



**Frederick Douglass-Isaac Myers Maritime Park**  
 1417 Thames Street  
 Baltimore, Maryland 21231

**About Living Classrooms**

Living Classrooms Foundation is a non-profit educational organization that provides hands-on learning, job training and community service/development programs for students from diverse backgrounds, with an emphasis on serving disadvantaged and at-risk youth. The Frederick Douglass-Isaac Myers Maritime Park is headquarters for the Living Classrooms Foundation and its educational programs. The Foundation’s shipboard educational fleet uses the Maritime Park Pier as its base of operations and many of the Foundation’s other programs utilize the computer lab, shipyard galleries and boat shop as program spaces.

**About Maritime Park**

The Maritime Park celebrates the contributions of African-Americans in the development of Baltimore’s maritime industry, including the Chesapeake Marine Railway and Dry Dock Company, the nation’s first African-American owned and operated shipyard established in 1868 at the water’s edge in historic Fells Point. The site honors the legacy of shipbuilding and Baltimore’s working waterfront as it relates to African American Maritime and Cultural History, Isaac Myers and his partners, and Frederick Douglass while preserving one of the city’s oldest industrial waterfront buildings, the *Sugar/Coffee House*. Proceeds from events held at Frederick Douglass-Isaac Myers Maritime Park support the Foundation’s programs.

**Maritime Park Rates - Special Rates Apply for July 4 & December 31**

INDOOR SPACE	CAPACITY	RENTAL DAY/TIME	RATE	EACH ADDED HOUR
<b>Shipyard Gallery</b> <i>2<sup>nd</sup> Floor</i>	40 Seated 65 Reception	<b>Weekday Rate</b> Mon - Fri → 8am - 4pm	\$350 (4 hour max) \$700 (full day)	N/A
		<b>Weeknight Rate</b> Sun - Thurs → 4pm – 1am	\$750 (3 hour min)	\$200
		<b>Weekend Rate</b> Fri - Sat	\$1,500 (3 hour min)	\$400
<b>Bearman Gallery</b> <i>3<sup>rd</sup> Floor</i>	60 Seated 90 Reception	<b>Weekday Rate</b> Mon - Fri → 8am - 4pm	\$500 (4 hour max) \$1,000 (full day)	N/A
		<b>Weeknight Rate</b> Sun - Thurs → 4pm – 1am	\$2,500 (3 hour min)	\$650
		<b>Weekend Rate</b> Fri - Sat	\$3,000 (3 hour min)	\$800
<b>Bearman &amp; Founders</b> <i>Entire 3<sup>rd</sup> Floor</i>	200 Seated 280 Reception	<b>Weekday Rate</b> Mon - Fri → 8am - 4pm	\$800 (4 hour max) \$1,600 (full day)	N/A
		<b>Weeknight Rate</b> Sun - Thurs → 4pm – 1am	\$3,750 (3 hour min)	\$1,000
		<b>Weekend Rate</b> Fri - Sat	\$4,500 (3 hour min)	\$1,200

OUTDOOR SPACE	CAPACITY	DAILY RATE	EACH ADDED HOUR
<b>Pier</b>	150 Seated 350 Reception	\$1,850 (3 hour min)	\$500
<i>The Maritime Park Pier may be utilized in conjunction with events held in the Founders Room, Bearman Gallery, Shipyard Galleries and/or the Courtyard for a flat fee of <b>\$1,000.00</b> for the duration of the event time.</i>			
<b>Courtyard</b>	450 Seated 900 Reception	\$4,500 (3 hour min)	\$1,200
<i>The Maritime Park Courtyard may be utilized in conjunction with events held in the Founders Room, &amp; Bearman Gallery for a flat fee of <b>\$2,400.00</b> for the duration of the event time.</i>			

## DEPOSIT & PAYMENT

The Client agrees to pay Living Classrooms Foundation half (50%) of the total rental fee at the time of executing the agreement. Contracted venue space will not be held without signed contract and payment of the deposit.

The Client agrees to pay the remaining 50% of the total rental fee balance within fourteen (14) days prior to the date of the event. Additional fees accumulated during the event will be assessed after the completion of the event, if any, shall be paid in full within five (5) business days of the event.

## SCOPE OF RENTAL

Under the Rental Agreement, Living Classrooms Foundation will make available the Maritime Park's contracted spaces as referenced in the RENTAL section of the agreement along with an event manager and one (1) support staff, to answer questions and assist event guests during the event. If additional staff is needed for larger events, there is an additional fee. The number of staff needed for an event is determined by the number of people scheduled to attend. Event manager and extra support staff are charged at \$35 per staff per hour of the event. (Plus set-up and Breakdown Time)

The Rental Agreement does not cover catering facilities of any kind, dockside tents, additional toilet facilities or other equipment or supplies required for the event. Client agrees to administer, make provisions and pay for all such catering, food, equipment, necessary permits, licenses and insurance.

Client may enter the Maritime Park and begin preparing for the event four (4) hours prior to its contracted start time. Cleanup shall be completed in accordance with two (2) hours following the contracted ending time of the event. If the break-down and clean-up of the caterers and any other subcontractors (i.e. entertainers, singers, musicians, rental companies, etc...) exceed the allotted hour, Client will be charged an additional hour based on the rental rates.

Client agrees and understands that failure to end the rental period by the end of the contracted time will result in additional rental charges at a flat rate of \$500.00 per half hour for every additional half hour or portion thereof over the rental period extends. These additional rental fees will be assessed at the discretion of the Living Classrooms Foundation after completion of the event.

Promoter Parties are not allowed at the Maritime Park and the Foundation reserves the right to end all aspects of the event, if the event is connected in any way to a promoter.

If the event is of a political nature, i.e. fundraisers, assemblies, etc. the Client must place the following statement on all printed material associated with the event: *The Living Classrooms Foundation is a non-partisan organization operated for the benefit of the community and does not endorse candidates for political office.*

## EVENT DETAILS

Client agrees to provide a final guest count, floor plan and a completed copy of the 'Vendor Delivery' form, fourteen (14) days prior to the date of the event.

## USE OF EXCLUSIVE VENDORS

Our exclusive, in-house provider of rental equipment is Select Event Group. As such, all rental equipment includes tables, chairs, linens, and tabletop and buffet serving items must be provided by Select. All rental orders need to be placed with your caterer or planner.

Outside vendors including, but not limited to, tenting, event décor, specialty furniture, flooring, power and climate control needs, A/V and lighting companies, florists, valet parking, restroom rentals and shuttle services, can be chosen from our list of preferred vendors or be included in your overall design from Selects Design and Production Team.

## OUTSIDE FOOD AND BEVERAGE POLICIES

All food and beverages served at a function must be provided, prepared, and served by our exclusive catering list, listed below:

### **Absolutely Perfect Catering**

Leslye Staub  
7391 Washington Blvd, Suite 103  
Elkridge, MD 21075  
410.579.8777  
[leslye@absolutelyperfectcatering.com](mailto:leslye@absolutelyperfectcatering.com)  
[www.absolutelyperfectcatering.com](http://www.absolutelyperfectcatering.com)

### **Atlantic Caterers**

Raoul Frevel  
4509 Harford Road  
Baltimore, MD 21214  
410.254.6662  
[rfrevel@atlanticcaterers.com](mailto:rfrevel@atlanticcaterers.com)  
[www.atlanticcaterers.com](http://www.atlanticcaterers.com)

### **Class Act Catering**

Jimmy Britton  
825 Yale Avenue  
Baltimore, MD 21229  
410.368.1334  
[classactcatering@verizon.net](mailto:classactcatering@verizon.net)  
[www.classactcatering.net](http://www.classactcatering.net)

### **Waterfront Kitchen**

Riley Prendergast  
1417 Thames Street  
Baltimore, MD 21231  
443.681.5310  
[riley@waterfrontkitchen.com](mailto:riley@waterfrontkitchen.com)  
[www.waterfrontkitchen.com](http://www.waterfrontkitchen.com)

### **The Classic Catering People**

Bobby Pressman  
99 Painters Mill Road  
Owings Mills, MD 21117  
443.829.7240 / 410.356.1666 x 1317  
[bpressman@classiccatering.com](mailto:bpressman@classiccatering.com)  
[www.classiccatering.com](http://www.classiccatering.com)

### **Copper Kitchen**

Amanda Voelkel  
2000 Washington Blvd. Suite J  
Baltimore, MD 21230  
410.598.1018  
[amanda@copperkitchenmd.com](mailto:amanda@copperkitchenmd.com)  
[www.copperkitchenmd.com](http://www.copperkitchenmd.com)

### **ROUGE Fine Catering**

Celeste Bendetti  
11110 Pepper Rd, Suite F  
Hunt Valley, MD 21031  
410.527.0007  
[celeste@rougecatering.com](mailto:celeste@rougecatering.com)  
[www.rougecatering.com](http://www.rougecatering.com)

### **Sascha's Catering**

Mallory Staley  
527 Lovegrove Street  
Baltimore, MD 21202  
410.539.6103  
[staley@saschas.com](mailto:staley@saschas.com)  
[www.saschas.com](http://www.saschas.com)

## SERVICES

The Foundation will provide the following:

- (a) An event manager and at least one support staff member
- (b) Wheelchair accessibility
- (c) Restroom facilities, (excluding tented events or events on the Maritime Park Pier and Courtyard)

## RULES

The following rules of conduct and safety must be followed:

- No open flame in the Maritime Park at any time.
- Maritime Park is Smoke Free. *Smoking is permitted outside on the promenade.*
- No propane or helium canisters in the Maritime Park at any time.
- Nothing is to be hung or fastened to any part of the Maritime Park without prior approval.
- Client and guests must comply with federal, state and local laws.
- Client is responsible of the conduct of their guests.
- Alcohol consumption by guests must be in moderation.
- Foundation staff may request the Client to ask a guest to vacate the premises at any time.
- Parking is not provided. Client and guests must use paid lots or street parking.
- Load-in and load-out zones will be provided for catering trucks only.
- Entertainment sound must maintain a respectful level and must not interfere with the surrounding neighborhood and businesses.
- Foundation staff reserves the right to end all aspects of the entertainment provided by the Client, if sound levels are not controlled.

## INSURANCE

Client must provide a Certificate of Liability Insurance with at least \$1,000,000.00 in coverage for bodily injury and property damage, listing the Frederick Douglass-Isaac Meyers Maritime Park and Living Classrooms Foundation as additionally insured.

## DAMAGE

Client agrees to return the Maritime Park to the same condition in which it was delivered for rental. Any and all damage to the museum building and/or elevators caused as a result of Client's rental, including incidental or collateral damage caused by Client's subcontractors, shall be the responsibility of the Client. Client shall pay any and all costs incurred by the Foundation to return the facility to pre-rental condition in full.

## SECURITY

An off-duty Baltimore City police officer may be required at the Frederick Douglass-Isaac Myers Maritime during private events, depending on the scope of the rental. LCF will contract 1 (one) guard per 50 (fifty) attendees, and additional guards may be deemed necessary. A minimum of 4 (four) hours is required for each security officer. The Clients will be responsible for any such fess and invoiced accordingly.

## FORCE MAJEURE

The performance of the Agreement by either party is subject to acts of God, disaster, strikes, civil disorders or other emergencies making it illegal or impossible to provide such facilities for your event. It is provided in the Agreement that the event may be rescheduled if such acts present themselves. The rescheduled date must be agreed upon by both parties and is subject to availability.

## INDEMNIFICATION

Client agrees to indemnify and hold the Foundation harmless from and against any and all losses, damages and claims (including costs, expenses and reasonable attorneys' fees) for personal injury or property damage which are caused by or result from the activities of Client, its employees, agents, contractors and guests in connection with the use of the Maritime Park, save any such loss, damage or claim that results from the negligence or willful misconduct of the Foundation, its employees, agents, contractors or representatives, or any negligent acts or omissions in connection with the proper maintenance of Maritime Park.

## MISCELLANEOUS

The Rental Agreement shall be construed and enforced under the laws of the State of Maryland and shall not be assigned by Client without the prior written consent of the Foundation. The Rental Agreement constitutes the entire understanding between the parties and may be changed and modified only by written agreement signed by both parties.