LEONARDTOWN WEDDING VENUE FAQ's

- ✓ Completed Application is required with fee to reserve on a first come, first serve basis, although we make every effort to accommodate all. Check payable to *Commissioners of Leonardtown*.
- ✓ Staff is available for a walk through to show you options for set up, especially if you decide you will need electricity.
- ✓ No restrictions concerning photographers, music, officiants, or floral decorations, except those listed on the Park Rules and Regulations sheet.
- ✓ You can set a up a few hours before your event, though you might want to have someone stay in the area until the ceremony starts to make sure no one tampers with your set up.
- ✓ You should also check with your rental company to see if they can pick everything up after the ceremony is over, as we do not have any way of securing items overnight.
- ✓ Tents are usually ok to set up the day before and take down the day after. DO NOT stake anything without prior approval in order to avoid damaging the underground irrigation system.
- ✓ Have a plan about parking and transporting your guests to the venue. The parking areas at the Wharf fit about 75 cars, but you may want someone there to help organize and direct that. Another option is to have some of your guest's park in the public lots in Town and have a van or other shuttle to drive them up and down the hill. We cannot block parking for you, but you are welcome to reserve a few spaces for your officiant, wedding party and family.
- ✓ The Wharf is a public park so you can go there anytime you would like to walk through and prepare for your wedding day. Other people may also use the park during your wedding, but they should not interfere with your event and guests.
- Please contact your insurance company regarding the liability insurance. You should have them assess for a \$1,000,000 minimum liability. (See attached sample at the end of the application) This may seem excessive, but it the generally accepted standard for having a private event in a public park. See next page for more information on obtaining Certificate of Liability



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CERTIFICATE OF LIABILITY INFORMATON

We recommend you first contact your Home Owners Insurance Company as the cost may be lower. Often couples get this coverage through their (or their parents') homeowner's insurance. If you need more help with this, feel free to call Dan Burris at Olde Towne Insurance for assistance: 301-475-2467. He would be happy to help you.

Or you can utilize **TULIP** – online and they accept credit card payments

Tenant User Liability Insurance Program (TULIP)

A low-cost insurance policy that protects both the "Tenant User" and the local government. A "Tenant User" is any outside party using a local government's facilities. The policy applies to bodily injury or property damage arising out of the use of the local government's premises by "Tenant Users."

Provides \$1 million in liability protection for many types of events. Costs are based upon the event type, number of people, level of risk, length of the event, special requirements and amount of coverage needed. A Certificate of Insurance is sent to the purchaser and the local government via email.

https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx

VENUE ID CODE: 0501-AJN	Vei		search:	Leonardtown					
OTHER OPTIONS http://www.markeleventinsurance.com/wedding/liability-insurance/ http://www.wedsure.com/wedding-event-insurance.jsp#									
RENTAL INFORMATON Bailey's Catering Company Tri County Rent a Tent Elitz Beatz Something Special by Tracey (FB)	(301) 475-2 (301) 904-0 (301) 884-4 (301) 884-3	661 or 152	http://www.baileyscatering.com/ (301) 373-2131 http://www.elitebeatz.com/ http://www.somethingspecial.name/						
CATERING Quality Street Kitchen & Catering LODGING	301-997-0700		http://www.qualitystreetcatering.com/						
Best Western Plus on Park Avenue	(301) 475-3	000	http://www.be	estwestern.com/					
TOWN OF LEONARDTOWN Links for florist, restaurants, printing	ting <u>http://leonardtown.somd.com/visit/index.htm</u>								
ST. MARY'S COUNTYMore wedding info and things to do: https://www.visitstmarysmd.com/									
		http://www.creativeweddings-somd.com/Welcome.html gestner@md.metrocast.net or 240-298-7940							



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THIS CERTIFICATE IS ISSUED AS A MATTER C		ABILITY INSURA	and the second se	0ATE (MNIDDAYYYY 10/28/2013		
GERTIFICATE DOES NOT AFFIRMATIVELY OR BELOW. THIS CERTIFICATE OF INSURANCE REPRESENTATIVE OR PRODUCER, AND THE CE	DOES NOT CONSTIT ERTIFICATE HOLDER.	D, EXTEND OR ALTER THE CO TUTE A CONTRACT BETWEEN	VERAGE AFFORDED I	SY THE POLICIE		
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		(A/C. No, Ext): E-MAIL ADDRESS:	(A/C, No):			
		INSURER(S) AFFO	RDING COVERAGE	NAIG P		
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NSURED		INSURER B :				
		INSURER C :				
		INSURER D :		5		
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		INSURER F.				
COVERAGES CERTIFICATE			REVISION NUMBER:			
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EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, L ISR ADD. SUBR						
TR TYPE OF INSURANCE INSK WYD	POLICY NUMBER	POLICY EFF POLICY EXP (MMIDD/YYYY) (MM/DD/YYYY)	LIMI7			
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ANY PROPRIETOR/PARTNER/EXECUTIVE []			E.L. EACH ACCIDENT	5		
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It yes, describe under DESCRIPTION OF OPERATIONS below			E.L. DISEASE - POLICY LIMIT	\$		
ESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach A Wedding Reception (39091), Additional Insured (49950		ks Schooule, if more space is required)		. Si		
Additional Insured: The Commissioners of Leonardia				Mining.		
PO Box 1				25		
Leonardtown, MD 20650						
Reception Location: 22510 Washington Street Leonardtown, MD 20650						
LOUIS UNWILLING LOUD						
CERTIFICATE HOLDER		CANCELLATION				
The Commissioners of Leonardlown PO Box 1		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
		AUTHORIZED REPRESENTATIVE				
		Billion Contraction	and the second			
Leonardtown	MD 20650					
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