

RULES AND REGULATIONS

FOR USE OF CENTER

EXHIBIT A

1. All deliveries by caterer, musicians, bakeries, florists, rental companies, etc. must be made through the kitchen. Delivery personnel must contact an EAMSC staff member prior to unloading. Deliveries will be accepted between 2 and 3:30 p.m. on the working day prior to your event. A staff member will sign for a delivery; however, the EAMSC will not be liable for goods or items left at the facility prior to an event.
2. Furniture that has not been previously requested may not be moved into or out of any other room.
3. All food preparation and work done in connection with food preparation and display must be performed by the caterer only in the kitchen.
4. The kitchen provided by the EAMSC is a finishing kitchen. No caterer is permitted to do full preparation or full cooking for the function in the kitchen. It is the caterer's responsibility to thoroughly clean the convection oven after use.
5. Decorations must be fireproof.
6. No tape is to be used on the floor. Nothing may be hung on the walls without prior consent of the EAMSC's management.
7. A glass globe, in compliance with State and City fire codes, must protect all candles and warming devices using candles.
8. Caterers and musicians are not to overload circuits. All rooms are equipped with 110-volt outlets.
9. All affairs, including cleanup, must end by 1:00 a.m.
10. Any food, equipment or other property of any kind belonging to the caterer not removed from the EAMSC property after the end of the event, will result in a charge of Fifty Dollars (\$50.00) per day to be deducted from the caterer's security deposit.
11. If liquor is served and guests either pay for a ticket or a cash bar is utilized, the client or caterer must obtain a one day permit from the Liquor Board at 5 South Street, Baltimore, 21201 (410-396-4377). This permit must be displayed in accordance with the law.
12. The EAMSC will supply tables, chairs, podiums, microphones. No decorations, tablecloths or other furniture are provided. Arrangements for the above are the responsibility of the caterer or client.
13. The Baltimore City Code restricts the number of people in the facility to Four Hundred (400) in the Frosburg Room. This number includes caterer, musicians, etc.
14. There is to be no cooking with an open flame. Sterno and propane use must be approved in advance by the EAMSC, and must be used in compliance with all applicable State and City ordinances.

15. All items rented by the caterer and utilized in the banquet rooms must be clean and suit the image of the EAMSC.
16. The caterer must provide heavy-duty plastic or floor mats. Mats or plastic must be placed under bars and in kitchen doorway.
17. If tickets are sold at the door, you may be subject to an Amusement Tax. Contact the State of Maryland Retail Sales Tax Division for compliance procedures.
18. Balloon centerpieces can only be set up immediately prior to reception, and must be completely removed prior to departure.
19. Food and drink is not to be consumed outside of the main party room.
20. No smoking is allowed in the building.