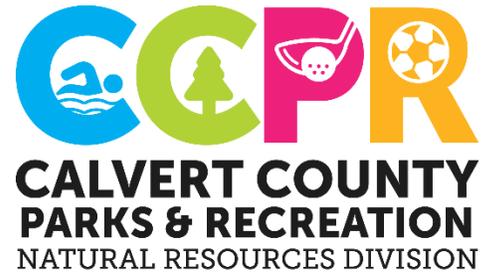


KINGS LANDING PARK TOM WISNER HALL REGULATIONS



Private Events Only: Events must be by invitation only - no publicly advertised events allowed.

Fees:

- \$600 Reservation fee (per day) - Due in full 6 months prior to your event
 - Minimum \$100 down payment due at time of booking

*Max capacity is 160 people.

*Rental includes use of outdoor patio adjacent to the hall, use of catering kitchen, tables, chairs, and extra trash bags.

*Tables: 21 round tables, 5' diameter, seat 8 each AND 6 rectangular tables, 6'x2'6", seat 8 each.

*Chairs: Stackable (non-folding), 160 available.

*No overnight storage allowed. Must reserve the hall for additional days if more time is desired for set-up/break down.

Reservations:

Advance reservations are required. Contact Kings Landing Park at 410-535-2661 for date and site availability.

**The hall is available only during regular park hours. Park Hours are: Memorial Day-Labor Day 9am - 6pm weekdays, 9am - 8pm weekends. Other times of year: 9am - 5pm.*

Cancellations:

Cancellations may receive a refund as follows:

- More than 6 months prior to reservation start date: Full Refund
- 6 mo. - 31 days prior to reservation start date: Full refund, forfeit the \$100 down payment
- 31 - 15 days prior to reservation start date: 50% refund
- 14 days or less from reservation start date: No refund will be issued

The prevailing administrative fee will be applied to all refunds.

Alcohol:

Beer and wine are allowed only with a permit.

- Alcohol permit requests must be submitted to park manager 30 days prior to your event. Permits are free.
- No hard liquor is allowed. No exceptions - state law.
- Alcohol is not permitted outside of the building. This includes portico, sidewalks, parking lots, the patio, and anywhere else in the park.

Vehicle Parking:

Vehicles must park in designated areas only. No parking in front of the dumpster, on roadways or in non-designated fields. Violators will be towed at owner's expense, and event risks ejection from the park.

Kitchen Use:

Staging, warming, refrigerating, and freezing food are allowed. Ice machine available.

- Crock Pots and other electric cookware are allowed.
- Side door to the kitchen must be kept closed for heating and AC purposes.
- Do not dump grease down the sink drains.
- Grills: prohibited without prior permission.

Vendors & Catering:

Caterers are allowed at your event. For all other types of vendors (food/ice truck, game services, etc.), a Special Request form must be submitted. Speak to Park Manager for details.

Prohibited inside the Hall:

- Steamed crabs for picking (crab dishes are allowed)
- Decorations may not be attached to the walls or ceilings
- Decorations may not be hung from the rafters or ductwork
- Sound must not be louder than 65 decibels

Prohibited outdoors/in the Park:

- No balloons (including water balloons)
- No moon bounces or other inflatables
- No firearms, explosives, or projectiles (guns, golf balls, rockets, fireworks, archery outside of archery range)
- No metal detecting

Calvert County Natural Resources Division reserves the right to terminate privileges granted at any time, immediately and without refund for non-compliance with park rules and the provisions of these policies.

Rules and Regulations for Hall Use:

- Your group is expected to know and follow all park rules, including those not listed here.
 - *This is not a complete set of park rules and regulations. Please refer to the sheet provided with the confirmation form.*
- Use of the pool is NOT included in your reservation fee.
- A contact person must accept deliveries (cake, flowers etc.). Staff will not sign for deliveries.
- You are expected to clean after your event, including the kitchen, appliances, vacuuming, and putting tables & chairs back in their original places. Staff will not assist with set-up or break down. Plan to leave the premises no later than park closing.
- Doors leading outside may not be left propped open, for heating & AC purposes.
- You must maintain trash during & after your event. Dumpster located beside the building.
- Outdoor games or tents are allowed with permission from park staff. Water balloons are not permitted.
- Glitter, sequins, confetti & similar items are prohibited in the park.
- Please respect nature - do not disturb animals or cut any live wood in the park.

FREQUENTLY ASKED QUESTIONS

- 1. What is the earliest we can get in the hall to start setting up?**
 - The park opens at 9:00 AM; please do not arrive prior.
- 2. What is the latest we can stay in the hall?**
 - Only until the park closes. Between Memorial Day and Labor Day, the gates of Kings Landing Park close at 8:00 PM on weekends and 6:00 PM on weekdays.
 - Please plan your event accordingly to allow time for clean-up and departure from the park by the time that gates close. We do not offer overtime hours.
- 3. Can we set up our event the day before?**
 - Yes, but only if you reserve the hall for the additional day (\$600 per day) if available.
 - Wisner Hall rentals are paid on a daily basis. No use of the hall, including but not limited to rehearsal dinners, set-up, or clean-up, is allowed on a day not rented by your party.
- 4. Can we leave something overnight if we leave it outside?**
 - No. Nothing may be left overnight unless the following day has been rented by your party, and all items must be stored inside the building overnight. Some party rental companies charge extra for same-day and/or evening pick-up of materials (tents, chairs, dance floor, trellis, etc.) so please plan accordingly.
- 5. Can we have a moon bounce?**
 - No. Kings Landing Park does not allow moon bounces or other inflatables for safety reasons.
- 6. Can we set up a tent or lawn games outside during our event?**
 - Yes, but please let staff know ahead of time so we can work with you to choose the best location.
- 7. Can we have alcohol?**
 - Yes, with a permit - beer and wine are allowed in Wisner Hall only if a permit has been approved by the Director of Parks & Recreation (see contract). Permits are free.
 - Alcohol is not allowed outside of Wisner Hall, including the patio, portico, and parking lot.
 - Hard liquor & distilled alcoholic beverages are forbidden.
- 8. Can I get a discount if I rent the hall for just a few hours?**
 - No. Kings Landing Park offers only daily rentals of its facilities.
- 9. Can I rent the hall and a pavilion at the same time?**
 - No. Wisner Hall cannot be rented simultaneously with any other rental at the park.