



RULES & REGULATIONS

These General Rules, Regulations and Guidelines have been put in place for the safety of our customer, their guests and the protection of the Bohemia River Overlook property.

As such, these Rules, Regulations and Guidelines will be strictly enforced and followed at all times. The client is responsible for sharing this information with all vendors they contract, who are expected to maintain a professional attitude and support the Rules, Regulations and Guidelines.

The management team at Bohemia River Overlook must approve all exceptions to the policies outlined in the following pages.



RULES & REGULATIONS

CONTRACT TIME

Contracted hours for the property are from 2:00 pm to 11:00 pm. Non-compliance with this time frame will result in charges to the contract holder's credit card on file.

Contract holder and vendors will not be allowed onto the property prior to 2:00 pm.

Due to noise ordinance, all music must be completely off and guests must be leaving the property at 10:00 pm. All shuttle services should be arranged for pick-up no later than that time. The contract holder will be charged an additional \$250.00 per every 30 minutes that guests remain on-site after 11:00 pm.

Vendors and the contract holder are granted an additional hour (10:00 pm to 11:00 pm) to breakdown and exit the property. This includes any event planners, florists, decorators, DJ/band, photographers, etc. Bohemia River Overlook reserves the right to charge contract holder an additional fee of \$250 for every 30 minutes past 11:00 pm that vendors or contract holders remain on the property.

All décor or equipment brought onto the property for the event must be delivered and removed during the contracted event time unless granted written permission by Bohemia River Overlook. All décor and equipment brought onto the property for the event is the responsibility of the contract holder and their vendors. Bohemia River Overlook will not be responsible for any setup, breakdown or clean up of said items.

EARLY ACCESS TIME:

- Contract holder will not be granted to stay later than the contracted event time.
- In the event that a contract holder wishes to check in prior to the 2:00 pm, the contract holder must seek prior approval from BOH and pay an additional fee prior to the event.

WALK~THROUGHS

WALK-THROUGH AND SET UP:

A walk-through is a final meeting which takes place in our office. We bring everyone together to discuss the details and set up of the day. This allows us to communicate the rules of the property as well as trying to anticipate any possible issues with your plans. No one is permitted on the property until the contracted start time without specific written permission from Management. A fee will be charged for any additional hours added to original contracted event time.

- A walk-through must be scheduled and completed at least 30 days prior to the event date.
- It is mandatory for all Vendors to attend the walk-through. Any exceptions to this must be approved by the management team at Bohemia River Overlook.
- All walk-throughs must be scheduled Monday-Thursday during business hours. They must be started by 3pm in order to end at 5pm.
- The management team at Bohemia River Overlook is not required to meet with the Lessee/Contract Holder after this walk-through however we try to accommodate if needed whenever possible.
- A final floor plan must be submitted to the management team at Bohemia River Overlook 2 weeks prior to the event date.
- All deliveries including rental equipment, flower, cakes, etc. must be scheduled within the contracted time. It is the Lessee/Contract Holder's responsibility to provide the management team at Bohemia River Overlook with the itinerary of all deliveries.
- All Vendors and Lessee/Contract Holders must sign a copy of the Rules & Regulations.
- All Vendors must stay within the areas designated for Vendor delivery and set up. Additionally, Vendors must contact the management team at Bohemia River Overlook prior to the day of the event.
- Rental equipment left on property overnight is strictly prohibited unless approval has been given in writing or email by the management team at Bohemia River Overlook.
- Client must provide a full list of vendors to Bohemia River Overlook's Rental Manager at least one (1) month prior to the contracted event. ALL vendors must be fully licensed and insured and provide an insurance certificate to REI prior to the event date.

REHEARSALS

Wedding rehearsals must be scheduled when the property is not occupied by another event. A contingency plan is highly recommended in case the desired date for a rehearsal is not available. Bohemia River Overlook may provide another site on the property when the desired location is occupied by another event

REHEARSAL GUIDELINES:

- We offer rehearsal dates no earlier than 3 months prior to your wedding.
- Rehearsals are scheduled for no more than 1 hour.
- Rehearsals must be scheduled Monday – Friday.
- Rehearsals must be scheduled during business hours (10:00 am to 4:00 pm) and must end no later than 5:00 pm.
- Rehearsals scheduled outside of normal business hours (10:00 am to 4:00 pm) will result in the contract holder being charged \$150.00 for the first hour and \$250.00 for the second hour or any hour thereafter. Failure to vacate the premises by the end of your scheduled time could result in overtime charges decided on a case-by-case basis by Bohemia River Overlook.
- The restroom facility will not be available during the rehearsal. Restrooms are available in the office.
- Must be confirmed 30 days prior to the rehearsal date and is scheduled on a “first-come, first-serve” basis.
- Rehearsals are never scheduled on Saturdays, Sundays, holidays or the hour prior to a contracted event.
- Another event must never be interrupted or disturbed by any guest of the rehearsing party or the entire party will be asked to leave until their contracted rental time.
- Plan to arrive 15 minutes prior to your rehearsal time in case of traffic delays. Note: Friday evening traffic through the town of town of North East can be very heavy.
- Only invite those who are in the wedding party. The wedding party and necessary guests and vendors (i.e. wedding planner) will be permitted to be on the property during the rehearsal. Have all other guests meet directly at the rehearsal dinner.
- Due to the one-hour limitation, please plan an itinerary for the rehearsal in advance to ensure that it will flow smoothly. While a Bohemia River Overlook representative will be on-site, they will not be executing your rehearsal.
- The rehearsal should be a dry walk-thru. It is not necessary to rehearse the ceremony word for word.
- Food & beverages are not permitted during the rehearsal. Bohemia River Overlook will happily refer local restaurants for the rehearsal dinner or you may have the option to rent the property to host your rehearsal dinner on site. Regular rates apply.
- If the site is already set up for an event, please do not disturb any chairs or décor.
- An adult must supervise children at all times.

VENUE SITES

The Bohemia River Overlook property features 3 distinct sites for rental. The following guidelines apply to those sites.

TENTS:

- The tents for the Manor and Beach sites are provided by Bohemia River Overlook. Bohemia River Overlook cannot remove the tents at the request of the contract holder.
- The tent has window sides available, which can be:
 - Installed and closed
 - Installed and draped to the side
 - Removed entirely

Due to the labor needs, the contract holder must make a decision on the sides five (5) business days prior to the event date. If client does not notify Bohemia River Overlook of their decision, Bohemia River Overlook will default to the following:

- Installed and draped to the side, April 1st through May 31st
- Removed entirely, June 1st through August 31st
- Installed and draped to the side, September 1st through October 31st

If contract holder wishes to make a change within the (5) business days of the event, a charge of \$200.00 will be assessed for the additional staff and labor.

- At no time our guests of the contract holder allowed to smoke within 80 ft of the tent and never under the tent itself.
- The tent may be decorated however no items are to be adhered to the sidewalls or vinyl tent material in any way (i.e. tape, staples, brads, glue, suction cups, etc.). Items may be tied to tent poles, secured with clips, zip ties, etc., and be cognizant of the tent pole channels and electrical needs. All items attached to the tent poles must be inspected and approved by Bohemia River Overlook.
- At no point should you stack chairs, tables or other items against tent poles.
- Open flames are not permitted in the Barn Estate. Any candle used at that site must be contained in glass holders. Any enclosure must be at least 2" above the tip of the flame. Only battery operated lights are permitted for luminaries placed on the ground (applicable for all Estates). The use of candelabras is allowed inside the tent for the Manor and Beach Estates.
- At no time will anyone stand on the event chairs. They are not designed for that type of use and it is unsafe.

HOUSES:

The Manor House and Beach House may be rented separately for guest needs. A separate contract with the property owner must be executed for any use of these houses. A Bohemia River Overlook representative will help to coordinate the rental between the contract holder and the property owner.

RESTROOM FACILITIES

RESTROOM FACILITY:

- The bathroom will be stocked with toilet paper, hand towels, and soap and fully sanitized prior to your event and maintained throughout.
- The management team at Bohemia River Overlook will have the bathroom fully operational the afternoon of your event. This allows adequate time for the air conditioning or heating to take effect. Feel free to add any amenities you feel necessary (floral arrangements, courtesy baskets, etc.) Any amenities added must be removed at the end of the contracted time.
- Any damage caused to the restroom facility will result in charges to the Lessee/Contract Holder decided on a case-by-case basis by the management team at Bohemia River Overlook.
- The bathroom facility locked promptly at the expiration of your lease term for your event by the management team at Bohemia River Overlook.

CATERING & VENDORS

CATERING:

- Exclusive Caterer is responsible for food and beverage service, set-up and break-down of the food stations and bar, including the removal of trash and recycling.
- Exclusive Caterer will prepare an ample amount of food to ensure guests a well-stocked table and attractive presentation for the number of guests contracted. In order to comply with state laws, Exclusive Caterer must decline carry-out containers during or after service in accordance with Public Health Regulations.
- Exclusive Caterer will provide all catering staff as deemed necessary by caterer based on the services agreed upon for the event (including bartenders, when applicable).
- Exclusive Caterer is not responsible for any other vendor separately contracted by the Client.
- Exclusive Caterer is not responsible for the set-up or break-down of any Client-coordinated rentals. All decor and/or personal items must be delivered to the venue and removed by the Client at the end of the event. Exclusive Catering assumes no responsibility for broken, stolen or misplaced property.
- Pricing is based on the specified number of hours stated as "Event Time" on Contract. Additional time may be purchased prior to the event for an additional fee of \$5.00 per guest per hour. Client may add a maximum of 1 hour of event time once event has begun. An on-site time extension requires approval from ROUGE Fine Catering management and the balance must be paid by 5:00 pm the following business day.

- Exclusive Caterer will provide vendor meals at the rate of \$49 per vendor. Vendor meals must be pre-ordered and will be served after all guests have been served.
- Exclusive Caterer will provide children meals (under the age 12) at the rate of \$39 per Child. Children meals must be pre-ordered and will be served with dinner service.

ENTERTAINMENT:

- Due to local restrictions all outdoor events must end by 10pm with no music recorded or live allowed to be played after 10pm.
- The management team at Bohemia River Overlook must approve all live music in advance or the performers will not be granted entrance or permitted to set up. Additional fees may be incurred for the coordination of live performances.
- The DJ or band must be completely packed up and have left the premises by 11pm. The management team at Bohemia River Overlook reserves the right to charge the Lessee/Contract Holder an additional fee.
- Moon Bounces, inflatables, and some other recreation equipment may require special permits. Please check with us if you will be using anything that might reasonably be assumed to involve unusual risks or liability issues.

NOISE LEVELS:

- Maryland has a strict noise level law at all times during the event. The noise level must remain below the listed levels at all times. The management team at Bohemia River Overlook will monitor using a sound meter and enforce these levels.

From 9am-11am levels must stay below 95 DPI

From 11pm-9am levels must stay below 55DPI

VENDORS

All vendors agree to follow all of the terms, rules and guidelines in this Agreement and Client agrees to be responsible for all vendors at this event. Client further agrees to inform all vendors of the relevant terms, rules and guidelines in this Agreement and for Bohemia River Overlook.

PROPERTY & GROUNDS

We want this to be your dream wedding with all the bells and ribbons. We are as flexible and accommodating as we can be when it comes to all of your days' decorations but we must protect our property and your guests. Decorating must be done and taken down within the contract holder's contracted time. Contract holder must discuss and have all decorations approved by Bohemia River Overlook. In the situation where the contract holder has contracted

a décor rental company and/or wedding planner/designer, Bohemia River Overlook reserves the right to communicate directed with them. Please remember what goes up must come down and it is the responsibility of the contract holder to remove all decorations.

GROUPS GUIDELINES:

- Grounds are considered the area defined by your lease - "The Beach", "The Manor", and "The Barn". Therefore, guests are not permitted at any time to tour, walk through, inspect or otherwise enter the vineyard itself or other locations on the property for their own safety and that of our business unless coordinated and escorted by the management team at Bohemia River Overlook.
- We will allow photography on our private pier, in our vineyard, or any other parts of the property only with permission and with a member of the management team at Bohemia River Overlook present.
- Occasionally, landscaping may appear less than optimum due to seasonal changes or unforeseen circumstances. The management team at Bohemia River Overlook puts great pride in our property and grounds. They are under constant care, upkeep, and development.
- Children must be under direct supervision at all times. Please keep children out of the fountains, away from the edge of the bluff, out of the vineyard, or anywhere they could possibly hurt themselves.
- Any sport, lawn game, or activity that will be provided by the Lessee/Contract Holder must be approved by the management team at Bohemia River Overlook 2 weeks prior to the event.
- Softball, baseball, or other sports that involve hitting a ball with a bat are strictly prohibited.
- The gardens and landscape are for viewing pleasure only. Playing in the gardens or picking flowers and greenery are strictly prohibited.
- Silk flowers, birdseed, glitter, rice, and confetti are strictly prohibited. Natural flower petals are permitted but must be cleaned up along with other Lessee/Contract Holder provided decor and decorations. Failure to clean up natural flower petals will result in a \$250 fine to the Lessee/Contract Holder.
- Sparklers may be used on the property as long as they remain 50 feet from the tents or houses and you must have at least (4) four 5 gallon water buckets to extinguish the sparklers. It is the responsibility of Lessee/Contract Holder to remove and discard sparklers prior to leaving. If we find them in the lawn the Lessee/Contract Holder's card may be charged as they can cause damage to our mowers. Sparklers must be approved by the management team at Bohemia River Overlook.
- Bubbles/Chinese Lanterns may not be released anywhere on the premises or inside the houses. Non-compliance with this rule will result in a \$500 fine charged to the Lessee/Contract Holder's credit card
- Decorations may be secured with string or non-permanent adhesive fasteners.

- Glue, nails, tacks, masking tape, or scotch tape may not be used to secure decorations directly to the physical structure of any structure or facility.
- We comply with all federal, state, and local regulations. For example, local government follower IFC International Fire Code which prohibits open flame or other devices emitting flame, fire or heat under the tent and in the barn. This also includes flammable or combustible liquids, gas, charcoal or any other cooking devices. All open flames must be at least 20 feet from these structures.
- Fog machines are permitted. All fog oil must be cleaned up if spilled.
- Fireworks are negotiable and must have all the required permits and additional security may be requested prior to event date (As per Maryland State Law). If the required permits are not received by the management team at Bohemia River Overlook 60 days prior to the event, fireworks will be strictly prohibited.
- Only aquatic related decorations and floating flowers may be placed in the Fountain, Pool, and Lilly Pond. These items must be approved by the management team at Bohemia River Overlook.

HOLIDAY DECORATIONS:

- During the holiday season, the management team at Bohemia River Overlook may choose to display seasonal decorations, including trees, wreathes, lights, and garlands. These decorations may not be removed or rearranged during events.

DOGS (AND OTHER ANIMALS)

In the event that the Lessee/Contract Holder would like any type of animal present at the event approval must be obtained from the management team at Bohemia River Overlook. All animals must abide by the same guidelines as set for Dogs. The management team at Bohemia River Overlook may alter these guidelines if necessary on the day of the event.

- Dogs will be approved to be on-site with proper notice given to the management team at Bohemia River Overlook.
- All Dogs must remain outside at all times
- All Dogs must be cared for and attended to - they are not to be "roaming free" and must have a caretaker.
- All Dogs must be given proper treatment including food and water. The management team at Bohemia River Overlook will not provide these items.
- All dogs must be completely cleaned up after.

SMOKING:

There is absolutely no smoking in or within 80 feet of either of the houses, restroom or tents.

WATER (BAY/RIVER)

Nothing may be placed in the river & bay. Anyone caught putting anything into the bay can be subject to fines. (Chesapeake Bay Preservation Act 1989)

BONFIRES

Open fires are only permitted with the approval of the Bohemia River Overlook Management. A permit must be drawn and approved by the Cecil County Health Department/Fire Marshall and an associated fee must be paid by the Lessee/Contract Holder. Inquire within.

OUR COMMUNITY

All events must end at 10pm with no more than one hour for Contract Holder and Vendors to clean and vacate the property. All Vendors and associates of Contract Holder must be off the premises at 11pm. There are neighbors on either side of the property. Bohemia River Overlook expects that all who visit the property respect our neighbors and our community. All speed limits must be followed. The Contract Holder must provide all guests with correct, detailed directions and may post signs along Rivers Edge Road to help guide guests to the event.

ELECTRIC SPECIFICATION

CIRCUIT BREAKERS

Circuit breakers will be reset by the management team of Bohemia River Overlook only. Management will evaluate the issue and make changes as necessary. Bands/Entertainment/DJs will be provided with two (2) 20 amp breakers.

EXTENSION CORDS

All extension cords used at any Bohemia River Overlook event site must have the outside rating of **S.O** and follow the below listed rating:

- Cords 50-100 ft must be rated 14-3
- Cords 100-200 ft must be rated 12-3
- All cords need to have the 3-wire ground plug
- All power strips must be rated by equipment WATTS used, no exceptions!
- Appliance Wattage should not add up to 2400 Watts on any circuit.

SECURITY

Determination for security will be based on the event. Public social events involving advanced ticket sales, social event involving sale of alcohol, school proms and ten parties are examples of events that require security. Because overcrowded buildings and grounds can be dangerous, the police will be asked to clear any venue that exceeds the stated capacity.

PARKING

Parking is in designated areas only. Cones and signs will visibly mark these areas prior to your event. Handicapped parking is available. Contract Holder must discuss these needs with the management team at Bohemia River Overlook prior to the event so that they can coordinate any arrangements for all guests requiring any ADA accessible options.

Parking, stopping or driving on any grass other than the general parking area is strictly prohibited.

Parking areas are subject to change due to weather and grounds conditions. We will do our best to accommodate guests of Bohemia River Overlook by locating the best area for parking possible.

Overnight parking is welcome. Owner must coordinate with the management team of Bohemia River Overlook prior and all vehicles must be off the grounds no later than 10 am the following morning. All vehicles left unattended and uncoordinated will be subject to towing. Bohemia River Overlook is not responsible for loss or damage to vehicles left on our property overnight.

DAMAGES & LIABILITY

Damages to the buildings, properties, fencing or building contents or articles removed from Bohemia River Overlook will become the direct responsibility of the Lessee/Contract Holder to replace and immediately pay for all damages.

Bohemia River Overlook is not responsible for any damage or loss to any merchandise, articles or valuables belonging to the hosts, their guests or vendors located on the property during or subsequent to any function. All personal effects, floral arrangements and all other event decorations must be removed from the venue immediately following the event. Bohemia River Overlook will not be held responsible for items left on the premises once the event has ended. All unclaimed items will be discarded or donated to local charitable organizations. All items supplied to vendors by the Lessor (i.e. tables, chairs) must be returned in the condition in which they were received. Bohemia River Overlook Management will notify Lessee/Contract Holder/Vendor of damages within one (1) business day. Responsible party will have five (5) days to respond to Bohemia River Overlook Management or actions may be taken.

TOLERANCE POLICY

Bohemia River Overlook has a zero tolerance policy on vendors, management and staff using alcohol and/or drugs while on the premises. BOHEMIA RIVER OVERLOOK reserves the right to dismiss any vendor if they are found under the influence.

PERSONNEL CONDUCT WARNINGS

Bohemia River Overlook reserves the right to deny entry and/or escort Vendor employees, guests, Lessee/Contract Holders, etc. off the property due to misconduct.

PROPERTY DAMAGE STATEMENT

The user shall be responsible for clean-up, damage, responsible supervision and liability incurred during the use of the facilities.

- A. Liability: The user agrees that Bohemia River Overlook and its employees are not responsible for any damage.
- B. Clean-up/Damage: The user agrees that the facility will be left in the same condition in which it was found. Any damage to the facility, property, its furnishings or equipment must be reported to the Bohemia River Overlook Management at the time of the incident. The user will also be responsible for the cost of repair or replacement if so deemed necessary at a rate of \$100.00 per hour plus total cost of supplies, parts and materials.
- C. Fees: The user agrees to pay any pre-designated fees, if applicable, within ten (10) business days.

Client hereby understands and agrees to abide by all of Rules & Regulations as outlined above.

Client (*printed name*)

Event Date

Signature of Client

Date Signed

For questions regarding Rules & Regulations, please contact Jacqueline Bowen, (410) 527-0007 or JBowen@RougeCatering.com.