



Mount Clare Stable Guidelines, Rules and Regulations for Client's/Vendor's/Caterer's

Catering staff & vendors must park, unload and, load in to right side of Stable. Mount Clare security staff will monitor the parking, outside grounds, and building at all times.

No smoking inside the Stables. We kindly ask you to use the receptacles to discard your cigarettes on side of building.

Event set up and break down are the sole responsibility of the caterer/ vendor during the specified times for the event. Nothing should be placed against walls in Stable.

Event set up times are as follows:

Monday – Sunday, 7:00 a.m. to 4:00 p.m. No deliveries, or access to the Stable will be accepted or allowed prior to the specified times.

All events in the Stable end at 10:00 PM Mon.-Thurs. & Sun. 11:00 PM on Fri. & Sat. unless prior written permission has been granted by the Catered Events Manager.

During any event the Stable will have one House Manager and two Security Officers on duty at all times. Depending on the size of the event, more staff may be present as necessary.

The primary contact for caterers/vendors during an event is the House Manager on Duty. Do not come into the Stable until you have made contact with the House Manger on Duty. It is your responsibility to make contact with the House Manager immediately upon your arrival.

All tables, chairs, equipment and other materials cannot be dragged on the floors. They must be carried or transported on rubber wheeled dollies.

The caterer is not allowed the use of open flames for any reason in the Stable as decoration. Candles, tea lights, votive, may be used if placed inside approved containers. The flame may not exceed the height of the fully enclosed container. Blocking or obstructing any exit is prohibited.

Cooking is allowed inside the kitchen area only. All propane tanks and/or flammables must be stored and/or used a minimum distance of 30 feet away from any building, structure and/or artifact unless pre-approved by the Director of Facilities (Exceptions will be extremely limited). Each cooking area shall have a portable fire extinguisher of at least 2A-10BC rating. All flammable liquids are to be stored in approved safety containers. Open burning of any waste or trash within the Baltimore City limits is prohibited. Beef pits on sidewalks or within 15 feet of any structure are prohibited. Cooking with any open flame (except for stove tops and portable propane cook tops) is prohibited on sidewalks or within 15 feet of any structure. Catering staff and vendors should leave the kitchen and restrooms the way they found it when they arrived.



The caterer will provide a dedicated catering staff member to perform all housekeeping/cleaning services during and after each event. Spills should be attended to immediately in any area of the Stable. It is expected that the Stable will be left in the same condition as found at the beginning of the event.

Mount Clare must approve all subcontractors and other food and beverage service contractors.

Mount Clare has the right to approve any and all advertising or collateral materials, which include an image, name, logo or reference associated with the Stable.

Pick up of tables and chairs, decorations, equipment, etc. must be scheduled immediately after the event is over on the same evening. Special permission must be obtained prior to the event for pick-ups scheduled for the next day.

Mount Clare will supply the wet & dry mops, bucket, and a cleaning agent to be used for mopping the floors inside the Stable.

The caterer/vendor is responsible for leaving the Stable facilities clean and restored to its usual order so that business may be resumed the next day. Failure to perform this function satisfactorily will result in charges to the caterer.

The House Manager on duty is the caterers/vendors primary contact during the event. You must report any issues pertaining to the condition of the Stables when you arrive before set up.

The House Manager will complete a written closing report at which time an evaluation of the event is conducted, incident reports are filed and any notes regarding the caterer are recorded. The House Manager must sign the closing report before he/she leaves the premises.

Any disputes, problems, or other issues will be resolved between the Caterer/Vendor and the Catered Events Manager immediately after the event.

The primary contact for caterers/vendors before and after any event is:

Rose Gallenberger at director@mountclare.org or call 410-837-3262 ext. 101.

Thank you for abiding by the Mount Clare Stable event guidelines.

Please sign a copy and return via email to director@mountclare.org

By signing the below you have agreed to abide by the rules and regulations of the Mount Clare Stable. Failure to perform this function satisfactorily will result in charges to the caterer/vendor to be paid in full within 5 business days after the event.

We are delighted to have you as the Caterer/Vendor of choice at the Mount Clare Stables.

Mount Clare Representative

Date

Caterer's Signature

Date