



Museum Rental Agreement

The South Mountain Heritage Society agrees to rent its property to _____
for a wedding on _____, _____ subject to the policies stated below.

Wedding Ceremonies:

South Mountain Heritage Society provides the historic Resurrection Reformed Church building as a site for wedding ceremonies and small* receptions. The rental fee for wedding ceremonies is \$350.00 which includes a full day for the ceremony and an evening prior (within a week of the date of the ceremony) for a rehearsal.

*Receptions may be held in the museum, but please note that due to limited space, wedding parties wishing to hold their reception in the museum should limit the guest count to no more than fifty (50) people.

Permitted Uses:

The South Mountain Heritage Society provides the venue and will ensure that the space is appropriately cleaned and arranged for the wedding party. The renter agrees to:

1. Abide by all rules and regulations specified in this museum rental agreement,
2. Be sensitive to the historic nature and preservation needs of the venue,
3. Provide a Certificate of Insurance with Comprehensive General Liability Coverage (a copy of which should be provided to the heritage society). South Mountain Heritage Society should be listed as additional insured on the certificate.

Photography:

Personal photography and/or videography of the wedding ceremony and/or reception is permitted during the rental of the venue.

Rental Fee:

The rental fee of \$350.00 is to be payable to “South Mountain Heritage Society” and should be submitted to the heritage society within 30 days prior to the event. A copy of a Certificate of Insurance for the event should accompany the payment.

Cancellation:

Should your event need to be canceled or rescheduled for any reason, you must notify the South Mountain Heritage Society within one week of the scheduled event (if possible). Upon cancellation of the event, the renter will be refunded the \$350.00 rental fee. The South Mountain Heritage Society is not responsible for any expenses beyond the rental fee forfeited due to event cancellation.

Decorating:

The wedding party is permitted to decorate the museum for the ceremony, observing the following policies:

1. No tape or adhesives may be applied to walls, furniture, or any other surface within the museum.
2. Decorations applied to the pew ends must be carefully secured using string or ribbon.
3. Floral decorations may be placed in the window sills and on the altar. Please ensure that these arrangements are placed in containers that are watertight and will not leak.
4. Candles may be lit in the windows and on the altar so long as they are placed within the protective glass globes provided by the museum. Candles may not be lit in any other areas of the museum.
5. As all of the furniture within the museum is historic, rearranging the chancel area for the ceremony must be reviewed and approved by a representative of South Mountain Heritage Society prior to the ceremony. Please be aware that the pews are fastened to the floors and cannot be moved/rearranged.

Music:

Musicians may be located along the side aisles of the church. There is a small pipe organ located in the museum which may be used in the ceremony upon special approval from the museum’s Historian and Curator. The organ is hand-pumped and any organist must review the operation of the organ with the Historian and Curator prior to the ceremony.

Venue Availability:

Please note that due to other museum programs and regular visitors hours, the venue is not available on the following dates:

The first Saturdays of the months April, May, June, July, and August.

The months of September, October, and November.

The second Saturday of December.

*Other dates may not be available due to programs scheduled at the museum. Check with a representative of South Mountain Heritage Society for possible availability issues.

Alcohol:

If alcoholic beverages are to be served at a reception, the renter shall be responsible for ensuring that their caterer or any subcontractor is appropriately licensed by the State of Maryland to dispense alcoholic beverages.

Smoking:

South Mountain Heritage Society is a non-smoking facility. Smoking is not permitted within the museum or on the museum's property.

Parking:

Please note that the South Mountain Heritage Society does not own the parking lot adjacent to the museum building. Wedding parties are permitted to use the parking lot unless another service or event is taking place at St. Paul's Evangelical Lutheran Church (which is next door to the museum and owns the parking lot). In the event that the parking lot is in use for a church function, wedding attendees must park along Main Street or in other designated areas throughout the town (please be mindful of property owners and reserved spaces).

Clean-Up/Trash Removal:

The renter is responsible for cleaning up the museum following the ceremony. Any furniture that has been moved or rearranged must be carefully returned to its original setting. Spills must be cleaned up immediately by the renter. Any trash generated from the wedding ceremony or reception must be bagged and removed by the renter.

The signature indicates that the renter has read, understands, and agrees to abide by the rules and regulations set forth in this document. The renter agrees to hold the South Mountain Heritage Society harmless for any and all damages, injuries, and/or losses occurring on this premises and to indemnify the South Mountain Heritage Society for any and all claims for damages, injuries, and/or losses by any of the renter's guests, invitees, or contractors. As of the date listed, this agreement is entered into between the renter and the South Mountain Heritage Society.

Renter's Signature Date

Renter's Name

Address City State Zip

Contact Phone Number Email

Date of Ceremony/Event

Museum Representative's Signature Date

Museum Representative's Name and Title