

**Howard County Conservancy at Mt. Pleasant
Event Rentals Q & A**

Q: How long is the standard rental period for the day of my event?

A: The standard rental period is 8 hours. You can choose when the rental time starts and finishes, but all events must end before 11pm with clean up ending by midnight. This timeframe includes all your set up and breakdown and is the full duration of time that you, your vendors and guests can be in the rental space. Additional hours are \$300 each.

Q: Can I come in early to decorate?

A: If you need more time to decorate than your 8 hour rental time, you can purchase additional hours for \$300 per hour. All decorating must occur within your scheduled rental time frame. Items cannot be dropped off early, and all items must be taken with you when you leave.

Q: How many people can the Gudelsky Center accommodate?

A: The Gudelsky Center can accommodate up to 150 people seated with tables and chairs. You can hold an additional 50 guests seated on the covered terrace. We recommend a guest count closer to 130 to be more comfortable with a larger dance area inside. 200 can be accommodated as a standing cocktail style reception.

Q: Can I have both my ceremony and reception at The Conservancy?

A: Yes, we have beautiful outdoor gardens and the MontJoy Barn for ceremonies with the receptions held in the climate controlled Gudelsky Building.

Q: Can I have just my ceremony in one of the gardens at The Conservancy?

A: All of the outdoor spaces must be rented in conjunction with the Gudelsky Center.

Q: Is there a place for the Bridal Party to get ready?

A: Yes, we have a beautiful historic farmhouse with a restored parlor, bathroom and small break room for bridal parties at an additional \$300 for a 4 hour block of time.

Q: Do you have any requirements of caterer's when they come to The Conservancy?

A: You can use any caterer you would like, but they must be approved by the Conservancy and have a license and general liability insurance.

Q: Do you have a preferred caterers list?

A: We do have a list of event professionals who have supported the Conservancy in the past, most of whom have worked special events at the Conservancy. You may select any licensed caterer you like to work with. If you select a caterer that is not already on this list, they must submit their certificate of insurance and be approved by the Conservancy.

Q: Does the Conservancy charge a fee to photographers who want to have a photo session on the grounds?

A: If you are having an event at the Conservancy, there is no fee to take pictures on the grounds. Other professional photographers must purchase a \$125 annual photo pass. This pass gives them access to our calendar where they can view our programs and events. Conservancy events and rentals receive priority access and no other photo shoots can take place at those times.

Q: How can I arrange a visit to see the Conservancy?

A: Our property is open dawn until dusk every day at no cost. The Gudelsky building and Nature Center are open Monday through Saturday, 9am until 3pm (closed Saturdays in the winter season). To tour the facility for a special event, it is best to contact Denise Bowman, Event Manager, and schedule a time to stop by. For more information call Denise at 410-465-8877, or email Denise.Bowman@hcconservancy.org

Q: Where do ceremonies take place the Conservancy?

A: On the 232 acre property, there are several gardens as well as the MontJoy Barn that are used often for ceremonies.

Q: Is alcohol permitted during event rentals?

A: Alcohol is permitted during event rentals. You may bring in your own alcohol or your caterer can provide. If liquor, including beer and wine, is served for purchase or is included in ticket sales, a one-day permit (liquor license) from the Liquor Board must be obtained by the user by calling the Board of License Commissioner, County Council, at 410-313-2008. A liquor license is NOT required for a private, hosted event.

Q: Is set-up and clean-up included in my rental?

A: Your rental time frame must include time for all of your set up and clean up. You or your caterer is responsible for the set-up and take-down of chairs and tables inside/outside of the house. You must allot enough time for your caterer, decorators, band, DJ, photo booth, florist, etc. to set-up and take-down equipment within your rental time frame. If you feel more time is necessary than your 8 hour rental, you may purchase additional hours for \$300 per hour. Additional hours cannot be guaranteed if booked less than 30 days prior to your rental. If vendors arrive early, or do not break down their equipment within your rental time, you may lose a portion of your security deposit.

Q: Is a security deposit required?

A: Yes, a \$500 security deposit is required. The deposit is separate from your rental fee and cannot be put toward your rental. The check will remain on file, and will be shredded within 30 days of your event as long as you did not exceed your scheduled time frame, contract rules were followed and there were no damages. The security deposit is due at least 3 months before your event date.

Q: What type of payment do you accept?

A: We prefer checks, however, we do accept credit cards. If paying by credit card, a 3% handling fee will be assessed.

Q: What types of tables and chairs do you have?

A: We have 150 Natural Wood Padded Folding chairs, 15 – 60” round tables, 8 – 6’ rectangular tables, and 6 – 36” dual height cocktail tables included in the rental price. These items must remain inside the building or on the deck and are not for outdoor use. If you need additional items you can coordinate this with your caterer or a rental company.

Q: What other unique options does the Conservancy offer?

A: The Conservancy has many aspects to make your event special: our Barred Owl, Ranger, is available for a 45 minute “Meet and Greet” for an additional \$250. Guests are also welcome to visit our 4 miles of trails, historic outbuildings, natural children’s play area, goats and chickens. Children must be supervised at all times. We also have a new Nature center that is available to reserve during your event at an additional cost.