



**CITY OF BALTIMORE**  
*Department of Recreation and Parks*  
*Horticultural Division*



**Cylburn Mansion and Arboretum**  
**Howard Peters Rawlings Conservatory & Botanic Gardens**  
 4915 Greenspring Avenue ♦ Baltimore, Maryland 21209

Phone: 410-396-4860

Fax: 410-367-0193

## Event Application and Rental Agreement

A refundable security deposit of \$1000 must be paid at time of submission. Full payment for event must be received sixty (60) days prior to the event. If applying less than sixty (60) days before the event, payment of both the security deposit and all rental fees is due at the time this application is submitted. Please refer to our rental brochures for the Howard Peters Rawlings Conservatory & Botanic Gardens and Cylburn Mansion, Vollmer Center & Arboretum for specific rental dates and times. Please make sure to read the Rules and Regulations for Rental of our venues. It is the renter's responsibility to read, understand and comply with all rules and regulations for rental at Cylburn Arboretum, Cylburn Mansion, The Vollmer Center, The Greenhouse Classroom and The Rawlings Conservatory.

### APPLICANT INFORMATION

<b>Name Of Applicant/Organization:</b>					
<b>Name Of Contact:</b>					
<b>Primary Mailing Address:</b>					
<b>City/State/Zip Code:</b>					
<b>Telephone Number:</b>	(H )		(W)		(C)
<b>Email Address:</b>					

### EVENT INFORMATION

<b>Type Of Event</b> (Check all that apply.)	<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Wedding Reception
	<input type="checkbox"/> Formal Occasion (i.e., Anniversary, Retirement)	<input type="checkbox"/> Informal Occasion (i.e., Birthday, Luncheon,
	<input type="checkbox"/> Photo Shoot (i.e., Engagement, Bridal, etc)	<input type="checkbox"/> Photo Shoot (i.e., Professional, Educational, etc)
	<input type="checkbox"/> Conference (please specify)	<input type="checkbox"/> Meeting (please specify)
	<input type="checkbox"/> Seminar/Workshop (please specify)	<input type="checkbox"/> Other (please specify)
<b>Number Of Guests Invited:</b>		
<b>Number of Guests Expected:</b>		

### REQUESTED DATE & TIME

<b>Day Of Event (Day Of The Week)</b>		<b>Date Of Event (Month, Date, Year)</b>	
<b>Set Up Start Time</b>	<b>Event Start Time</b>	<b>Event End Time</b>	<b>Clean Up End Time</b>

### REQUESTED FACILITY

#### CYLBURN MANSION & ARBORETUM

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Mansion, only   | <input type="checkbox"/> Mansion, plus a Garden or the gazebo | <input type="checkbox"/> Use of the Kitchen                 |
| <input type="checkbox"/> Vollmer Center  | <input type="checkbox"/> Vollmer Center, plus Garden          | <input type="checkbox"/> Vollmer Center, Mansion and Garden |
| <input type="checkbox"/> Greenhouse Classroom  | <input type="checkbox"/> Greenhouse Classroom, plus Garden    |   |
| <input type="checkbox"/> A Garden, only. Please specify which garden based on map supplied by Event Coordinator: |   |   |

#### HOWARD PETERS RAWLINGS CONSERVATORY & BOTANIC GARDENS

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Conservatory, only | <input type="checkbox"/> Conservatory, plus the Formal Garden | <input type="checkbox"/> South Pavilion, only | <input type="checkbox"/> North Pavilion, only |
| <input type="checkbox"/> Desert House       | <input type="checkbox"/> Mediterranean House                  | <input type="checkbox"/> Palm House           | <input type="checkbox"/> Tropical House       |
| <input type="checkbox"/> Display Greenhouse |   |   |   |

**Will you be using the Venue's complimentary tables and chairs?**

(Equipment quantity, sizes, and venue diagrams are available upon request)

**Will the event be catered?**

(If not on preferred list, Caterer must provide current Catering License, Certificate of Liability, and an additional catering fee of \$500.00 applies)

**Will any part of the Gardens be tented? Location?**

(Additional tenting fees of \$500.00 applies if tent size is less than or equal to 40'x60' - see Rules and regulations for complete tenting rules.)

**What vendors are you planning for your event? Circle all that may apply:**

Caterer      Carriage/Auto/Golf-cart      Décor/Decorators      DJ      Florist      Musicians      Photo-booth  
Photographer      Security      Coordinator      Planner      Valet/Shuttle/Bus

**Would you like to rent the Vollmer Center Audio Visual Equipment?**

(Additional rental fee of \$150.00 added to invoice)

## **RENTAL AGREEMENT**

I have received, carefully read and understand the Rules and regulations governing the use of the Cylburn Mansion, Vollmer Center and Arboretum, and the Howard Peters Rawlings Conservatory and Botanic Gardens (hereafter referred to as The Venue).

**By signing below, I agree to abide by the Rules and regulations regarding rental of The Venues.** I understand that non-compliance with the Rules and regulations of Rental will result in forfeiture of the security deposit, as well as possibly being billed for any additional damages incurred by the Venues, and may result in cancellation of the event.

Furthermore, I understand that, as a renter, I indemnify and hold harmless The Venues, its employees, officers, and directors from any damages, actions, suits, claims or other costs (including reasonable attorney's fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by use of any of The Venues. This includes any acts or omissions on my part, my employees, officers, directors, independent contractors or other agents. I will notify The Venues of any damage or injury, regardless of the cause of such damage or injury.

**I hereby enter into this rental agreement with the Venues, The Baltimore City Department Of Recreation And Parks/ Division Of Horticulture.**

**Renter's Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Co-Renters Signature** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Venue Representative Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_