



## **WEDDING EVENTS**

### **RENTAL AND OPERATING PROCEDURES FOR THE USE OF SWAN HARBOR FARM**

These Operating Procedures are designed to protect the facility and grounds of Swan Harbor Farm and must be adhered to at all times. This document includes Rental and Operating Procedures for the renter, for contractors and for catering firms.

The renter is ultimately responsible for complying with the Operating Procedures and for the condition of the facility at the conclusion of each event. Please familiarize yourself and your vendors with the information provided here. We require the facility be left in the same clean condition as it was upon your arrival.

#### **A. GENERAL INFORMATION**

1. Swan Harbor Farm is a public park owned by Harford County Government and operated by the Department of Parks and Recreation. As such, it is open to the public seven days a week from dawn to dusk. The business office is open Monday through Friday from 8:30 a.m. to 5:00 p.m.
2. The Department of Parks and Recreation reserves the right to deny any rental requests it deems inappropriate. All persons must maintain good order and proper decorum, or they will be asked to leave the premises.
3. The Department of Parks and Recreation reserves the right to change/cancel a rental or modify the extent of services in the event of an interruption in utility services, emergency and threat of imminent danger or act of God. This includes cancellation or interruption of an event due to weather related circumstances that could negatively impact health and safety or park conditions.
4. The house is not open to the general public. All visits are by appointment only. To view the house and grounds as a rental facility, you must first schedule an appointment through the Swan Harbor Farm Office at (410)939-6767. No one will be permitted to view the house and grounds during a rented event.
5. The facility is available for rent year-round, with the exception of New Year's Eve, New Year's Day, Easter Sunday, Thanksgiving Day, Thanksgiving Friday and Christmas Day. Our outdoor season, which includes the use of the tent, begins mid-April and extends through the end of October.
6. Outdoor events are limited to 250 people. Indoor events are limited to 80 people.

#### **B. RENTAL PROCEDURES**

1. To reserve a date at Swan Harbor Farm, complete a contract packet which includes the Letter of Agreement, Release of Liability and a copy of the entire Rental & Operating Procedures documents. This packet will be mailed to the renter and must be signed and returned along with a rental down payment check by the due date. Reservations are confirmed only upon receipt of the rental down payment and signed Letter of Agreement. Once under contract, rates will not change. Failure to return the forms and rental deposit by the due date will result in renter's reservation being automatically removed from our Events Calendar.

2. Make all checks payable to: HARFORD COUNTY, MD.
3. A contracted rental time consists of 2 hours for set-up (caterer set-up and bridal party prep), 4 hours of event time (beginning with ceremony), and 1 hour for cleanup (cleanup time is for the renter to remove all personal belongings and the caterer and SHF staff to assure the property is as clean as it was when they arrived). Additional hours may be rented at \$250 per hour. A Saturday double booking consists of 3 hours for set-up, 8 hours of event time and 2 hours for cleanup. Additional hours may be added to any reservation at \$250 per hour.
4. Approximately 60 days prior to your reserved date, you will receive a packet from this office to complete, outlining all plans for your event. You will be instructed to schedule an in person final arrangements meeting, 30 days before your event to discuss these plans. Your final balance is due at this meeting. \_\_\_\_\_ **Initial**
  - a. At the final arrangements meeting, bring the completed information as requested in the packet mailed to you, and your final balance payment (check, cash, or credit). All details of your event, including, but not limited to, time frame, tent and/or ceremony layout, confirmation of number of tables, chairs and other rental items, decorating plans and contact information of all contractors associated with your event must be submitted at this time.
  - b. Your final balance will be the total amount of the facility rental, tables, chairs, additional hours, security deposit, less rental down payment.
  - c. No time changes can be made after the final arrangements meeting. Only additional rental items may be rented after the final arrangements meeting, which will be automatically deducted from your security deposit.

### **C. SECURITY DEPOSIT**

1. A security deposit, in the amount of \$500.00 will be added to your final balance payment which is due at your final arrangements meeting thirty (30) calendar days prior to your scheduled event. The return of your security deposit, or any portion thereof, will be by check and mailed to you. Security deposit refunds will be processed approximately 30 days after the event.
2. Reasons for forfeiture of the security deposit, or any portion thereof, shall be:
  - a. Damage beyond reasonable wear and tear to the house and/or grounds (replacement/repair value);
  - b. Failure to leave premises in a clean condition (minimum \$100 clean up fee);
  - c. Failure to abide by the Rental & Operating Procedures for Use of Swan Harbor Farm;
  - d. Failure to comply with any instructions or directions as given by the Swan Harbor Farm staff;
  - e. Failure to vacate Swan Harbor Farm property within the contracted time (\$250 overtime fee per hour);
  - f. Additional rental items as requested by the renter.

Any amount exceeding the \$500.00 security deposit is the responsibility of the renter. \_\_\_\_\_ **Initial**

### **D. OPERATING PROCEDURES**

1. Rehearsals can be scheduled any weekday evening, as our schedule permits. No staff will be on property during rehearsals and the house will not be open. \_\_\_\_\_ **Initial**
2. The facility will be opened at the contracted time. Please do not arrive early and expect to be accommodated. All decorating, deliveries, set-up and clean-up will be within the contracted time. Caterers are responsible for setting up and returning all tables and chairs, rented from this facility, to storage area within the contracted time. The contract holder will be charged a \$250 late fee for overtime, incurred by any vendor. \_\_\_\_\_ **Initial**
3. All deliveries (arbors, decorations, furniture, etc.) must arrive and be set up during the contracted set up time and be removed within the contracted clean up time. Swan Harbor Farm will not be responsible for items delivered prior to or left after the contracted time.

4. Only licensed and insured caterers may work at Swan Harbor Farm. All caterers must provide a copy of their Food Service Facility License and a copy of their Certificate of Liability Insurance to the Swan Harbor Farm Office no later than 90 days prior to the scheduled event. Failure to provide these documents will result in the caterer being unable to work the event. \_\_\_\_\_ **Initial**
5. All new, first time caterers, must schedule a visit to meet with the Swan Harbor Farm staff at least 90 days prior to the scheduled event. Any caterer that will not comply with this requirement will not be permitted to work at Swan Harbor Farm. \_\_\_\_\_ **Initial**
6. The caterer is responsible for all set-up (ceremony and/or reception site) and clean-up in accordance with the timeline requested by the contract holder. **All personnel for set-up and clean-up shall be employed by the caterer.** Caterers who do not provide set-up, tear-down and clean-up will not be permitted to work at this facility. \_\_\_\_\_ **Initial**
7. All visits to Swan Harbor Farm, by you or your contractors, must be scheduled in advance with the Swan Harbor Farm Office. This is necessary to avoid any conflicts with other appointments or bookings.
8. The house, tent, tables and chairs are available for rent. No refunds will be given for items rented but not used. Any additional items rented after the final balance has been paid, up to and including the day of your event, will be automatically deducted from your security deposit.
9. Swan Harbor Farm event staff will be on duty during all events. The staff is responsible for the safekeeping of the house and grounds. **Swan Harbor Farm is not responsible for any personal items left unattended.**
10. On the day of your event the facility will be opened and available to you, your caterer and contractors exactly at the contracted time. Please do not arrive early and expect to be accommodated. \_\_\_\_\_ **Initial**
11. Renters, guests and contractors are given exclusive use of the areas outlined in the contract. For rental purposes, grounds are defined as the area immediately surrounding the rental house, including the formal garden and tent area. The remaining areas of Swan Harbor Farm are for general public use.
12. The gazebo/fishing pier area is open to the general public during park hours and is not available for rent nor is it available for ceremonies. Renters and their guests are welcome to use this area with the understanding that it is still available for public use.
13. All guests are required to vacate Swan Harbor Farm property at the conclusion of the contracted event time. The remaining cleanup time is reserved for the renter to remove all personal belongings, followed by the contractors associated with the event and Swan Harbor Farm staff for the purposes of cleanup and assuring the property is as clean as it was when they arrived. Any time beyond the contracted time (overtime) will result in an overtime fee of \$250 per hour. \_\_\_\_\_ **Initial**
14. Boat docking is permitted during contracted hours only. No overnight dockage is permitted.
15. There are multiple electrical outlets in the tented area. To ensure adequate electric is available, **all** additional electric needs such as: uplighting, pin spotting, photo booths, DJ/band lighting, chocolate fountains, etc., must first be approved by Swan Harbor Farm office staff.
16. At the conclusion of every event, a Swan Harbor Farm event staff person and the renter and/or caterer, will conduct an inspection of the facility. The inspection will indicate any items not completed and any additional rental charges, clean up fees, overtime fees or damages. Failure to make corrections within the contracted time will result in a charge being applied against the renter's security deposit. The inspection checklist must be signed and dated by the renter and/or caterer and Swan Harbor Farm event staff prior to vacating the facility.
  - A letter and a copy of the inspection checklist will be mailed to the renter within ten (10) business days explaining what amount, if any, will be refunded by check. \_\_\_\_\_ **Initial**

## **E. REGULATIONS & RESTRICTIONS**

1. Any traditions, customs, or special activities associated with your event must be approved, in writing, prior to your final arrangements meeting. Any special accommodations, i.e., Additional tents (max. 20'x15'), parking requirements, wedding arch or other deliveries etc. must be approved at the final arrangements meeting. Failure to receive prior approval may result in Swan Harbor Farm being unable to honor the request.
2. Parking for guests and all contractors will be restricted to the main and/or auxiliary lot. Driving on the grounds, other than designated parking areas is strictly prohibited. Vehicles parking in non-designated areas will be subject to ticket and/or tow.
3. A four-passenger golf cart is available to transport the married couple and photographer to and from the gazebo/pier area for pictures. No other persons are permitted to ride in this vehicle. No exceptions. Only Swan Harbor Farm event staff is permitted to operate this vehicle. Only one round trip to gazebo/pier area per event. Renters may select this service during their final arrangements meeting. No outside golf cars are allowed on the property.
4. All decorations (both indoors and outdoors, to include tents), must be approved in advance with the Swan Harbor Farm office and removed at the end of the contracted time. Swan Harbor Farm does not provide supplies such as tape, scissors, extension cords, etc. Please come prepared.
5. The use of nails, tape, wire or any other items which could damage the facility, tent, and trees are strictly prohibited. Nails cannot be hammered into any of the trees. Under the tent, no decorations may hang from the chandeliers, drapery, or tent poles.
6. Amusement apparatus, i.e. moon bounces, trampolines, dunk booths, etc., are prohibited at Swan Harbor Farm.
7. The renter or any contractor associated with this event is prohibited from removing or relocating furnishings and/or wall hangings, etc., without the express permission of the Swan Harbor Farm office or event staff. \_\_\_\_\_ **Initial**
8. Only bubbles, birdseed and glow sticks may be used outside. No flower petals, confetti, glitter or rice, etc. may be used. \_\_\_\_\_ **Initial**
9. No dancing is permitted inside the house due to the age of the floors.
10. Oil burning tiki torches, fire dancers, fireworks, sparklers, sky lanterns, etc. are strictly prohibited at Swan Harbor Farm. Failure to comply will result in the loss of your security deposit. \_\_\_\_\_ **Initial**
11. Candles may be used outdoors and in centerpieces if the flame is contained in a vase or lantern. Lit candles are prohibited in the house at all times. **NON-NEGOTIABLE.**
12. Hot containers must never be placed on unprotected counter tops, tables or floors. **Sterno-heated chafing dishes must be attended to in the house at all times.** No other cooking sources are permitted in the house. Grills may be used on the concrete pad outside the kitchen.
13. Cooking in the house may only be done in the kitchen. **NO EXCEPTIONS** \_\_\_\_\_ **Initial**
14. Smoking and use of any tobacco product is prohibited on all property owned, leased or operated by Harford County, Maryland (the "County"), as well as any active County worksite. This consists of all buildings and grounds, including exterior open spaces, driveways and recreational facilities.
  - a. Smoking is defined as the burning of tobacco or other material in any type of smoking equipment, including but not limited to cigarettes, cigars or pipes. The use of tobacco products includes, but is not limited to snuff,

dip, e-cigarettes and chewing tobacco.

15. The caterer must provide mats to protect floors where beverages are served when bars and/or kegs are placed inside the house. The caterer must provide a tablecloth on any surface where food is served.
16. Bars may not be set up within the formal garden, or at any entrance leading to the formal garden.
17. Alcoholic beverages are permitted; however, the resale of alcoholic beverages (including cash bars) require a special one-day alcohol permit issued through the Harford County Liquor Control Board. **A licensed and insured bartender must serve all alcoholic beverages.** \_\_\_\_\_ **Initial**
18. Consumption of alcoholic beverages is to be confined to the house, tented area, and grounds immediately surrounding the house. Alcoholic beverages are not permitted in other areas of the property including parking lots. Spillage on any surface in the house, which is not cleaned up by the renter or their caterer, will result in a minimum \$100.00 clean-up fee that will be deducted from your security deposit.
19. Only service animals, individually trained to provide assistance to an individual with a disability, are permitted in the house.
20. At no time are pets permitted near the special events area including the house, formal garden and tented areas.
21. Renters will be held responsible for any damages to the house and/or grounds incurred by the renter, their guests, and all contractor associated with their event. \_\_\_\_\_ **Initial**

#### **F. CANCELLATION**

1. In the event of cancellation, the renter must notify the Swan Harbor Farm office, in writing, via mail or email, and the postmark will be used to determine official date of notification. The rental deposit is forfeited if the renter chooses to cancel within 180 days of the scheduled date of the event. If more than 180 calendar days from the reserved date, 50% of the rental deposit will be returned.
2. In the event of cancellation after the final balance payment, the entire balance will be forfeited and only the security deposit will be returned. \_\_\_\_\_ **Initial**
3. The Department of Parks and Recreation reserves the right to change/cancel a rental or modify the extent of services in the event of an interruption in utility services, emergency and threat of imminent danger or act of God. This includes cancellation or interruption of an event due to weather related circumstances that could negatively impact health and safety or park conditions. \_\_\_\_\_ **Initial**

### **OPERATING PROCEDURES CATERING FIRMS**

These Operating Procedures are designed to protect the facility and grounds of Swan Harbor Farm and must be adhered to at all times.

The renter is ultimately responsible for complying with the Operating Procedures for the Use of Swan Harbor Farm and for the condition of the facility at the conclusion of each event. Please familiarize yourself and your staff with the information provided here. We require the facility to be left in the same clean condition as it was upon your arrival.

4. All new, first time caterers, must schedule a visit to meet with the Swan Harbor Farm office staff 90 days prior to the scheduled event.
5. **Only licensed and insured caterers may work at Swan Harbor Farm. All food and alcohol must be served by the caterer.** All caterers must provide a copy of their Food Service Facility License and a copy of their Certificate of Liability Insurance to the Swan Harbor Farm office no later than 90 days prior to the scheduled event. Please check to ensure these documents will be current on the date you will be at this facility and, if not, a

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current copy must be provided. Failure to provide these documents will result in the caterer being unable to work the event.

- a. *Minimum Liability* coverage: Liability \$1,000,000.00, Alcohol \$1,000,000.00.
- b. Harford County Government must be listed as the Certificate Holder.

6. **Personnel for set-up, tear-down and cleanup shall be provided by the caterer** with guidance provided by Swan Harbor Farm event staff. Lead caterers must stay with their staff to the end of the event. Caterers who do not provide set-up, tear-down and cleanup will not be permitted to work at this facility. \_\_\_\_\_ **Initial**
7. The facility will be opened at the contracted time. Please do not arrive early and expect to be accommodated. (All deliveries, set-up and clean-up will be within the contracted time). Caterers are responsible for setting up and returning all tables and chairs rented from this facility to storage area within the contracted time.
8. The kitchen is equipped with water, stove with oven, microwave, warming oven, ice machine and refrigerator. Trays for the warming oven must be provided by the caterer. Providing ice for events is the responsibility of the caterer. The kitchen ice machine should be considered only as a “backup” ice source. A dumpster is located on the property for trash removal, or the trash should be taken with you. Trash cans, 33 gallons, will be provided. Liners are the responsibility of the caterer.
9. Swan Harbor Farm event staff will be in attendance at each event. Bring to their attention anything that does not work properly upon arrival or anything that needs correcting during the event.
10. Swan Harbor Farm does not provide any serving personnel, food, drinks, linens or tableware.
11. Smoking and use of any tobacco product is prohibited on all property owned, leased or operated by Harford County, Maryland (the “County”), as well as any active County worksite. This consists of all buildings and grounds, including exterior open spaces, driveways and recreational facilities.
  - Smoking is defined as the burning of tobacco or other material in any type of smoking equipment, including, but not limited to cigarettes, cigars or pipes. The use of tobacco products includes, but is not limited to snuff, dip, e-cigarettes and chewing tobacco.
12. Catering personnel must park in the guest or auxiliary parking lots with the exception of one vehicle, which may remain parked on the kitchen lot. The office parking lot is reserved for the renter and for handicapped parking only.
13. All contractors are prohibited from removing or relocating furnishings or wall hangings without the express permission of the Swan Harbor Farm office or event staff.
14. Caterers are asked to exercise caution when bringing supplies and equipment into the house. Specifically, no tables, boxes or other objects are to be placed against walls or other painted areas. Caterers are to remove everything they bring into the house or onto the grounds at the end of the contracted time.
15. Candles may be used outdoors and in centerpieces if the flame is contained in a vase or lantern. Lit candles are prohibited in the house at all times. **NON-NEGOTIABLE.**
16. The caterer must provide mats to protect floors where beverages are served, bars and/or kegs are placed inside the house. The caterer must provide a tablecloth on any surface where food is served.
17. Bars may not be set up within the formal garden or at any entrance leading to the formal garden.
18. Hot containers must never be placed on unprotected counter tops, tables or floors. **Sterno-heated chafing dishes must be attended to in the house at all times.** No other cooking sources are permitted in the house. Grills may be used on the concrete pad outside the kitchen.

19. Cooking in the house may only be done in the kitchen. **NO EXCEPTIONS.** \_\_\_\_\_ **Initial**
20. No food, oil or grease may be washed down any sink drain. Food, oil, grease, etc. must be removed and disposed of properly.
21. Ice is not to be disposed of on any grassy area. Please place in kitchen sink or on driveway by kitchen.
22. Consumption of alcoholic beverages is to be confined to the house, tented area, and grounds immediately surrounding the house. Alcoholic beverages are not permitted in other areas of the property including parking lots. Spillage on any surface in the house, which is not cleaned up by the renter or their caterer, will result in a minimum \$100.00 cleanup fee that will be deducted from renter's security deposit.
23. The caterer must provide cleaning cloths for the stove, counters and refrigerator; as well as trash can liners (33 gallon size). Dish detergent and spray solutions are stored above the stove for use. Swan Harbor Farm will provide mop, bucket, broom, dustpan and vacuum cleaner.
24. Caterer is responsible for cleaning the kitchen, dining areas, guest tables and chairs, as well as any other areas where food or drink was served or eaten.
25. All trash must be removed from the house and grounds and may be placed in a dumpster provided by Swan Harbor Farm or removed from the facility by the caterer.
26. At the conclusion of the event a Swan Harbor Farm event staff person and the renter and/or caterer will conduct an inspection of the facility. The inspection will indicate any items not completed and any additional rental charges for cleanup fees, overtime fees or damages. Failure to make corrections within the contracted time will result in a charge being applied against the renter's security deposit, at \$250 per hour. The inspection checklist must be signed and dated by the renter and/or caterer and Swan Harbor Farm event staff prior to vacating the facility. \_\_\_\_\_ **Initial**
27. Any questions or problems the day of the event should be directed to the Swan Harbor Farm event staff. Failure to comply with these Rental and Operating Procedures, while working at Swan Harbor Farm, may result in you being denied the right to work at this facility in the future. Should you have any questions regarding your ability to follow these Operating Procedures, please call the Swan Harbor Farm office at 410-939-6767 during business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Caterers failing to follow the Operating Procedures for Catering Firms while working at Swan Harbor Farm may forfeit the right to work at this facility in the future. Reasons for forfeiture include, but are not limited to:

1. Failure to abide by the above noted procedures.
2. Failure to provide current, mandatory license and insurance.
3. Failure to set up and/or tear down tables and chairs.
4. Failure to clean up properly at the conclusion of event.
5. Other conditions which may result in damage and/or improper care of the facility.

Revised 01-19-22

**Robert Cassilly**  
**Harford County Executive**



**Swan Harbor Farm | Harford County Department of Parks & Recreation**  
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