



2521 Saint Paul Street  
 Baltimore, MD 21218  
 410-235-2210  
[www.villagelearningplace.org](http://www.villagelearningplace.org)

## FACILITY RENTAL

Thank you for your interest in the VILLAGE LEARNING PLACE (VLP). We are happy to offer meeting and event space to the community for civic, cultural, educational, and personal events. Please review all regulations and policies before completing the attached Rental Request Form.

The VILLAGE LEARNING PLACE has a spacious library, a beautiful, enclosed garden, and classroom space available for rental. The VLP Library is an ideal setting for formal and informal meetings, birthday parties for children and adults, weddings, workshops, and more. The space works for seated and non-seated dinners and events.

The VILLAGE LEARNING PLACE makes facility rental decisions based on space and staff availability, our calendar, and other considerations. For best availability and pricing, please contact us at least one month before your event. **We're flexible and creative – if you have an idea or question, just talk to us!**

## VENUE RENTAL RATES *Please remember to factor in any setup and cleanup time.*

Hourly Facility Rental	<u>Up to 3 hours</u>	<u>Over 3 hours</u>
Library (1 <sup>st</sup> floor only)	\$100 per hour	\$90 per hour
Library (1 <sup>st</sup> floor only) AND Community Garden	\$125 per hour	\$112.50 per hour
Single Classroom	\$50 per hour	\$45 per hour
Multiple Classrooms	\$75 per hour	\$67.50 per hour

Gala Style Event/Wedding	<u>4 hours</u>	<u>5 hours</u>
Reception Only	\$800	\$900
Ceremony AND Reception	\$900	\$1,000

Children's Birthday Party	<u>2 hours</u>	<u>3 hours</u>
w/Storytime	\$300	\$375

*Birthday parties are for up to 15 children. There will be an additional fee of \$5/child for the 2-hour party and an additional \$7/child for the 3 hour party.*

## **ADDITIONAL SERVICES/EQUIPMENT AVAILABLE UPON REQUEST**

- Digital Projector and Screen: \$20
- Sound System with speakers and microphone (compatible with most MP3 players): \$45
- Laptop: \$10
- Extra Tables and Chairs: \$35
- Additional staff member to assist with your event: \$25 per hour/each staff member
- Additional cleaning and/or setup services: to be negotiated

## **HOURLY FACILITY RENTAL INCLUDES**

- Use of agreed upon space during the time of the event, including 15 minutes before the event for set-up and 15 minutes after the event for clean-up. VLP will provide rental space in its usual, clean condition. Guests are expected to leave the space in the same condition they found it.
- VLP will provide basic cleaning of space/moving of equipment and furniture. **Specific requests need to be discussed when creating the rental agreement.**
- Use of any tables and chairs regularly located in the library.
- Use of sink, microwave and partial use of refrigerator in downstairs classroom.
- Limited free parking (the VLP has a limited number of parking spaces. Their availability will vary depending on the time and date of the event).
- Event supervision by one VLP staff member who will be available during the entire duration of the event.

## **GALA STYLE EVENT RENTAL INCLUDES**

- Everything listed under Hourly Facility Rental.
- Access to the entire building which includes the library, community garden, and downstairs classrooms.
- An additional VLP staff member to assist during the event.
- Rearranging of seating between ceremony and reception.
- Gala Style Event rentals that include a ceremony AND reception will receive 1 additional event hour.
- Capacity
  - Comfortably 75-person max for sit down dinner.
  - Comfortably 100-person max for cocktail style event.

## **BIRTHDAY PARTY INCLUDES**

- Everything listed under Hourly Facility Rental.
- Children's Storytime.
- Themed crafts.
- An additional VLP staff member to assist during the event.

## **DISCOUNTS**

- LINK Families: 25% off
- Village Vanguard Member: 25% off
- Non-profit/Community Organization: Please reach out to [vlpnews@villagelearningplace.org](mailto:vlpnews@villagelearningplace.org) to discuss pricing.

## **SECURITY DEPOSIT/RENTAL FEES**

Required at the time of the booking:

1. A signed rental agreement agreed upon by both parties.
2. 50% of the rental fee. The remaining half of the rental fee is due by the day of the event.

## **TIMES AVAILABLE FOR LIBRARY BUILDING RENTAL (negotiable)**

Friday: 6pm-11pm

Saturday: 4pm-11pm

Sunday: 9am-11pm

Tuesday and Thursday: 6pm-10pm

## **BOOKING**

All scheduling is arranged through contacting [vlpnews@villagelearningplace.org](mailto:vlpnews@villagelearningplace.org), and is based on space availability. All requests are subject to the review and approval of the Village Learning Place. A signed rental agreement and deposit must be returned to the VLP at least two weeks before the event in order to secure the rental.

The time required for setup, deliveries, and cleanup will be factored into total rental cost in addition to the actual event hours. Agreed start and end times for the event must be observed. Extensions to the agreed times are possible at the discretion of the VLP staff member on duty.

**Events that go over the allotted time will be prorated at \$100 per hour.**

## **STAFF**

A Village Learning Place staff member will be on duty throughout the event. They may be able to help with various tasks upon request, but their job is primarily to be present in the building should you have questions or concerns.

If you are interested in the help of additional staff members for your event, please indicate on the rental form below.

## **LIABILITY**

Renter is liable for, but not limited to, all damages, expenses, and losses including theft and/or property loss. The renter agrees to use the premises and facilities in a careful, safe and proper manner and to assume responsibility for any claims of malady or injury to persons or damage to property. The Village Learning Place is not responsible for lost or stolen items.

## **FURNITURE/EQUIPMENT**

The Village Learning Place staff will clean the rental space and move any furniture/items arranged at the time of booking. No materials may be attached to walls, fixtures, or furnishings unless agreed upon at the time of booking. Pictures may not be removed unless decided at the time of booking. Anything moved by the renter must be returned to its original location.

**Hourly Facility Rentals:** The renter must be present for all deliveries and pick-ups related to their event. Unless arranged ahead of time, deliveries/pick-ups can only be scheduled 15 minutes before and after the event or during the event.

## **PARKING**

General street parking is available. Additionally, the renter and/or guests may park in spaces #19-33 in the parking lot at 2510 Saint Paul Street. Parking in any other lots/spaces may be subject to towing. The alley space at 25<sup>th</sup> ½ Street may be used for drop off and pick up only; no vehicles may block the alley during the event. The entire lot at 2510 Saint Paul Street may be available with prior permission.

## **CATERING**

The Village Learning Place does not provide catering services. There is not a full kitchen in the library building, so only last minute preparation/staging is permitted in the library building. The renter is responsible for proper bagging of all trash and recycling and placement of trash and recycling bags in a location that will be specified by staff on duty unless otherwise agreed upon. All appliances, countertops, and floors must be left as they were found. *Suggested vendors listed on next page.*

## **ALCOHOL**

Alcoholic beverages may be served with prior approval from the VLP, except in the library during library hours. Drinks or food are not permitted in the computer lab at any time. Alcoholic beverages may not be provided to anyone who is not of legal age. No alcohol may be sold without a one-day special liquor license from the City of Baltimore. The license must be on display during the event. *Additional liability insurance may be necessary.*

**The use of any illegal drugs is prohibited on Village Learning Place property.**

## **ADVERTISING**

The VLP's name, likeness, or address may not be used to represent any other group or organization. All public advertisements, promotional materials or display exhibits in connection with the event must be approved by Liesje Gantert, Executive Director, or Lina Hargadon, Director of Development.

## **GAMBLING**

Games of chance are not permitted at the Village Learning Place unless a permit from Baltimore City is obtained. If renter plans to obtain such a permit, they must notify the Village Learning Place in advance and provide a copy of the permit.

## **ADDITIONAL REGULATIONS**

- The Village Learning Place reserves the right to refuse to rent and/or usage of its space to any person(s), group(s), or organization(s).
- Activities of the Village Learning Place will take priority when reserving the use of facilities.
- Renter may contract with any vendor of their choosing for entertainment, flowers, catering, etc. as long as VLP is informed of name of vendor and contact person.
- Music is permitted; DJs, single musicians, or small ensembles are encouraged. The noise level **MUST BE KEPT AT A MODERATE LEVEL** in consideration of our neighbors. Musicians may perform inside or on the garden patio. **All music outside must stop by 11:00 p.m.**
- All decoration must be removed at the end of the function, unless other arrangements have been made in advance.
- No solicitation or collection of money may be permitted without prior approval from the VLP.
- Smoking is not permitted on Village Learning Place premises, including the garden and building steps.
- Fireworks are not permitted on Village Learning Place premises, including the garden and building steps.
- Only service animals will be allowed in the Hall. No other pets will be allowed.
- Actions deemed profane or not acceptable at public gatherings, will not be tolerated at any time.
- Do NOT direct any event-related mail to the Village Learning Place unless otherwise discussed.  
All mail should be sent to/dealt with by the renter.
- Should additional services be required (setup, cleaning, cleanup), they must be provided by the renter. Additional cleaning services may be purchased from the VLP's cleaning contractor.

## **SUGGESTED VENDORS**

The VLP does not have any preferred vendors; all vendor decisions are up to renter. However, the following vendors have worked with the VLP and may be familiar with our space.

### **Alcohol:**

Wine Source: (410) 467-7777

### **Catering:**

Agape House Catering: (410) 566-5007

Blue Pit BBQ: <http://www.bluepitbbq.com/>

The Food Market Catering: [catering@thefoodmarketbaltimore.com](mailto:catering@thefoodmarketbaltimore.com) or 410-366-0606

Gertrude's at the BMA: (410) 889-3399

### **DJ/Sound:**

Acme Happenings: [www.acmehappenings.com](http://www.acmehappenings.com) or contact Paul Weber at [acme.psw@gmail.com](mailto:acme.psw@gmail.com).

**Floral:**

Fleur de Lis Florist: (410) 727-3184

Gordon Florist: (410) 467-6116

**Party/Supplies Rental:**

Loane Brothers Inc.: (410) 823-6050: tables, chairs, dance floors, stages, linens, china, service equipment, flatware, glassware, etc.

# RENTAL REQUEST FORM

This rental request form is an inquiry only so that VLP staff may determine if rental space will be available for the date and time requested. A formal Rental Agreement and deposit must be submitted to finalize facility rental. **Please complete the following form and submit to [vlpnews@villagelearningplace.org](mailto:vlpnews@villagelearningplace.org) for a rental fee quote.**

## Event Details

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Alternative Date: \_\_\_\_\_

Time (please include time for setup and cleanup): \_\_\_\_\_

Name of Person/Group Holding Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Event Cost to Guests: \_\_\_\_\_

Type of Event w/brief description: \_\_\_\_\_

\_\_\_\_\_

## **Estimated Fee:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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\$ \_\_\_\_\_

\$ \_\_\_\_\_

## **Venue Requested:**

Library (\$100/hr x \_\_\_\_\_ hours = \$\_\_\_\_\_ \*if over 3 hours apply 10% discount)

Library & Garden (\$125/hr x \_\_\_\_\_ hours = \$\_\_\_\_\_ \*if over 3 hours apply 10% discount)

Classroom (\$50/hr x \_\_\_\_\_ hours = \$\_\_\_\_\_ \*if over 3 hours apply 10% discount)

Multiple Classrooms (\$75/hr x \_\_\_\_\_ hours = \$\_\_\_\_\_ \*if over 3 hours apply 10% discount)

Gala Style Event (includes use of entire library building)

• 4 hours OR 5 hours

• Ceremony and Reception OR Reception Only

Children's Birthday Party

• 2 hours OR 3 hours

• Storytime

## **Additional Services Requested:**

Digital Projector and Screen: \$20

Sound System with speakers and microphone: \$45

Laptop: \$10

Extra Tables and Chairs: \$35

Additional staff member to assist with your event: \$25 per hour/each staff member

Additional cleaning and/or setup services: to be negotiated

**Total Estimated Rental Fee**

**Notes:**