon request.

Privacy

The Venue is a multi-use facility and Boathouse located on the grounds of Middle Branch Park. Therefore, the grounds and the docks are open to the public daily. Additionally, users of the Boathouse may be in the facility to use the restrooms and/or showers. An array of events are held in the Venue throughout the entire week (weddings, meetings, receptions, reunions and more).

Cooking

The Venue does not operate a full catering kitchen; therefore, no cooking is allowed inside. The use of ovens, broilers, deep fryers, smokers, grills, vertical ovens, pizza ovens or any other unit which could produce excessive heat, smoke or grease must be used outside in the parking lot designated cooking area.

- Self-contained units such as electric or sterno steam tables are permitted on a limited basis.
- Counter tops must be protected from all metal units (popcorn machines, coffee pots).
- It is the responsibility of the renter to make their own arrangements with caterers.
- All caterers should meet with Venue staff and perform a walkthrough of the premises at least one week prior to event.
- The Venue will make every effort to cooperate with the renter's needs but reserves the right to reject any caterer or any service with which the renter has contracted. Such rejection does not void the Rental Agreement or the obligation for the renter to pay for the use of the Venue.

Rental Items and Equipment Drop Off (Non-Venue Rental Items)

All rental item deliveries and pick-ups must be coordinated with the Venue Staff in advance. We do not have sufficient storage space to store rental equipment and furnishings. If you are renting items for your event, there is a strong possibility that those items will need to be picked up by the rental company on the same evening.

- The Venue staff will **NOT** sign for rental equipment.
- The Venue is **NOT** responsible for the set up or breakdown of vendor rental items and the Venue deserves the right to determine appropriate setup and breakdown times for rental items.
- If the Venue is contracted to provide setup and breakdown services, these services are for Venue tables and chairs only.
- The Venue is **NOT** responsible for any tents, tables, chairs or other equipment left outdoors overnight.

Vending

Vending on park property is allowed **only** in conjunction with a permitted activity sponsored by a non-profit organization or The Department of Recreation and Parks.

- The contracted period includes set up and breakdown time. All vendors must breakdown one hour prior to the ending time on the contract.
- It is suggested that the contracted period include 2 hours set-up and 1-hour breakdown time for vendors.