



Seven Foot Knoll Lighthouse
Pier 5, 701 East Pratt Street
Baltimore, Maryland 21202

About the Seven Foot Knoll Lighthouse

The Seven Foot Knoll Lighthouse was built in 1855 and is the oldest screw-pile lighthouse in Maryland. A beacon of the Chesapeake Bay, it used to mark the mouth of the Patapsco River which leads to Baltimore’s Harbor. In the late 1980’s, plans failed to move the lighthouse to the Mariner’s Museum in Newport News, VA, and in 1988 the Lighthouse was acquired by the city of Baltimore. Located on Pier 5, the Seven Foot Knoll Lighthouse is open to the public during the day and can be privatized to hold corporate parties and private receptions.

Seven Foot Knoll Lighthouse & Pier 5 Rates - Special Rates Apply for July 4 & December 31

SPACE	CAPACITY	RENTAL DAY/TIME	RATE
Lighthouse & Pier 5	Up to 250	Daytime Rate 7am – 11am	\$2,000 (4 hour min)
		Evening Rate 4pm – 11pm	\$4,000 (3 hour min)
	250-650	Daytime/Evening	Rate Above + \$1,500 + (\$5 per person over 500)
Shipboard	Varies	ADD-ON RATE	Lighthouse Rate + \$500/hour

USE OF PIER 5

The Seven Foot Knoll Lighthouse regulates Pier 5, which is a public space. If guests exceed the maximum capacity of the Lighthouse, the promenade 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 restrooms, fencing... etc.

SHIPBOARD RENTALS

In conjunction with your rental of the Lighthouse, evening sails are available on board the Schooner *Lady Maryland*, and Skipjack *Sigsbee* for \$500.00 per hour. Capacities and availability vary.

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 Seven Foot Knoll Lighthouse as referenced in the RENTAL section of the agreement along with 1 crewmember for daytime events and 2 crewmembers for evening events, including an event manager and one (1) support staff member, 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 Lighthouse and/or Pier 5 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 \$500.00 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 \$350.00 per half hour for every additional held 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 Seven Foot Knoll Lighthouse 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 tenting, rental equipment and event décor is Select Event Group. As such, all rental equipment including tables, chairs, linens, tabletop and buffet serving items, specialty furniture, custom décor, tenting, flooring, power and climate control needs, must be provided by Select. All rental orders need to be placed with your caterer or planner.

Outside vendors including, but not limited to, lighting, A/V, 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

RULES

The following rules of conduct and safety must be followed:

- No open flame in the Lighthouse at any time.
- The Lighthouse is smoke free.

- No propane or helium canisters in the Lighthouse 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.
- 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

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 Historic Ships in Baltimore and Living Classrooms Foundation as additionally insured.

DAMAGE

Client agrees to return the Seven Foot Knoll Lighthouse 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 Seven Foot Knoll Lighthouse 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.