

The Public Works Experience – Rental and Catering Requirements

Rental Areas

Use of PWE is limited to the designated first floor rooms, front entry patio, and the Streetscape Yard. Under no circumstances are renters or their guests allowed in other areas of the building unless accompanied by a PWE staff member. The area between Streetscape gate and the front entrance may be used during events. Food stations and bars may be set up in Streetscape. Amplified music is permitted in Streetscape, but noise levels must comply with City of Baltimore Health Department regulations.

Catering Requirements

If food and/or beverages will be served, the User shall select any caterer fully licensed in the State of Maryland, subject to approval of The Public Works Experience, Inc. (PWE) which approval shall not be unreasonably withheld. Proof of Caterer's licensing and a \$120.00 cleanup deposit are required from the User prior to the date of the event. In addition, the caterer must supply PWE with a Certification of Insurance showing worker compensation insurance and liability coverage in the amount of \$1,000,000 and naming PWE and the Mayor and City Council of Baltimore as additional insured.

No caterer is permitted to work at PWE until they have performed a walkthrough of the procedures with PWE staff prior to the event.

A supervisor with the catering firm must be present on the site at all times during the event, including setup and cleanup.

Propane tanks may only be used outside of the building. Sterno is allowed on rental tables inside or outside of the building.

Alcoholic Beverages

Alcoholic beverages must be served by a licensed caterer. Alcoholic beverages may not be brought onto the premises by any guest. PWE does not permit the serving of alcoholic beverages to anyone under the age of 21 or to anyone who appears to be intoxicated. Proof of age is required as set by state law. Any time alcoholic beverages are served food and non-alcoholic beverages must also be served. PWE retains the right to order the removal of or the denial of alcoholic beverages to any person(s) who appears intoxicated. Such decisions are made at the discretion of PWE staff present at the event.

Setup and Cleanup – Setup and cleanup are the sole responsibility of the renter and its agents. The PWE staff bears no responsibility to assist in these functions. The renter and caterer must exercise caution when loading supplies and materials into PWE.

Bar equipment must be enclosed in waterproof containers. Rubber mats must be placed under all bars and ice sculptures. The caterer must attend promptly to any leaks or puddles that occur during the function.

Interior and exterior trashcans are supplied by PWE for the caterers use during the event. The dumpster in the rear of the building may be used by the caterer for cleanup. To prevent leakage on the floor, caterers may not drag trash around in loose bags. Trash can liners and bags must be supplied by the caterer.

Caterer must remove all trash, debris, empty containers, and unused ice from the premises. Caterers may not dispose of grease or other liquids in drains, sinks, toilets, or any other plumbing fixtures. Arrangements must be made to dispose of grease in a proper and legal manner. Preparation and serving areas must be left clean. The refrigerator must be emptied and wiped clean. The floor of the reception rooms and preparation and serving areas must be swept and spot-mopped before the caterer leaves. The caterer is responsible for supplying all cleaning materials including rags, sponges, paper towels, etc.

The caterer is allotted one hour to clean and exit the building and premises. Failure to do so within an hour will result in withholding of the \$120.00 cleanup deposit.

The caterer may not leave the building after the event without first performing a walkthrough of the premises with the designated on-site PWE staff member.

Deliveries

Arrangements for all deliveries must be made in advance. To schedule deliveries, please call (443) 924-4671.

PWE is not responsible for equipment or material brought in by outside organizations; or loss or theft of property belonging to the renter, their guests, the caterer, its employees, or rental companies. All equipment and materials must be removed from PWE no later than the Monday following and event (sooner if another event is scheduled). Any equipment or materials left for more than thirty days will become the property of PWE. PWE is not responsible for storage of flowers, food, or beverages before or after the event.

Smoking Policy – Smoking is not permitted in the building, at the main entry, or in the Streetscape area.

PWE Staff – At least one PWE staff member will be in attendance at all events. The renter, caterer, and guests must comply with all reasonable requests and/or orders from PWE staff during the event. Failure to comply with an order may result in the immediate closing of the site and expulsion of the renter, caterer, and guests and result in the forfeiture of fees paid by the renter and/or the caterer's deposit. Coat racks are available, but PWE staff will not provide coat checking or valet services.

PWE staff is not responsible for damage or loss to the property or vehicles of the renter, its caterer and other contractors, and guests.

Closing time - Bars and food tables must close 15 minutes prior to the scheduled end of the event. The renter must notify PWE in advance of the time the event is scheduled to end. No changes to the time may be made during the event.

Decoration – No tacks, staples, tape or glue may be used to attach decorations to walls, woodwork, metalwork, or floors inside the building. The use of balloons and confetti are prohibited outside the building and may be used inside the building only if the caterer agrees to clean the area to the satisfaction of PWE staff. Candles must be placed in votives or hurricanes; no open flame is permitted. Material must be placed under candles to catch wax drips.

Damage to the PWE - **The cost of repairing or replacing any damaged or lost equipment or property of the PWE when such damage or loss is attributed to the renter will be billed to the renter. The renter and its agents are responsible for returning the PWE to the same condition the renter found it.**

Initials_____