

# FACILITY OVERVIEW

## Howard P. Rawlings Conservatory

3100 Swann Drive, Baltimore, MD 21217

### VENUE AMENITIES

Vendor only access for load in/out

Prep Kitchen (available after 4pm)

- Standard refrigerator
- Microwave
- Multiple 20-amp electrical outlets, Built-in

Bar (South Pavilion Only)

- 3 compartment sink
- Mini-fridge
- Shelves for temporary storage

Outdoor catering pad for kitchen set-up

- Multiple 20-amp electrical outlets
- Water access
- Tent required

Garbage cans (50 gallon)

Recycling bins (30 gallon)

(1) Garbage and (1) recycling dumpster

### FURNITURE

10 60" Round tables

10 6" Rectangular tables

60 Chairs

100 padded folding chairs (additional fee)

6 Cocktail tables

Furniture for indoor/patio use only

### END OF EVENT DUTIES

Remove all personal and rental items

Wipe down countertops

Wipe down tables & chairs

Return borrowed furniture to storage

Remove garbage/recycling

Empty/wipe out refrigerator/freezer

Sweep and mop the patio

Check in with the Event Assistant



### Contact the Rental

Team at:

410-396-4860

[garden.events@baltimorecity.gov](mailto:garden.events@baltimorecity.gov)

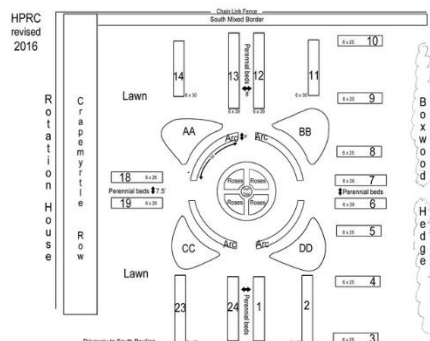
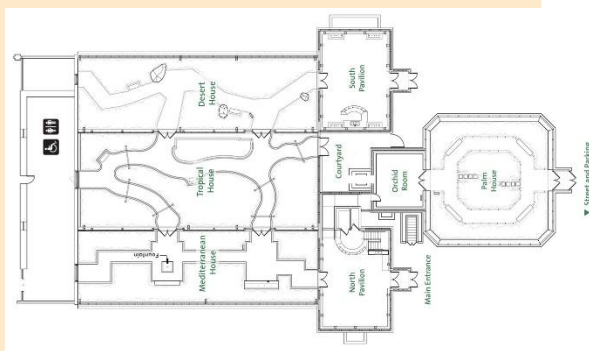
### SPECIAL NOTES:

No items or furniture may be set-up in the garden beds,

Access to electrical outlets in the garden beds requires BCRP staff assistance.

Use of the oven/stove is not permitted.

### FLOOR PLANS:



For more information, visit:

<https://www.baltimorecity.gov/bcrp/rental-spaces>