



IMPORTANT INFORMATION

ALL CATERING SERVICES ARE REQUIRED TO END AT LEAST
ONE HOUR BEFORE THE CONTRACTED EVENT END TIME.
CLEANUP & DEPARTURE MUST BE COMPLETED BEFORE THE CONTRACTED END TIME.

1. Historic Oakland provides 1 trash can liner for each trash can. Additional trash can liners are required to be provided by the Caterer and/or Client.
2. NO onsite trash receptacle. All trash is required to be removed from property.
3. If you have rented the tent & dishware from the tent company, Caterer/Client/Event Planner is required to move all rental items out of the House into the back corner of the tent.
4. There is a custodian's closet on the premises with equipment and supplies for cleaning after the event. This closet is locked at all times. Historic Oakland Facility Assistant will assist you with cleaning supplies needed from this closet.

Use of Historic Oakland "Open Space"

Open space is defined as the property (lawn area) surrounding Historic Oakland. Oakland does not manage our outdoor space with the exception of lawn space for a ceremony and the tented area in the rear yard. If you are interested in using Open Space for grilling, frying, food trucks, additional tenting, etc., there is a formal application process and a fee that must be completed via Jeri/Baker at The Columbia Association. Speak with a Historic Oakland staff person for more information.

Historic Oakland's Furniture that is Available

Prior to customer's event date, Historic Oakland staff will set up the facility according to submitted floor plan. *All floor plans are due to Historic Oakland Facility Manager 10 days prior to event date.*

2 – 60" round tables	8 – Cocktail tables (36wx45h)	4 Card Tables
23 – 54" round tables	3 – 8' rectangular tables (84x30)	180 banquet chairs with padded seats (inside use only)
5 – 48" round tables	16 – 6' rectangular tables (72x30)	100 Gold Chiavari chairs (inside use only)
7 – 36" round tables	17 – 6' seminar tables (72x18)	100 White Padded Lawn Chairs (inside or outside use)

If the customer has rented the **kitchen**, the following items are available for use.

*Hot box with shelves
Convection Oven*

*Commercial microwave
Sink*

*Refrigerator / Freezer
Ice machine (located on lower level)*

*Items in **blue** can only be used if insurance has been submitted.*

Dishwasher and coffee maker are for Oakland use only & are never available for rental use.

Received & agreed upon (Client)

Date

Received & agreed upon (Caterer/Event Planner)

Date

VIOLATION OF ANY OF THESE TERMS WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.

• Historic Oakland • 5430 Vantage Point Road, Columbia, MD 20144 • 410-730-4801 •