

FACILITY RENTAL INFORMATION

Carriage House

Capacity

- Un-tented Patio (January – February): 225 standing; 150 seated
- Tented Patio (March – December): 400 standing; 300 seated in two rooms adjacent to each other without a dance floor; 220 seated in two rooms that are adjacent to each other and space for a dance floor; 170 seated in one room with the entire adjacent room available for a dance floor
- Parking must be handled by a professional company hired by the client, directional attendants at the beginning of the event are required, full valet is optional

Fees

All fees include tables and chairs for up to 200 people

- **Weekday Meetings & Seminars**

| | |
|-------------------------------|--------|
| Monday – Friday, until 4 p.m. | \$1000 |
|-------------------------------|--------|
- **Special Events** *based on 4 hours use plus 3 hours for set-up and 1 hour for clean-up*

| | |
|---|--------|
| Monday-Friday, any 4 hours 11am – midnight | |
| Saturday, any 4 hours 11am – midnight | \$3500 |
| Sunday, any 4 hours 11am – midnight | |
| + Rental of Upper Garden for Ceremony (Earliest ceremony start time, Friday 6pm) (Earliest ceremony start time, Saturday/Sunday 5pm) | |
| | \$750 |
| + Rental of Bakst Theatre for Ceremony (Earliest ceremony start time, Friday 6pm) (Earliest ceremony start time, Saturday/Sunday 5pm) <i>80 seated theatre-style</i> | |
| | \$750 |
| + Additional Hour | |
| | \$300 |

Upper Garden

Capacity

- 500 standing, 400 seated with a dance floor
- Client must arrange for tent, table, and chair rentals
- Parking must be handled by a professional company hired by the client, directional or full valet

Fees

Based on 4 hours use plus 5 hours for set-up and 1 hour for clean-up.

- | | |
|---|--------|
| Friday evening, any 4 hours 6 p.m. – midnight | \$5000 |
| Saturday, any 4 hours 5pm – midnight | |
| Sunday, any 4 hours 5pm – midnight | |
| + Additional Hour | |
| | \$300 |

Meadow

Capacity

- 800 standing, 500 seated
- Client must arrange for tent, table, and chair rentals
- Client must arrange for restroom facilities
- Parking must be handled by a professional company hired by the client, directional or full valet

Fees

Based on 4 hours use plus 3 hours for set-up and 1 hour for clean-up.

| | |
|---|--------|
| Friday evening, any 4 hours 5 p.m. – midnight | \$1000 |
| Saturday, any 4 hours 11 a.m. – midnight | |
| Sunday, any 4 hours 11 a.m. – midnight | |
| + Additional Hour | \$300 |

Main House

Entrance Hall, Drawing Room, and Garrett Library

Capacity

- 80 people standing reception
- Parking must be handled by a professional company hired by the client, directional or full valet

Fees

Based on 2 hours use.

| | |
|---|--------|
| Monday – Friday, any 2 hours 6pm – midnight | \$2000 |
| Saturday, any 2 hours 5pm – midnight | |
| Sunday, any 2 hours 5pm – midnight | |

North Wing

Far East Room and Bakst Theatre

Capacity

- 100 standing, 70 seated
- Parking must be handled by a professional company hired by the client, directional or full valet

Fees

Fees include tables and chairs for up to 60 people

- **Weekday Meetings & Seminars**

| | |
|----------------------------|--------|
| Monday – Friday, until 4pm | \$1000 |
|----------------------------|--------|

- **Special Events** *based on 4 hours use plus 3 hours for set-up and 1 hour for clean-up.*

| | |
|---|--------|
| Monday – Friday, any 4 hours 6pm – midnight | \$2000 |
| Saturday, any 4 hours 5pm – midnight | |
| Sunday, any 4 hours 5pm – midnight | |

| | |
|-------------------|-------|
| + Additional Hour | \$300 |
|-------------------|-------|

Main House and North Wing

Capacity

- 60 people
- Includes cocktails in Main House and dinner in North Wing
- Parking must be handled by a professional company hired by the client, directional or full valet

Fees

Based on 4 hours use plus 3 hours for set-up and 1 hour for clean-up.

| | |
|---|--------|
| Monday – Friday, any 4 hours 6pm – midnight | \$3500 |
| Saturday, any 4 hours 5pm – midnight | |
| Sunday, any 4 hours 5pm – midnight | |

Evergreen Museum & Library :: Getting Here

Directions to the Evergreen Museum Shop & Visitor Entrance

- Upon entering the property you will reach a fork in the road.
- Bear left and proceed up the hill towards the museum.
- Park to the right side of the museum and walk around the front of the building.
- The main entrance to the museum is located under the porte-cochere, on the left side.
- Please let the entrance staff member know you have an appointment with the private rentals office.

Directions to the Evergreen Carriage House

- Upon entering the property you will reach a fork in the road.
- Proceed forward and park on the on the lawn close to the brick staircase, perpendicular to the road.
- The patio area of the Carriage House is straight ahead and is covered by a white tent April-December.

Evergreen Museum & Library :: Facility Rental FAQs

Alcohol

Can I bring in my own alcohol?

You may provide your own alcohol so long as it is served by a licensed bartender from your caterer. Serving of alcohol will end 30 minutes prior to the end of the event.

Band Size

Does Evergreen have a band size limit?

The client may bring in any band or DJ, but all music must end by midnight. There are plenty of outlets located in the Carriage House for a band or DJ.

Birdseed

Are there restrictions on small particles such as birdseed, confetti, glitter?

No small particles are allowed on Evergreen property.

Bridal Room & Groomsmen Room

Do you have a bridal room?

If you book your ceremony in the Upper Gardens, the events office is available for the bridal party to use. The events office is a nice sized room with a floor to ceiling mirror. The office can also be used by the couple for a short amount of time after the ceremony.

Do you have a Groomsmen Room?

We do not have a groomsmen room but many have used the Carriage House.

Candles

Are candles allowed?

Candles are allowed inside the Carriage House and outside as long as the candle is in a container with a glass bottom and glass sides. **No** candles are allowed inside the Main House or North Wing.

Catering

May I bring in my own caterer?

You may choose from our list of exceptional caterers.

Ceremony Location

Do you have a ceremony location on-site?

Ceremonies may take place in the Upper Gardens, Bakst Theatre, and Carriage House.

Chairs for Ceremony

Are chairs included for the ceremony?

Evergreen's tables and chairs are only to be used in the Carriage House so Upper Garden ceremonies require the rental of chairs.

Cleaning

Is the caterer responsible for setting and cleaning up?

Yes, the caterer is in charge of setting up and cleaning up at the end of the event.

Insurance

Does Evergreen have liability insurance?

Evergreen does not have liability insurance so clients need to either purchase an additional policy for the day of their event (i.e. from wedsafe.com) or add Evergreen to their home insurance policy for at least \$1,000,000. Vendors that we have not worked with previously must provide certificates of insurance that meet our specifications. We reserve the right to change our requirements for any event. Certain events will be evaluated on a case-by-case basis to determine if additional insurance is necessary.

Linens

Do you provide linens, china, silverware, and/or glassware?

No, those items are provided by your caterer.

Parking

Where can my guests park?

Evergreen does not have a parking lot so directional parking is required at the beginning of your event. Directional parking entails at least two parking attendants from a professional parking company to show your guests where to park.

Plants

Are there restrictions on plants?

Any kind of plant may be brought into the Carriage House. Only cut flowers may be brought into the Main House and North Wing.

Power

Are outlets available during ceremonies in the Upper Gardens for electric instruments?

A long extension cord (about 150 ft) may be brought up to the Upper Gardens from the Carriage House.

Rain Plan

Is there a rain plan for an Upper Garden ceremony?

In case of rain, Upper Garden ceremonies may take place either in the Carriage House or under a tent in the Upper Garden. It is the client's responsibility to arrange and pay for tent rental.

Rehearsal

Is there a time and place for a rehearsal the day before the ceremony?

There is no extra fee for a rehearsal as long as it falls between 9am and 5pm on Monday-Friday. There will be a \$50 per hour charge for rehearsals going beyond the 5pm hour and being scheduled on a Saturday or Sunday. Rehearsals are dependent on event bookings.

Restrooms

How many restrooms are there for both ladies and gentlemen?

Carriage House: the women's restroom has two toilets. The men's has a toilet area that is wheelchair accessible.

North Wing: the women's restroom has three toilets – two regular and one wheelchair accessible. The men's has two with a third that is handicapped accessible.

Our staff does regular checks of the restrooms during the event to ensure adequate soap and towel supplies.

Where are the restrooms for Upper Garden events?

Evergreen opens up the North Wing restrooms for the client and guests during Upper Garden events.

[Trivia: according to recent research, only 1 toilet is needed for every 150 guests. Most guests at wedding receptions use the restroom once every 3 hours]

Set-up

How much time is allowed for set-up and clean-up?

We allow the caterer to start setting up three hours prior to the start of the event. We allow more time for Upper Garden receptions. Extra set-up hours can be purchased at \$50 per extra hour. The caterer has an hour and a half to clean up.

Smoking

Is smoking permitted?

Smoking is not permitted inside any part of the Museum. It is permitted outside only at certain designated places with receptacles for the proper disposal of cigarettes.

Staff

Will someone from the Museum be on-site the day of my event?

At least two representatives from Evergreen will be on site for your special day to help ensure the security of Museum property and the safety of your guests.

Storage

Does Evergreen allow some things to be brought in early and stored for a day or two?

As long as there are no events planned, some items may be brought in the day before the event. Evergreen is **not** liable for the safety of these items.

Vendors

Are there any vendor restrictions? For example, am I permitted to bring my own vendors?

Please feel free to select your baker, florist, entertainment, and décor. We do ask that you advise us of your selected vendors so we may be sure they carry appropriate insurance.

Evergreen Museum & Library :: Approved Caterers

Charles Levine Caterers

11 W. Gwynns Mills Ct.
Owings Mills, MD 21117
(410) 363-0900
www.charleslevinecaterers.com

Chef's Expressions

9536 Deereco Rd.
Timonium, MD 21093
(410) 561-CHEF (2433)
www.chefsexpressions.com

The Classic Catering People

99C Painter's Mill Rd.
Owings Mills, MD 21117
(410) 356-1666
www.classiccatering.com

Linwoods (Due Catering)

25 Crossroads Drive
Owings Mills, MD 21117
(410) 581-4920
www.linwoods.com

Watson Caterers

2063 York Road
Timonium, MD 21093
(410) 252-2222
www.watsoncaterers.com

Zeffert & Gold Catering

6001 Whitestone Rd.
Suite E
Baltimore, MD 21207
(410) 944-4481
www.zeffertandgold.com