



USS Constellation
Pier 1, 301 East Pratt Street
Baltimore, Maryland 21202

About USS Constellation

The last all sail ship built by the US Navy provides a spectacular view of Baltimore’s historic waterfront and offers a most distinctive venue for corporate hospitality and private parties. Located on Pier 1, the USS Constellation is open to the public during the day as a museum. Private Events may be arranged outside of advertised visiting hours. USS Constellation invites you to make your next event historic.

USS Constellation Rates - Special Rates Apply for July 4 & December 31

SPACE	CAPACITY	RENTAL DAY/TIME	RATE	EACH ADDED HOUR
Captain’s Cabin	20	Daily Rate 7am – 11am	\$400 (2 hour min)	\$100
USS Constellation	Up to 50	Evening Rate 6pm – 11pm	\$1,850 (3 hour min)	\$450
	50 – 250	Weeknight Rate Sun- Thurs → 6pm – 11pm	\$2,500 (3 hour min)	\$650
		Weekend Rate Fri - Sat → 6pm – 11pm	\$3,000 (3 hour min)	\$800
		July 4th Rate 6pm – 11pm	\$20,000	N/A
		December 31st Rate 8pm – 1am	\$20,000	N/A
Pier 1	Up to 500	ADD-ON RATE	Constellation Rate + \$1,500.00	N/A
	500 to 1,000	ADD- ON RATE	Constellation Rate + \$1,500.00 + (\$5 per person over 500)	N/A

USE OF PIER I

The USS Constellation regulates Pier 1, and if guests exceed the maximum capacity of 250, the pier must be utilized to accommodate the entire group for the majority of the event. Arrangements must also be made to adequately equip the pier with tents, tables, chairs, additional restroom facilities... etc.

RENTAL ADD-ONS

- Additional Cannon Firings - \$50.00 per firing
- Additional Guided Tours - \$150.00 per guide for 2 tours
- Self-Guided Audio Tour - \$1.00 per person

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

Use of the USS Constellation as a venue for special events is predicated on the stipulation that all guidelines for use of the ship be followed and that the client maintains respect for the vessel as a historic artifact, for the mission of the USS Constellation is to honor and perpetuate the legacy of dedicated service given by the ship and its crew through the preservation, restoration, and interpretation of this revered symbol of our maritime heritage. This unique artifact will act as a cultural and educational resource for the people of the City of Baltimore, the State of Maryland, the United States, and abroad.

The USS Constellation is wheelchair accessible and the ship will be available in her normal condition with usual equipment and rigging, together with the Spar, Gun, Berth and Orlop Decks, Exhibit Area, Lobby and Restroom Facilities. The USS Constellation will also provide a cannon firing and 2 guided tours during the event.

Under the Rental Agreement, Living Classrooms Foundation will make available the USS Constellation as referenced in the RENTAL section of the agreement along with 3 crewmembers, including an event manager and two (2) support staff members in period uniform, 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 board USS Constellation and begin preparing for the event two (2) hours prior to its contracted start time. The ship will remain open during the pre-rental access period. Cleanup shall be completed in accordance with one (1) hour 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 \$750.00 per hour.

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 USS Constellation 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 'Event Checklist' 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.

The exclusive, in-house provider of lighting is Atlantic Stage Lighting (www.atlanticstagelighting.com). As such, all lighting equipment, design and production must be provided by Atlantic Stage Lighting; please contact Jamie Lite, jlite@atlanticstagelighting.com, for all lighting needs.

Outside vendors including, but not limited to, tenting, event décor, specialty furniture, flooring, power and climate control needs, A/V, 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
www.absolutelyperfectcatering.com

Atlantic Caterers

Raoul Frevel
4509 Harford Road
Baltimore, MD 21214
410.254.6662
rfrevel@atlanticcaterers.com
www.atlanticcaterers.com

Class Act Catering

Jimmy Britton
825 Yale Avenue
Baltimore, MD 21229
410.368.1334
classactcatering@verizon.net
www.classactcatering.net

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
www.classiccatering.com

Copper Kitchen

Amanda Voelkel
2000 Washington Blvd. Suite J
Baltimore, MD 21230
410.598.1018
amanda@copperkitchenmd.com
www.copperkitchenmd.com

ROUGE Fine Catering

Celeste Bendetti
11110 Pepper Rd, Suite F
Hunt Valley, MD 21031
410.527.0007
celeste@rougecatering.com
www.rougecatering.com

Sascha's Catering

Mallory Staley
527 Lovegrove Street
Baltimore, MD 21202
410.539.6103
staley@saschas.com
www.saschas.com

SERVICES

The USS Constellation will provide access to all four (Spar, Gun, Berth and Orlop) decks during the event, along with two (2) guided tours and a cannon firing demonstration.

RULES

The following rules of conduct and safety must be followed:

- No open flame aboard the USS Constellation at any time.
- The USS Constellation is smoke free.
- No propane or helium canisters aboard the USS Constellation at any time.
- Nothing is to be hung or fastened to any part of the ship without prior approval.
- Client and guests must comply with federal, state and local laws.
- Client is responsible of the conduct of their guests.
- Food and beverages may only be served and consumed on the upper two decks.
- Alcohol consumption by guests must be in moderation.
- HSIB 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.
- HSIB staff reserves the right to end all aspects of the entertainment provided by the Client, if sound levels are not controlled.

INSURANCE

The 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 USS Constellation Museum Inc., Living Classrooms Foundation, and The Mayor and the City Council of Baltimore as additionally insured.

DAMAGE

Client agrees to return USS Constellation to the same condition in which it was delivered for rental. Any and all damage to the ship, museum building and/or elevators caused as a result of Client's rental, including incidental or collateral damage caused by Client's sub-contractors, shall be the responsibility of the Client. Client shall pay any and all costs incurred by Historic Ships in Baltimore to return the vessel to pre-rental condition in full.

SECURITY

An off-duty Baltimore City police officer may be required at the USS Constellation during private events, depending on the scope of the rental. A minimum of four (4) hours is required for each security officer. The Clients will be responsible for any such fees 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 USS Constellation, 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 Historic Ships in Baltimore.

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.