

# Jerusalem Mill Village Private Event Reservation Information

This document is provided to help you make arrangements for your special event or wedding ceremony.

**Contact:** The Friends of Jerusalem Mill Village (“The Friends”)  
 P.O. Box 237  
 Kingsville, MD 21087  
 410-877-3679  
 Email: [jerusalemmill@yahoo.com](mailto:jerusalemmill@yahoo.com)  
 Website: [jerusalemmill.org](http://jerusalemmill.org)

**Physical Address:** 2813 Jerusalem Road  
 Kingsville, MD 21087

**Reservations:** Reservations will be on a first come first serve basis.

## Jerusalem Mill Historic Village Donation levels for reserved use of properties within the Village

<p><b><u>SMALL RESERVED AREA within VILLAGE</u></b></p> <p><b>Small Event (4 hours)</b>                  (private family events, non-profit/religious groups, small business/corporate event)</p>	<p>1-10 people \$75                  11-20 people \$100                  21-40 people \$200</p>	<p>\$75                  \$100                  \$200</p>
<p><b><u>RESERVED MEADOW or LARGE VILLAGE AREA</u></b></p> <p><b>Wedding Ceremony (4 hours)</b>                  (inclusive Bride and Groom, clergy and attendees)                  &gt;No Wedding Receptions                  &gt;Contract required                  &gt;4 hours total for set up, ceremony, photos and clean up</p>	<p>1-20 people \$300                  21-50 people \$600                  51-100 people \$1,250.00 (includes wedding planner)                  101-250 \$1,750.00 (includes wedding planner)</p>	<p>\$300                  \$600                  \$1,250.00 (includes wedding planner)                  \$1,750.00 (includes wedding planner)</p>
<p><b><u>RESERVED MEADOW or LARGE VILLAGE AREA</u></b></p> <p><b>Corporate/Private Sector Event (4 hours)</b>                  &gt; Contract required                  &gt;Vendor Information must be provided</p>	<p>40-50 people \$600                  51-100 people \$1,250.00                  101-250 people \$1,750.00</p>	<p>\$600                  \$1,250.00                  \$1,750.00</p>
<p><b><u>RESERVED MEADOW OR LARGE VILLAGE AREA</u></b></p> <p><b>Non-profit Event</b></p>	<p>Discretionary – FOJM President approval</p>	<p>Discretionary – FOJM President approval</p>

**Donation:** The requested date and time will be confirmed upon receipt of the **tax-deductible donation and Contract for Site Use (based on Reservation level).** **If you are unable to hold your event due to inclement weather you can reschedule your event or if donation was made in excess of \$250.00, your donation minus a \$250.00 administrative fee will be refunded.** No refunds will be made for any other reason.

Events must pay \$150 for each additional hour exceeding the 4 hours allotted above.

The Meadow and Ghost Frame are available for rent **Monday through Sunday between 9 a.m. and dusk.** We have no indoor facilities for private events.

The Meadow is the grassy area between the Blacksmith Forge and the stream including the Ghost Frame. All events must be concluded at dusk. All event items and trash must also be removed at that time.

**Small Event reservations will receive final approval upon receipt of the donation by Friends of Jerusalem Mill P.O. Box 237 Kingsville, MD 21087. An e-mail will be sent to the Event Organizer confirming use of the property at that time. Reserved for Event signage will be posted on the day of the event at the requested property site. Please have a copy of the confirmation e-mail for the event as evidence of Friends of Jerusalem Mill approval for use.**

**A signed contract is required for reserving The Meadow or Large Village Area.**

**Weather:** The Friends retain the right to cancel, postpone or change the location of any function with proper notice and explanation. (This is only likely in the event of a major disaster or major weather event on the Friends property) **No refunds will be made for any other reason.**

**Payment:** Your donation must be received to reserve the date. The donation is due 30 days prior to your event. The Vendor Information sheet and Contract, if applicable, is to be submitted 45 days prior to your event. **Please make check, cashier check or money order payable to: *The Friends of Jerusalem Mill*.**  
**Deposit is to be mailed to: The Friends of Jerusalem Mill Village, P.O. Box 237, Kingsville, MD 21087**

**You provide:** All chairs, decorations, music, parking attendants, etc. All deliveries must be made on the day of your event during the scheduled time. All items are to be removed the same day.

**You are required to return the following acknowledged information with your contract. These site use conditions also apply to small event reservations.**

### **Initial each item**

\_\_\_ **Decorations:** You may place decorations on the same day as the event (bows, balloons, trellis, etc) you may not nail, staple, glue or tape decorations to any of the buildings, signs, railings, etc. in the Village. Decorations are to be tied or draped. Chairs may be set up early, the day of your event.

\_\_\_ **Petals, etc.:** Please DO NOT drop artificial flower petals, glitter, confetti, paper, bird seed or rice during the event. Real flower petals should not be left strewn around, as there may be an event to follow.

\_\_\_ **Permits:** Lessee agrees that their caterer will be responsible for the acquisition and display all necessary permits for temporary food service and/or alcohol service. Alcohol permits may be issued upon request by the park manager under a Use Agreement with the Maryland Park Service. Note- the permit can be revoked by the Park Manager, their designee or a Natural Resources Police Officer. Caterer or lessee must provide licensed bartender for their event who is responsible for verifying the age of those consuming alcohol in accordance with the law and ensuring their safe departure from the property. Lessee will provide an alcohol point of contact: A responsible adult who is not drinking and will be contacted to handle any guests with issues. Lessee will provide additional safety and security needs, including access to first aid as deemed necessary for their event.

\_\_\_ **Parking:** The paved parking lot can accommodate approximately 30 vehicles. We have several un-paved overflow parking areas/fields at varying distances. Please ask for details. It is recommended that you appoint someone to direct traffic for parking to ensure efficient use of space. Parking on the gravel drive adjacent to the Blacksmith is permitted for loading and unloading only. **Vehicles are prohibited from parking or driving on the grass. Tickets for illegal parking may be issued to violators by the Natural Resources Police.** Fees for damages to the grass will be no less than **\$200.00**.

\_\_\_ **Music:** Live or recorded music, we request that it is not excessively loud so not to disturb our neighbors and/or visitors to the village and the State Park. No amplified music is permitted.

\_\_\_ **Clean up:** All decorations must be removed immediately following the event. Rental equipment is to be removed as soon as possible. You are renting the grounds in as-is condition.  
**The grounds are to be left in the same condition as you found them.**

\_\_\_ **Time:** Remember that this is a State Park public area and cannot be sealed off from public access.

\_\_\_ **Picnic Tables:** It is the renter's responsibility to move tables and return them to their original location.

\_\_\_ **Smoking:** NO smoking is permitted inside any of the buildings.

Renters are required to provide a designated area for guests to smoke and provide appropriate disposal containers filled with water or sand for cigarette butts and trash. Renters must remove cigarette containers at the end of their event. Failure to remove cigarette containers will be subject to a fine of **\$50.00** per container.

\_\_\_ **Rental Items:** All event items including but not limited to tents, tables, chairs, trash receptacles, etc. are the responsibility of the event organizers. Inflatable amusement items are not allowed in any park area including but not limited to moon bounces, slides, games and any rental item that might damage grass. Failure to comply with this rule may result in a fine of **\$300.00**

\_\_\_ **Restrooms:** Restrooms are available in the Mill on Saturdays and Sundays 1-4pm for small events up to 20 people. There are also two port-a-pots situated between the parking lot and the Blacksmith Shop. All events for 50 or more people must supply their own port-a-pots.

Upon request, we will reserve the Museum/Visitor's Center bathrooms for bridal party preparations.

\_\_\_ **Trash:** You are responsible for the trash bags and the removal of all trash from the site. The State Park's policy is: Carry In and Carry Out. Failure to remove trash will be subject to a fine of no less than **\$200.00** All events are responsible for their own trash removal, parking control and pedestrian safety.

\_\_\_ **Personal Property/Belongings:** The Park, its employees, Friends of Jerusalem Mill Village and/or its agents are not responsible for items vandalized, stolen, destroyed or not removed following a function.

**Licensing:** The Friends of Jerusalem Mill Village is not involved in licensing. For additional information see this site: <http://brides.com/local/maryland/article/2793>.

The renter is responsible for coordinating all details regarding the event with Friends of Jerusalem Mill.

The Friends of Jerusalem Mill Village is a volunteer organization; we appreciate your interest in supporting us.