

Electrical Workers, Inc.

898 Airport Park Road • Glen Burnie, MD 21061

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Hall Rental Information as of March 1, 2023

Rental Period – 8 hours (2 hours-setup, 5 hours-event, and 1 hour-clean up). All hours (including additional hours purchased) must be used consecutively. All events must end by 1am and clean up must be completed by 2am, regardless of additional hours purchased.

Cost / Payments – Events must be paid in full no less than sixty (60) days prior to the Event Date. Otherwise, event may be cancelled and no refund of monies paid will be issued.

- Security Deposit - \$400 – refundable plus:
- Hall Rental Fee - \$2,000 for eight (8) hour rental
- Crab Feast - \$2,100 for eight (8) hour rental
- Additional Hours - \$100 per hour when scheduled in advance or \$200 per hour, or portion thereof, will be charged for exceeding the scheduled times.
- All payments must be in the form of check or money order. We do not accept cash or credit card payments.
- Checks and Money Orders made payable to “Electrical Workers, Inc.”

Capacity – 300 people maximum (including all guests, food servers, police & security, photographers, entertainers, etc.).

General Information – The rental agreement includes use of the first-floor restrooms, banquet hall, kitchen area and parking lot. No items may be placed outside of the banquet hall or in the main hallway.

- This is a “Do It Yourself” facility. You are responsible for all set up (including tables and chairs), clean up and trash removal from restrooms, kitchen, banquet hall and parking lot.
- Hall measurements are approximately 55’ wide by 110’ long. The ceiling height is 8’.
- You must provide your own 55-gallon trash bags. Liners must be used in all cans. Trash receptacles that require cleaning due to the lack of liners will incur a \$10 per can cleaning fee. Trash that is not placed securely in the dumpster will incur a \$25 fee.
- Deep fryers are prohibited from use within the building, on sidewalks, under the building canopy or near the building. Proper disposal of grease is required. Grease may not be disposed in dumpster.
- Only battery-operated candles are permitted. No smoke devices or open flames are allowed in the facility.
- Balloons must be disposed of properly in the trash and cannot be released to the sky.
- Hand trucks and carts are not available on-site. It is the responsibility of Lessee to load and/or unload all items.

Included – The kitchen is a “warming / reheating” facility only; cooking is not permitted.

(40) 60” Round Tables (seats 8)	(1) Stove / Oven	(1) Three Compartment Sink
(17) 8’ Rectangular Tables	(2) Warming Ovens	(1) 500 Pound Ice Maker
(307) Padded Banquet Chairs	(2) Commercial Refrigerators	(2) Portable Bars / Ice Wells
	(3) Commercial Prep Tables	(8) Trash Cans

Alcohol - If alcohol is being consumed, you must obtain an Anne Arundel County One-Day Liquor License (including all BYOB events). Individual-sized glass bottles are not permitted (i.e., bottled beer, wine coolers, etc.) on the property.

Security - Lessee is required to retain at least one (1) off-duty sworn police officer to maintain order for the duration of the event. Officer must attend in the capacity of Law Enforcement rather than as a guest and is required to monitor the interior building and parking area. Officer is not permitted to consume alcohol. Failure to provide accurate information may result in the cancellation of your event and the forfeiture of all monies paid.

Insurance - Lessee is required to provide Proof of Liability Insurance at a minimum of \$1,000,000 General Aggregate, \$1,000,000 Personal Injury, \$1,000,000 Each Occurrence, and \$50,000 Property Damage. The Lessor shall be named on any certificates of insurance as co-insured and proof of coverage must be provided no less than fifteen business days prior to the event. (Google “One Day Special Event Insurance” for quotes).

**EVENTS MUST BE COMPLETED (INCLUDING CLEAN UP) NO LATER THAN 2AM
REGARDLESS OF ADDITIONAL HOURS PURCHASED**

RENTAL HOURS	SET UP	EVENT	CLEAN UP
10am - 6pm	10am - 12pm	12pm - 5pm	5pm - 6pm
11am - 7pm	11am - 1pm	1pm - 6pm	6pm - 7pm
12pm - 8pm	12pm - 2pm	2pm - 7pm	7pm - 8pm
1pm - 9pm	1pm - 3pm	3pm - 8pm	8pm - 9pm
2pm - 10pm	2pm - 4pm	4pm - 9pm	9pm - 10pm
3pm - 11pm	3pm - 5pm	5pm - 10pm	10pm - 11pm
4pm - 12am	4pm - 6pm	6pm - 11pm	11pm - 12am
5pm - 1am	5pm - 7pm	7pm - 12am	12am - 1am
6pm - 2am	6pm - 8pm	8pm - 1am	1am - 2am

**Directions to Gladys D. Greene Banquet Hall (IBEW Local 1805 Building)
898 Airport Park Road • Glen Burnie, MD 21061**

From Baltimore Beltway / I- 695

- Take Exit 4 (I-97 South) to Exit 15 (Aviation Boulevard). Bear **RIGHT** at the ramp to Cromwell Park Drive. Turn **LEFT** on to Airport Park Road (2nd left). 898 Airport Park Road is the only two-story building in the complex and will be ahead, on the **RIGHT**.

From Annapolis / I-97 North

- Take I-97 North to Exit 15B (Dorsey Road). Bear **RIGHT** on to Aviation Boulevard (Rt. 162). GO to second traffic light and turn **RIGHT** on to Hollins Ferry Road. Make **IMMEDIATE LEFT** on to Hollins Ferry Road (road continues). Turn **RIGHT** at the third entrance (just beyond the “No Outlet” sign) in to our parking lot.

From I-95 or BW Parkway / Rt. 295

- Take Rt. 195 towards the Airport. Take Exit 1A (MD Rt 170 / Aviation Boulevard). Go approximately 3 miles to the 6th traffic light, turn **LEFT** on to Hollins Ferry Road. Make **IMMEDIATE LEFT** on to Hollins Ferry Road (road continues). Turn **RIGHT** at the third entrance (just beyond the “No Outlet” sign) in to our parking lot.

