



GROUNDS RENTAL INFORMATION

This sheet is provided to help you make arrangements for your wedding/special event.

- Contact:** The Friends of Concord Point Lighthouse, Inc.
P.O. Box 212
Havre de Grace, MD 21078 410-939-3213
Email: concordpointlighthouse@verizon.net
Website: www.concordpointlighthouse.org
- Rates:** The Lighthouse Tower lawn rental rate is \$350 (tax deductible donation) for 2 hours.
- Rentals for more than 2 hours are at the rate of \$500. Organizations that require additional days to hold their equipment on site are required to pay \$500 per day that the grounds are unusable for other events
- There is an additional deposit fee of \$150.00 per day, which will be returned within 2 weeks of the event if, upon inspection by a Lighthouse representative, it is determined that the property is being returned in the same condition as when it was rented. This includes removal of items left behind (including trash) and any damage to the premises.
- If you are unable to hold your wedding ceremony/special event due to inclement weather, a 50% refund of the rental rate and the deposit will be made. The remainder of the rental fees will be used for administrative costs. No refunds will be made for any other reason. See inclement weather description below.
- Payment:** We accept checks or credit cards for payment. Please make checks payable to: The Friends of Concord Point Lighthouse. Checks must be received within 7 days of verbal or email confirmation of booking to hold the date for the event. If the fee is not paid within 7 days, your reservation will be cancelled.
- Policies:** Renters must abide by all municipal laws set by the City of Havre De Grace. Renter will be liable for any damages sustained to the grounds, and may result in forfeiture of the deposit (see Rates above). Renters must purchase and show proof of one day event insurance or a rider on homeowner's insurance no later than 2 weeks before the event.
- Renter provides:** All chairs, decorations, music, parking attendants, etc. Local rentals are available.
- Decorations:** You may place decorations on the same day as the wedding/special event (bows, balloons, trellis, etc.). Chairs may be set up early if your wedding/event is scheduled to start right after the public tour hours. Please ask us for details.
- Petals, etc.:** Real flower petals may be used in limited quantities. Artificial flower petals must be removed if used. Birdseed and rice are not permitted to be used as they impact local wildlife.
- Clean up:** All decorations must be removed immediately following the event. Rental equipment should be removed as soon as possible. Failure to remove your decorations and/or personal materials will result in loss of deposit fee. ***The grounds must be left in the same condition as you found them.***
- Time:** ***The Lighthouse Tower is open to the public on weekends from April through October from 1 pm to 5 pm. Weddings/events will not be scheduled during these hours.*** The Lighthouse Tower will be closed during your wedding/event. If you would like to have access to the Lighthouse Tower, you must make special arrangements to have staff on site. The

charge is \$100 to open the Lighthouse Tower for the first hour, and \$50 dollars for every hour following.

Restrooms: Public restrooms are available a short distance from the Lighthouse at the City Pump Station on Lafayette Street. There are no facilities for dressing, etc.

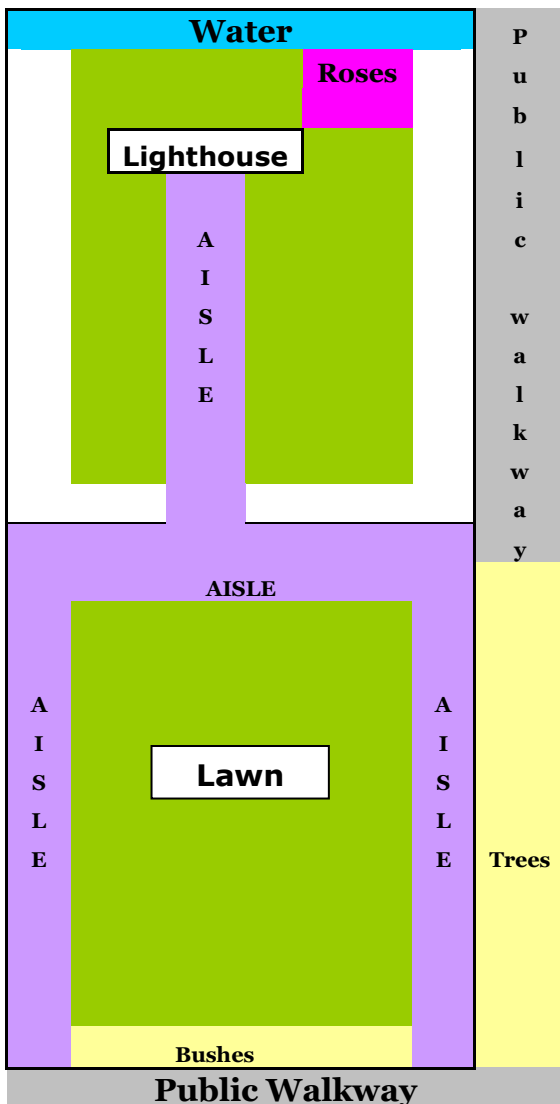
Electrical: An exterior 110v AC outlet is located at the base of the Lighthouse Tower, to the left of the entry door. The two exterior lights near the fence on either side of the property do not operate during daylight hours.

Parking: On street parking is available on Lafayette and Concord Streets, but may be limited due to the number of visitors to the Havre de Grace waterfront.


Space: A diagram is attached showing the space available for your wedding/event. Please do not set up chairs in other grassy areas, as we do not have permission to use that land.

Inclement Weather:

- Within 12 hours of event: Hurricane or Tropical Storm Watch, Heat Advisory or Excessive Heat Watch/Warning, High Wind Watch, Winter Weather Advisory, Severe Thunderstorm Watch, Flash Flood Watch.
- At time of the event: Wind Advisory During Event, Observed Heat Index in excess of 103°F, Observed winds in excess of 35 miles per hour.



Weddings/events are held in the areas colored:



Updated 8/19