



STEPHANIE RAWLINGS-BLAKE  
MAYOR

**CITY OF BALTIMORE**  
*Department of Recreation and Parks*  
*Horticultural Division*



**BALTIMORE CITY**  
RECREATION & PARKS

**Cylburn Mansion and Arboretum**  
**Howard Peters Rawlings Conservatory & Botanic Gardens**  
4915 Greenspring Avenue ♦ Baltimore, Maryland 21209

Phone: 410-396-0180

Fax: 410-367-8039

**Event Application and Rental Agreement**

A refundable security deposit of \$1000 must be paid at time of submission. Full payment for event must be received sixty (60) days prior to the event. If applying less than sixty (60) days before the event, payment of both the security deposit and all rental fees is due at the time this application is submitted. Please refer to our rental brochures for the Howard Peters Rawlings Conservatory & Botanic Gardens and Cylburn Mansion, Vollmer Center & Arboretum for specific rental dates and times. Please make sure to read the Terms and Conditions for Rental of our venues. It is the renter's responsibility to read, understand and comply with all terms and conditions for rental at Cylburn Arboretum, Cylburn Mansion, The Vollmer Center, The Greenhouse Classroom and The Rawlings Conservatory.

**APPLICANT INFORMATION**

<b>Name Of Applicant(s):</b>					
<b>Name Of Co-Applicant:</b>					
<b>Primary Mailing Address:</b>					
<b>City/State/Zip Code:</b>					
<b>Telephone Number:</b>	<b>(H)</b>		<b>(W)</b>		<b>(C)</b>
<b>Email Address:</b>					

**EVENT INFORMATION**

<b>Type Of Event (Check all that apply.)</b>	<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Wedding Reception
	<input type="checkbox"/> Formal Occasion (i.e., Anniversary, Retirement)	<input type="checkbox"/> Informal Occasion (i.e., Birthday, Luncheon,
	<input type="checkbox"/> Photo Shoot (i.e., Engagement, Bridal, etc)	<input type="checkbox"/> Photo Shoot (i.e., Professional, Educational, etc)
	<input type="checkbox"/> Conference (please specify)	<input type="checkbox"/> Meeting (please specify)
	<input type="checkbox"/> Seminar/Workshop (please specify)	<input type="checkbox"/> Other (please specify)
<b>Number Of Guests Expected:</b>		
<b>Website For Occasion Or Organization (I.E., Facebook, Ewedding, Etc.)</b>		

**REQUESTED DATE & TIME**

<b>Day Of Event (Day Of The Week)</b>		<b>Date Of Event (Month, Date, Year)</b>	
<b>Set Up Start Time</b>	<b>Event Start Time</b>	<b>Event End Time</b>	<b>Clean Up End Time</b>
<b>Your rental period includes your set-up and clean-up times. Please refer to the Terms and Conditions for further information. There are no rain dates.</b>			

**REQUESTED FACILITY**

<b>CYLBURN MANSION &amp; ARBORETUM</b>			
<input type="checkbox"/> Mansion, only	<input type="checkbox"/> Mansion, plus a Garden or the gazebo	<input type="checkbox"/> Use of the Kitchen	
<input type="checkbox"/> Vollmer Center	<input type="checkbox"/> Vollmer Center, plus Garden	<input type="checkbox"/> Vollmer Center, Mansion and Garden	
<input type="checkbox"/> Greenhouse Classroom	<input type="checkbox"/> Greenhouse Classroom, plus Garden		
<input type="checkbox"/> A Garden, only. Please specify: ___ Formal Garden (East or West) ___ Stone Patio/ Probst Garden ___ Rose Garden			
/ ___ The Gazebo/ Nathan's Garden ___ East Lawn/Lion's Porch ___ West Lawn/Sugar Maple ___ Other (Specify)			
<b>HOWARD PETERS RAWLINGS CONSERVATORY &amp; BOTANIC GARDENS</b>			
<input type="checkbox"/> Conservatory, only	<input type="checkbox"/> Conservatory, plus the Formal Garden	<input type="checkbox"/> South Pavilion, only	<input type="checkbox"/> North Pavilion, only
<input type="checkbox"/> Desert House	<input type="checkbox"/> Mediterranean House	<input type="checkbox"/> Palm House	<input type="checkbox"/> Tropical House
<input type="checkbox"/> Display Greenhouse			

**How Many Venue Chairs Will You Require:**

**Will You Require The Venue To Set Up And Tear Down Tables And Chairs?**  
(There is an additional fee for the Venue to set up and tear down tables and chairs.)

**Will The Event Be Catered?**  
(All Caterers must provide copies of Licensure and Proof of Liability Insurance)

**Caterer Name And Address:**

**Phone Number:**

**Website (If Available)**

**Will Party Supplies Be Delivered And Picked Up From The Venue?**

**Party Supply Company Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Will There Be Musicians Or A Dj At This Event?**  
(The Venues do not supply heavy duty extension cords to the Renter, Musicians Or Djs. The Venues will be happy to provide information regarding the specifications as to voltage and length.)

**Musicians Or Dj Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Vollmer Center Only-Will The Venue's Audio Visual Equipment Be Required?**  
(There is an additional fee for use of audio visual equipment at The Vollmer Center.)

**Will There Be A Professional Photographer/Videographer At The Event?**

**Photographer Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Will Any Part Of The Gardens Be Tented? Location?**  
(Tenting Fees apply.)

**Tent Supplier Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Other Vendors Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Other Vendors Name And Address:**

**Phone Number:**

**Website (If Applicable):**

**Other Vendors Name And Address:**

**Phone Number:**

**Website (If Applicable):**

## RENTAL AGREEMENT

A \$1000.00 refundable Security Deposit must accompany this form. Remittance must be in the form of a cashiers check or money order. **NO PERSONAL CHECKS WILL BE ACCEPTED.** Please make cashier's check or money order payable to: "Director of Finance".

**I have received and carefully read and understand the Terms and Conditions governing the use of the Cylburn Mansion, Vollmer Center and Arboretum, and the Howard Peters Rawlings Conservatory and Botanic Gardens (hereafter referred to as The Venue). By signing below, I agree to abide by the Terms and Conditions regarding rental of The Venues. I understand that non-compliance with the Terms and Conditions of Rental will result in forfeiture of the security deposit, as well as possibly being billed for any additional damages incurred by the Venues, and may result in cancellation of the event.**

Furthermore, I understand that, as a renter, I indemnify and hold harmless The Venues, its employees, officers, and directors from any damages, actions, suits, claims or other costs (including reasonable attorney's fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by use of any of The Venues. This includes any acts or omissions on my part, my employees, officers, directors, independent contractors or other agents. I will notify The Venues of any damage or injury, regardless of the cause of such damage or injury.

**I hereby enter into this rental agreement with the Venues, The Baltimore City Department Of Recreation And Parks/ Division Of Horticulture.**

Renter's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

(If Applicable)

Co-Renter's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Venue Representative Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_