



# BELMONT

MANOR & HISTORIC PARK

## Planning Checklist

### Upon Booking

- Security Deposit due within 10 days of submitting application.
- Read Rules and Regulations.
- Inform Belmont of your catering choice as soon as possible.

### 180 days (6 months) prior to the event date:

- 50% of rental fee due.
- Latest day to inform Belmont of your catering choice.

### 90 days (3 months) prior to the event date:

- Full balance due.
- Schedule rehearsal  
(Mon-Thurs before 5pm, Fri before 12pm)

### 60 days (2 months) in advance of the event:

- Schedule Caterer's Meeting
- Liability insurance certificate and food service license due.

### 45 days in advance of the event:

- Latest day to have Caterer's Meeting.
- Last day to add to or change rental timeframe (12 hours max).

### 30 days (1 month) in advance of the event:

- Event information sheet and floor plan due.
- Day of Contact information given to Belmont.

Call us to make a payment at 410-313-0200.

- We accept MasterCard, Visa, American Express, Discover.

Read over Rules and Regulation for further information



Howard County  
RECREATION & PARKS