

Oregon Ridge Park

Renters Rules and Regulations

Inside

1. **Emergencies:** In the event of emergency conditions or situations, Baltimore County Dept. of Recreation & Parks reserves the right to cancel any contracted event.
2. **Deliveries:** All deliveries must be arranged, with park staff, no less than 1 week prior to event. Park is not responsible for delivery confirmation, count or security of items. If pick up does not take place immediately before or after event you are responsible for moving items to/from pre-designated storage space.
3. **Food:** Groups are required to use a licensed caterer or have food brought in from a licensed commercial kitchen. Caterers located outside of Baltimore County must get a 1-day food service permit. Absolutely no food may be prepared in private residences. If caterer is not familiar with our facility, they must contact us for specifics. You may receive a call from DEPRM, the county agency that regulates food use, to confirm information regarding your selection.
4. **Clean-up:** Caterers are responsible for cleaning the kitchen, mopping floors, cleaning sinks, stripping tables, and taking all trash to the dumpster. If the caterer does not stay till the end OR just drops food off, renters are responsible for the clean up.
5. **Alcohol:** Liquor, Beer and wine are permitted for private parties. Beer must be in cans or keg. Non-profit fundraisers must obtain 1-day liquor license from Baltimore County Permits & Licenses or use a caterer that has a liquor license. Your group is responsible for monitoring the conduct of those attending and should act accordingly for anyone abusing alcohol.
6. **Vehicles:** DJ's, caterers and handicapped vehicles may park **behind** the lodge. All others must park in the parking lot in front of the building. Organizers can drop off items behind the Lodge and return vehicles to the parking lot. Caterer may place a vehicle in the driveway by kitchen. **No** vehicles may block ramp/stairs/doors in front of the building at any time
7. **Music:** DJ's, radios, and bands are permitted. Sound must be kept centralized to your room. Park staff will decide.
8. **Amusements:** Park Manager must approve any amusements / activities you are considering. **No** activities that include flying objects (ie. juggling or golf driving games) or inflatables such a moon bounces are permitted.
9. **Tables/Chairs/Equipment:** Absolutely no items inside the building may be moved without prior knowledge of the staff on duty. If a set up needs to be changed, if additional tables and chairs are needed, if a screen needs to be pulled down, sound system needs to altered, please contact the staff immediately. All tables must be covered.
10. **Damages:** Renters will be responsible for any damages caused to the building and it's contents as well as park property. You will be notified and billed promptly.
11. **Gambling:** Non-profits may have gambling with a permit from Baltimore County. Wheels, bingo, and casino games are permitted except those with dice.
12. **Decorating:** See master list for complete rules. No nails, staples, permanent tapes, or duct tape. Make sure package says "REMOVABLE" before using. All décor, including adhesives, must be removed at the end of the event. No confetti. Candles must be placed on something to catch wax. Please consult office staff for specific need before your event.
13. **Time Frame:** As noted on your contract, set up is 2 hours before your event begins and you must vacate the hall 1 hour after. Event times may not extend into the set-up and take down times. Staff will cut electric to any DJ that plays over time. Staff will begin moving tables and chairs at any time after your event is over. Please encourage lingering guests to say their goodbyes in the hallway or outside so clean up can take place.
14. **Note:** It is the responsibility of the authorized representative to inform caterers, rental companies, committees, guests and others of the rules and regulations regarding this rental. Violation of the rules may result in your groups' removal (or singular offending persons in your group) from the park, additional charges for damages. We ask that all groups stay within their designated area(s) and public areas. Please be courteous to others in the park and park staff. If you need assistance, please contact the park staff, who will be in or near the office or out on the park grounds.

Signed _____ Group _____ Date _____