

Jefferson Patterson Park & Museum
Pavilion Rental Information

Thank you for your interest in the outdoor rental facilities at Jefferson Patterson Park and Museum (JPPM).

The Pavilion is a beautiful 1940s cattle barn that has been renovated into a wonderful sheltered outdoor space. It is available for rent April through October, Wednesday through Sunday, between the hours of 10:00 AM and 10:00 PM.

The Pavilion (4,000 square feet) contains modern restroom facilities, a 16' x 16' stage, and a food service area with deep sinks, refrigerator/freezer, and ice machine (cooking appliances are not available). Included in your rental is the use of 35 picnic tables and benches (2.5' x 6'), an open-air courtyard, and large lawn area. Non-picnic style tables and chairs and decorative elements are available for rent at additional fees (see attachment).

Base rental fees are dependent on the number of persons you plan to have in attendance. Rental hours included in the base fee are from 10:00 AM to 5:00 PM. The base fee is required by all renters regardless of the starting time of their event. Base fees are as follows:

<u>Friday, Saturday, Sunday and Holidays (when open):</u>	<u>Wednesday or Thursday (non-holiday)</u>
50 or less people: \$350	50 or less people: \$200
51 to 100 people: \$500	51 to 100 people: \$350
101 to 200 people: \$650	101 to 200 people: \$500
201 to 400 people: \$800	201 to 400 people: \$650
401 to 600 people: \$950	401 to 600 people: \$800
Over 600 people: Inquire	Over 600 people: Inquire

Pavilion rental hours may be extended from 5:00 PM until 10:00 PM for additional fees:

\$50 per hour from 5:00 PM until 9:00 PM

\$100 for the hour from 9:00 PM until 10:00 PM

Please note: Renters can request the use of the Pavilion the day before their event for the purpose of set-up at the rate of \$75 per hour providing the facility is available. JPPM assumes no responsibility for damage to or theft of renter and rental property, including decorations, left unattended.

Additionally, our **Kings Reach Waterfront** site is available for ceremonies. This open-air outdoor space is *only available* when also renting our pavilion. An additional rental fee of **\$150** is required.

Onsite Rental Equipment: (prices shown are for each item)

Round Table (seats 6-8 persons) \$7.00	Privacy Screening \$40.00
White plastic Bistro Chair \$1.50	Mini Privacy screen \$10.00
Rectangular Table (seats 6-8 persons) \$6.00	Wood Barrel \$ 8.00

Our facility closes promptly at 10:00 PM. All setup and cleanup is the responsibility of the renter and must be completed during contracted pre-paid rental hours. Renters and responsible parties will work closely with the Public Services Coordinator to see that they adhere to all rules and regulations of the Park & Museum and the rental contract. Jefferson Patterson Park & Museum reserves the right to cancel reservations prior to the event for justified reasons and with adequate notice. In addition, JPPM staff reserve the right to end an event early should the party or its attendees conduct themselves in a manner that is in conflict with the rules and regulations of the Park & Museum.

Reservations:

Initial application should be made as far in advance as possible. Outdoor Rentals are coordinated by the JPPM Public Services Coordinator, Michele Parlett. She can be contacted by calling 410-586-8501, or by email at mparlett@mdp.state.md.us.



PARK RULES & REGULATIONS

Jefferson Patterson Park & Museum (JPPM) is a property of the State of Maryland created to preserve and interpret a wide variety of natural and cultural resources. Please observe the following JPPM rules and state regulations.

Thank you for making this a safe and enjoyable place!

No swimming

No hunting or trapping

No fishing

No fireworks

No smoking in buildings

No bicycles or motorized vehicles except in designated areas

No horseback riding

No all terrain vehicles (ATV's)

No skateboarding or skating in buildings or the Pavilion courtyard

No operation of remote controlled aircraft

No wood fires. Contained charcoal fires are allowed in designated areas. Please deposit charcoal in ash receptacle in the picnic area.

No fire or open flame of any kind in the Pavilion and courtyard areas.

No collecting of artifacts, fossils, plants or animals. Violators will be prosecuted under State Law.

Vandals and artifact collectors will be prosecuted under provision of State Law.

Only licensed drivers may operate a motor or motorized vehicle on JPPM grounds and roads.

Observe all traffic signs. Park in designated parking areas, and do not exceed **15 MPH.**

Please respect cordoned off and "Private - Do Not Enter" signs and areas.

Pets must be on a leash with a maximum length of 10 feet. Pets are not allowed in buildings, including the Pavilion. Service animals used by physically challenged persons are the exception. *NOTE: Pets may be excluded from some public events.*

Conducting oneself in a disorderly manner is prohibited: making loud and unseemly noises; operating audio equipment or musical instruments at a sound level annoying to other Park users; and doing anything which tends to be or amounts to be, a "breach of the peace".

Open mid-April through mid-October

Wednesday – Sunday 10:00 AM – 5:00 PM

Free Admission

Guided tours and educational programs are available by advance request (fees may be required)

Groups should make advance reservations.

For assistance and additional information,
please use the following contact information:

410-586-8501

www.jefpat.org

jppm@mdp.state.md.us

Jefferson Patterson Park & Museum
Pavilion Rental Rules & Regulations

1. **You are renting the pavilion – not the park.** The picnic area between the Pavilion and the Visitor Center shall be open for use by the general public. The general public shall have access to the Pavilion restrooms, the water fountain and beverage dispenser during regular hours of operation, 10 AM – 5 PM.
2. **Vehicles are not permitted to park around the pavilion, on the lawn, or on the cement courtyard at any time.** All vehicles must be parked in the public parking lot. Persons are allowed to pull up to the Pavilion while loading/unloading passengers or event items, but must then park their vehicle in the designated parking lot across the road. Violators will be asked to move their vehicle immediately.
3. **Open flames and heat sources (i.e.: candles, tiki torches, gas & electric heaters) are not permitted.** Allowance has been made for chafing dishes utilizing sterno for warming of food during events.
4. **Renters are not allowed to deface the pavilion for decorating purposes. NO nails, screws, thumb tacks, heavy tape or staples are allowed to attach decorations** to the Pavilion walls or beams. Painters tape, ribbon, string, wire, cable ties – anything that is non-damaging and can be easily removed after the event is allowed. Additionally, renters are discouraged from using confetti-like products which litter the floor and grounds. Talk your plans over with the Public Services Coordinator for approval.
5. **Food may be served, but renter must supply all equipment or arrange for caterer. Charcoal or gas grills are allowed in the picnic area and no closer than 50 feet to the Pavilion.** You supply your own grill. You must confirm the location of the grill with the Public Services Coordinator prior to starting. Please deposit charcoal ash in the designated metal barrel marked “Charcoal Ash” located in the picnic area.
6. **Alcoholic beverages are permitted** only if requested by renter in the proper section of the Reservation Form, and approved by the Public Services Coordinator prior to the event. The renter/caterer is responsible for serving of all alcoholic beverages and *should have insurance* to cover alcohol liabilities. JPPM urges the rental group to see that guests drink responsibly.
 - a. The bar must be closed 30 minutes prior to the end of the event.
 - b. If unapproved or underage alcohol consumption is suspected, JPPM staff has the right to terminate the event immediately with no refund for unused time.
7. **Smoking of tobacco products in the pavilion is strictly prohibited.** Renters must announce this to guests and request they use the designated smoking areas and receptacles provided. *Please remind smokers that disposing of cigarette butts on the ground is littering.* Your party is responsible for the cleanup of this trash.
8. **Renter is responsible for leaving the pavilion in a clean state.** This includes removal of decorations; removal of trash from Pavilion, bathrooms and food service area (dumpster provided); picnic tables returned to location as indicated by the Pavilion floor plan; and on-site rental equipment returned to the storage closet. *NOTE: The departure time listed on your Reservation Form is the time when the area must be clean and vacated or late penalty charges will be incurred.*

Continued...

9. **Any person or organization using the facility will be financially responsible for damages caused by abuse or misuse of the facility.** The Renter is responsible for any damage to the facility and may also be liable for injury to persons attending the event. Renters are highly encouraged to have **Special Event Liability Insurance**. Jefferson Patterson Park and Museum is not responsible for lost, stolen, or damaged articles belonging to others.
10. **Persons using the Pavilion will act in an orderly manner.** Anything which is perceived as a “breach of the peace” may be cause to end your rental and your party to be removed from the park. No rental fees will be refunded for the lost hours of use. This includes loud and unseemly noises; operating radios, CD or tape players, musical instruments, or DJ equipment at a sound level annoying to other Park users. JPPM will provide one staff member to be on hand during evening events, however, to ensure the safety of all guests and facilities, the rental group is asked to assist with monitoring guest behavior.
11. **The Pavilion is not available for rent for profit by private individuals or commercial concerns.** Fees may *not* be charged for activities, and product may not be sold during an event without prior permission from the Park & Museum’s Executive Director through the Public Services Coordinator.
12. **Youth organizations** using the Pavilion must have at least one responsible adult (21 years of age or older) per fifteen children present at all times.
13. **Pets are not allowed in the Pavilion** unless prior details are given and approved by the Park & Museum’s Executive Director through the Public Services Coordinator. *Service animals used by physically challenged persons need no prior notice.* Pets are permitted along the trails and undeveloped public areas. Pets must be on a leash with a maximum length not to exceed ten feet.

Jefferson Patterson Park & Museum
King's Reach Waterfront Rental Rules & Regulations

1. **The waterfront site is for ceremonies/services only.** No other event functions allowed. (Photo opportunities are the exception).
2. **Vehicles are required to park in the public parking area by the Pavilion.** Renters may arrange for a *limited* number of *licensed* vehicles to transport the Bridal Party, guests, and service personnel to the waterfront site. Renter must review their plans with the Public Services Coordinator for approval.
3. If *non-licensed* vehicles (examples: Tractor & Cart, Horse & Carriage) will be used to transport guests and/or Bridal Party, then renter is **required** to have ***Special Event Liability Insurance*** in the amount of \$1 Million dollars, naming the renter and JPPM as the insured parties (see insert on Insurance in the Reservation packet). A copy of this policy must be given to the Public Services Coordinator prior to the event.
4. **Due to the archaeological significance of the grounds at Jefferson Patterson Park & Museum, there are limited areas that have been cleared for ground disturbance.** Unfortunately the waterfront site is an area that **cannot** be disturbed at a level greater than 8 inches deep. Therefore the staking of tents is not allowed. If the rental company will secure the tent by aboveground means (water barrels are an example) then it may be allowed. Renter must review plans with the Public Services Coordinator for approval.
5. **Renter, or their Designated Party, is responsible for any set-up at the site.** Chairs, archways, and other decorative features are not included in the site rental fee. JPPM is not responsible for items left unattended at the site.
6. **Smoking of tobacco products is restricted.** Renters must provide smoking stations for their guests. Your party is responsible for the cleanup of this trash.
7. **Renter, or their Designated Party, is responsible for leaving the waterfront site in a clean state.** This includes removal of decorations, rental equipment and trash. It is preferred that this be done immediately following services at the site, but must be done by the departure time listed on your Reservation Form or late penalty charges will be incurred.

Jefferson Patterson Park & Museum

Rental Equipment

No delivery or pickup fees!

For on-site use only



Bistro Chair - white
Industrial strength - rated to 300 lbs.
200 available
\$ 1.50 each



60" Round Plastic Table
Seats 6 - 8
25 available
\$ 7.00 each



6 ft. rectangular table
Seats 6-8
12 available
\$ 6.00 each

Privacy screening : \$40.00 (includes free standing zig-zag panel and panels around trough area.)

Mini Privacy Screen: \$10.00 (panels surrounding the trough area only, indicated by arrows)

(NOTE: screening comes undecorated - shown decorated by renter)



Wood Barrel - Display or Trash: \$8.00 each

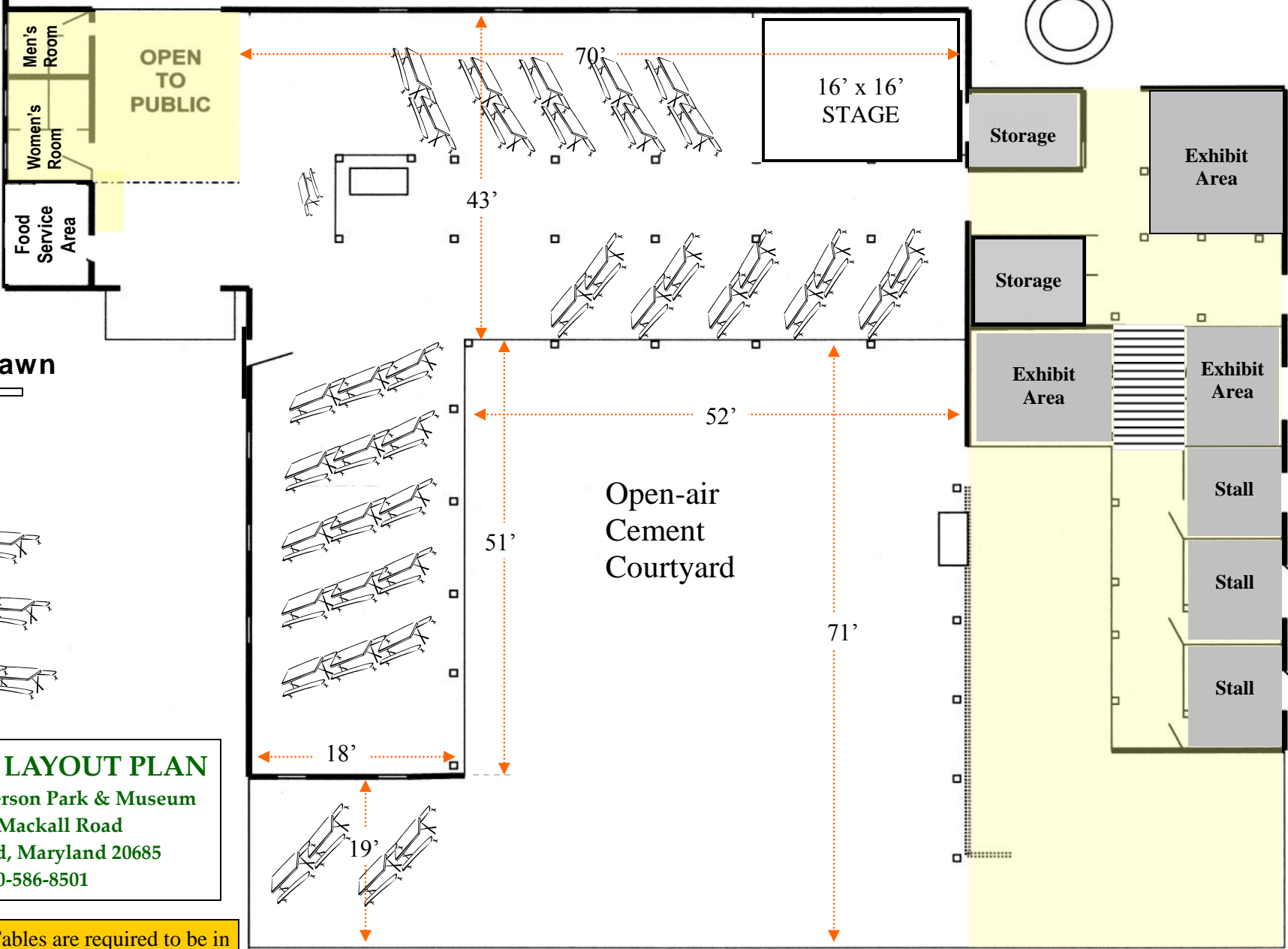


Asphalt Drive

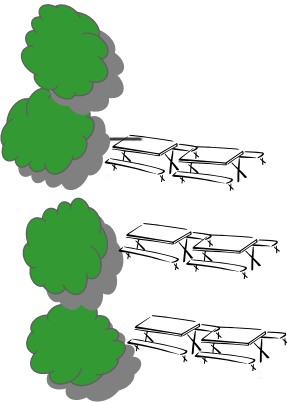
NO PARKING

Public Picnic area across road

TO VISITOR CENTER



Pavilion Lawn



PAVILION LAYOUT PLAN
 Jefferson Patterson Park & Museum
 10515 Mackall Road
 St. Leonard, Maryland 20685
 410-586-8501

NOTE: Picnic Tables are required to be in place as indicated at end of rental events

Shaded areas are open to general public during operating hours, 10 AM - 5 PM.

NO PARKING

Gravel Emergency Access Road

NO PARKING

NO PARKING