



Facility Rentals Frequently Asked Questions

This information is provided as a courtesy to renters, and should only be considered as a guide to the issues presented below. It is the burden of the renter to ensure that they are in compliance with all current local, state and federal laws.

Food and Beverage Service during Facility Rental

1. Which catering companies service the Ward Museum?

A caterer must have a valid license recognized by the State of MD, the required insurance liability requirements, a current catering agreement with the museum and must be in good standing with the museum. If a caterer meets these requirements, they can contract directly with individual renters. A list of caterers who are familiar with the Ward Museum is available upon request.

2. If I do not use a catering company and plan to serve food to my guests, are there any restrictions?
Yes, this is considered a self catered event. If the general public is involved or a fee is collected, MD law prohibits self catering. Non-profit organizations serving the public may apply for a free temporary food permit. Any questions regarding permits or guidelines for these activities should be directed to the Wicomico County Health Department at 410-546-4446.

3. What are the regulations about serving/selling alcohol to my guests?

If alcohol is provided, a Wicomico County liquor license is required if there is a charge for the event and/or the alcoholic beverages. If you are using a catering company, they may provide the license. However, if the caterer does not have a valid Wicomico County liquor license, the individual is responsible for securing the licenses for the event and is the responsible party for the activity. Liquor licenses may be obtained from the Wicomico County Board of License Commissioners, 201 E. Market St., Suite 112, Salisbury, MD, Phone: (410) 548-4835. When no money is charged to attend an event and free alcoholic beverages are provided, a liquor license is not required.

4. Where can food be served in the Museum?

Consumption or carrying of food and beverages by guests shall be allowed only in the Main Lobby or the Education Room and only for the designated hours of the event. If the pavilion was rented, food can be served and consumed under the pavilion as well.

5. Why was I charged an additional service fee for cleanup after the event?

Per the catering agreement between the Ward Foundation and the Caterer the contracted catering company is responsible for maintenance of the facility related to their work at the event. During self catered events the renter is responsible for all cleanup and trash removal related to the event and food service.

In all cases, the renter is ultimately responsible, per the facility rental contract, for the restoration of the museum to the condition it was in at the start of the event.

Bands, DJs, and Music

6. I plan to have music at my event, are there any restrictions?

Indoor events during business hours

Renters can incorporate music that does not interfere with the day-to-day operations of the Ward Museum.

Indoor events after business hours

Renters can incorporate music that is not audible outside of the museum facility without restriction.

Outdoor events Day or Evening

The City of Salisbury Noise Ordinance shall be abided by for any outside activities, playing of music, or other noisy activities. Contact the City of Salisbury or its website for the full/ current noise ordinance.

Generally, music or shouting that can be heard plainly audible at a distance of fifty (50) feet from the property is in violation of the ordinance. The renter is responsible for any violations of this ordinance, including any fines that may result.

The museum requires that renters do not use any sound amplification devices outside during events, including DJs, electric instruments. Non-amplified instruments can be utilized, but it is the renter's responsibility for ensuring they are in compliance with the City regulations.

Insurance

7. What type of insurance am I required to have in order to rent the Ward Museum and how do I get it?

The renter must provide proof of liability and property damage insurance. The bodily injury liability coverage shall be not less than \$1,000,000 for each occurrence. The property damage liability shall be not less than \$1,000,000 for each occurrence.

This is often referred to as "one time event" insurance and is typically part of a Home Owners Insurance package. Often there are additional fees from the insurance carrier for this coverage.