Glenview Mansion

AT ROCKVILLE CIVIC CENTER PARK

603 Edmonston Drive, Rockville, MD 20851
240-314-8660 • www.rockvillemd.gov/glenview
Fax: 240-314-8669 • Email: glenview@rockvillemd.gov

Glenview Mansion, *located in the 153-acre Rockville Civic Center Park, is perfect for weddings, receptions, mitzvahs, birthdays, anniversaries and other social events. Our elegant 1926 home is included on the National Register of Historic Places because of its significant architecture and Formal Gardens. Glenview Mansion was built to entertain and is still the perfect location for celebrations.*

The first floor of Glenview Mansion is where the social rooms are located. The second floor is home to the Glenview Mansion Art Gallery. The maximum capacity for Glenview Mansion and its grounds is 225, which means 200 guests and up to 25 support staff/vendors. Every rental includes the use of the entire home and Formal Gardens, in addition to a customized set-up to support the unique needs of your event.

Whether you host an event here or simply come to discover an art gallery exhibit, a monthly Sunday afternoon concert, or the beautiful Formal Gardens, we hope you will return again and again.

Owned and operated by the City of Rockville, Maryland.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am-5:00pm
(All times listed within this information packet is Eastern Standard Time)

RENTAL TOURS

Personalized tours of Glenview Mansion are scheduled around our private events and to meet your scheduling needs. We ask that you schedule an appointment to tour the venue by contacting the Civic Center Business Office at 240-314-8660 or by e-mailing us:

Nanette Belice at nbelice@rockvillemd.gov – Office Manager
Sandra Christian at schristian@rockvillemd.gov – Rental Manager

SOCIAL EVENT RENTALS: Valid through June 30, 2017

Rental rates below include set-up, event time and clean-up. Included in these rates is the use of the entire house, Art Gallery, Formal Gardens, event tables and banquet chairs for use in the home and on the first floor porches for the day of your event.

( ) = Rental rate for each additional hour

MONDAY – THURSDAY	8-hour rental	10-hour rental**	6-hour rental
Rockville*	$2,500 ($310)	$3,200 ($310)	$1,875 ($310)
Non-Rockville	$2,900 ($360)	$3,600 ($360)	$2,175 ($360)

FRIDAY & SUNDAY	8-hour rental	10-hour rental**
Rockville*	$3,500 ($436)	$4,300 ($430)
Non- Rockville	$3,900 ($488)	$4,800 ($480)

SATURDAY	8-hour rental	10-hour rental**
Rockville*	$4,200 ($525)	$5,200 ($520)
Non-Rockville	$4,900 ($613)	$6,100 ($610)

DOWN PAYMENT: $1,500 (please see Down Payment section)

SECURITY DEPOSIT: $750 (please see Security Deposit section)

RED WINE & PURPLE/RED BEVERAGE FEE: $500 (please see Red Wine & Purple/Red Beverages section)

CEREMONY CHAIRS: $3.50 per chair (please see Outdoor Wedding Ceremony Chairs section)

GLENVIEW MANSION COTTAGE RATES: For $200 total, the Glenview Mansion Cottage can be rented during your contracted time when you book a 6-hour minimum social event at Glenview Mansion. Maximum capacity for the Cottage is 25 guests.

OFF-SEASON DISCOUNT: January, February and March rentals receive a 30% discount on the above rates.

***ROCKVILLE RESIDENT RATES** apply to those owning property or living within the corporate tax district of the City of Rockville. When parents or grandparents of the couple getting married are City residents or property owners, they are permitted to execute and sign a contract for the couple using the Rockville rate. Proof of residency is required at contracting.

****TENTING AND/OR STRUCTURES** at your event requires a 10-hour rental (please see Tenting and Structure Policy for details)

NON-PROFIT RATES: Special rates are available for non-profit organizations hosting events that directly benefit the organization. A $500 refundable security deposit is required and the entire balance is due at contract signing. Please call the Civic Center Business Office for more details.

MONDAY – FRIDAY	8-hour rental = $1,700 ($212.50)
SATURDAY – SUNDAY	8-hour rental = $2,300 ($287.50)

HOLD POLICY

Contracting an available date at Glenview Mansion is on a first-come, first-served basis. An available date may be put on hold for four (4) business days. Failure to sign a contract and present the down payment before the close of business on the fourth day will result in the date becoming available to the public at 8:30 a.m. the next business day.

ACCEPTABLE FORMS OF PAYMENT

Acceptable forms of payment include MasterCard, Visa, check payable to "City of Rockville," cash or money order.

DOWN PAYMENT

In order to secure a date, a contract must be signed and returned to the Civic Center Business Office with the down payment of $1,500.

BALANCE DUE

The final contract balance, security deposit, red wine & purple/red beverage fee, outdoor wedding ceremony chair fee and any other fees must be paid in full no later than 120 days prior to the date of the event.

SECURITY DEPOSIT

A $750 security deposit must be paid at least 120 days prior to the event date along with the balance due on the contract. Money will be withheld from the security deposit for any property, furnishings or equipment damages; arrival or departure outside of contracted hours; clean-up of the property by City of Rockville staff; and/or if any of our City of Rockville or Glenview Mansion policies and rules are not followed. Fees are determined by Glenview Mansion staff.

Please note that money can be withheld from the security deposit if any guest, vendor, client, support/service staff, caterer, tent and/or structure and its providers, etc. cause any property, furnishings or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff; and/or if any of our City of Rockville or Glenview Mansion policies and rules are not followed. Fees are determined by Glenview Mansion staff. If the $750 security deposit is not enough to cover the full amount of the incidentals, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

CANCELLATIONS

Change of date requests are considered cancellations. Cancellations must be received in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office.

- If the contract is cancelled more than 120 days prior to the event, Glenview Mansion retains the entire down payment until the event has passed. If Glenview Mansion receives a contract for a new social event on the contracted date, half of the down payment will be returned after the new social event has taken place.

- If the contract is cancelled fewer than 120 days prior to the event, Glenview Mansion retains the entire rental fee. If Glenview Mansion receives a new social event on the contracted date and the social event takes place, the entire down payment is retained and the remaining fees are returned to the client.

- Regardless of the cancellation date, if the contract is cancelled and no new social event contract is received for the contracted date, the client is responsible for payment of the entire contracted amount.

- If Glenview Mansion cancels the contract for any unforeseen reason (e.g. weather related conditions or loss of power), the contract will be reviewed and amended with a change of date or consideration of a partial or full refund.

HOURS OF OPERATION & OVERTIME POLICY

Events can be contracted between the hours of 7:00am and 1:00am – a contract cannot start earlier than 7am nor end past 1:00am. If you go into overtime for whatever reason, the absolute cut off time for the event must be 2:00am. This absolute cut off time of 2:00am includes clean-up. The facility Supervisor will shut down Glenview Mansion at 2:00am and no guest, vendor, client, support/service staff, caterer, tent and/or structure and its providers, etc. can remain in Glenview Mansion.

The client will be charged for all overtime incurred during the event by any guest, vendor, client, support/service staff, caterer, tent and/or structure and its providers, etc. The

FINAL WALK THROUGH

All clients must schedule a final walk through at Glenview Mansion to determine set-up and clean-up needs. A final walk through must be scheduled through the Civic Center Business Office. The licensed and insured caterer, tent and/or structure provider representative, contracted client(s) and Glenview Mansion staff must all be present. The final walk through must take place Monday through Friday between the hours of 9am – 4pm and are available by appointment only. The final walk through should take place no less than 30 days prior to the event.

During the final walk through, a Plan B set-up for the interior of Glenview Mansion only, will be created with the client(s), licensed and insured caterer, and tent and/or structure provider representative. If the client(s) decide to go with the Plan B set-up, the Civic Center Business Office must know this decision and acknowledge the change through an e-mail response to the client(s) by 12pm noon one (1) weekday <u>before</u> the contracted event date. If the client(s) decide to go with the Plan B set-up <u>after</u> this deadline, the caterer and/or support staff is responsible for turning over the space to the Plan B set-up and putting our event tables and chairs away in the proper locations in Glenview Mansion.

Any changes to final walk through documents and/or set-ups must be sent to the Civic Center Business Office by 12pm noon three (3) business days before the contracted event date. Civic Center Business Office staff will acknowledge the changes through an e-mail response to the client(s).

SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION

SEATED MEALS: We can accommodate up to 110 guests between the Dining Room and Living Room. For larger events, a tent on Level 1 can host a seated meal for up to 100 guests and a tent in the Bowling Green can host a seated meal for up to 200 guests.

BUFFET or FOOD STATIONS: For events choosing a buffet or food station format, the caterer will set this up in the Dining Room and/or Arcade. Small cold stations are permitted in certain areas of Glenview Mansion upon approval by the Civic Center Business Office or Civic Center Manager.

PASSED FOOD & BEVERAGES: Servers walking with trays of passed food and beverages, such as hors d'oeuvres or champagne, throughout an event are welcome.

GUEST SEATING CAPACITIES & SET-UP DETAILS BY SOCIAL ROOM: Each first floor social room has specific guest capacities and set-up information. Please review the details below and feel free to contact the Civic Center Business Office with questions.

Main Foyer & Lower Foyer **– No guest seating is allowed**

- No guest seating is allowed in the Main Foyer or Lower Foyer due to fire safety.
- Hors d'oeuvres, cake/dessert tables, gift tables or the guestbook may be placed in this area.

Conservatory **– Seats up to 50 guests at event tables and up to 70 guests for an indoor ceremony**

- Accommodates indoor wedding ceremonies and dancing.
- Seats up to 70 guests using our banquet chairs for an indoor ceremony.
- Seats up to 50 guests at event tables. If there is dancing in the Conservatory, no seating for a meal can be set-up in this space.
- No beverages, beverage stations, buffet and/or food stations are allowed due to the marble floors.
- This space does not include casual "everyday" seating. We leave the space free of furniture for wedding ceremonies and dancing.

Bowie Library **– Seats up to 12 guests at event tables**

- Accommodates up to 12 guests seated at event tables.
- Buffet and/or food stations are not allowed.
- The two (2) wingback chairs and large couch cannot be removed from the space.
- Large photo booths and other specialty entertainment are nicely accommodated in this room.

Arcade **– Seats up to 8 guests at event tables**

- An inside beverage station must be set-up in this area.
- Up to 8 guests can be seated at event tables.
- For seating, 3' round event tables or smaller are allowed in this space.
- Cabaret tables can be placed in the space at which guests can stand.
- Self-served buffet and/or food stations are allowed in this area, which opens up the Dining Room for guest seating at event tables.

Dining Room **– Seats up to 50 guests at event tables**

- Accommodates buffet and/or food stations.
- Up to 50 guests can be seated at event tables.
- Between 18 and 32 guests can be seated at event tables with a buffet and/or food stations.
- The sideboard (buffet cabinet) cannot be removed from the space. It can be used by your caterer for food and/or beverages.

Living Room **– Seats up to 60 guests at event tables**

- The Living Room can accommodate up to 60 guests seated at event tables.
- 5' round event tables are prohibited in this space due to their size.

1st Floor Porches (Front, Living Room, Dining Room) **– Seating depends on porch location and set-up**

- Outdoor seating is allowed on the three (3) porches on the first floor.
- We provide the event tables and garden chairs in these areas (set-up/taken down by your caterer).
- Up to 16 guests can be seated on the front porch.
- Up to 12 guests can be seated on the Living Room porch. If a beverage station is set-up on the Living Room porch, then up to 6 guests can be seated.
- Up to 12 people can be seated on the Dining Room porch.

TABLES AND CHAIRS AVAILABLE FOR EVENT USE

Rectangular event tables:
15 – (6' x 30") tables with 30" drop (can seat 6 people)
7 – (6' x 18") tables with 30" drop (can seat 6 people)

Round event tables:
10 – (22"w x 42"h) cabaret tables with 42" drop (accommodates two people standing)
7 – (3') tables with 30" drop (can seat 4 people)
12 – (4') tables with 30" drop (can seat 6 people)
8 – (5') tables with 30" drop (can seat 8 people)

Specialty event tables:
6 – Crescent buffet tables with 30" drop
2 – (60") half-round buffet tables with 30" drop

Chairs:
119 Banquet chairs for inside use only
200 White resin garden chairs for outdoor ceremony use only
40 White resin garden chairs for first floor porch seating only

RENTAL FURNITURE AT GLENVIEW MANSION

We allow rental event tables and chairs inside Glenview Mansion. For any tables and chairs that are larger than the event tables and chairs we offer at no charge to our clients, approval must be given by the Rockville Civic Center Business Office and the Civic Center Manager to ensure they can fit inside our first floor social rooms and do not block any entrances and/or exits. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be bought inside Glenview Mansion. Glenview Mansion staff will not sign off on any paperwork for rental company deliveries or pick-ups.

CATERER AND SUPPORT STAFF RESPONSIBILITIES

Glenview Mansion requires all caterers to be licensed and insured. There are no preferred caterers. Any caterer is welcome. A copy of their insurance and operating license must be on file with the Civic Center Business Office by the date of the final walk through. **Please see Attachment A: City of Rockville, MD Insurance Requirements.**

Caterers are responsible for all food related service and clean-up. This includes restoring the kitchen to the clean condition as it was upon arrival, removing of all trash and recycled items to the appropriate containers outside, removing all food and equipment brought to the site for the event, wiping off the kitchen counter tops and mopping the kitchen floors. Restaurants may be contracted to drop-off food to events, but additional support staff must be hired to set-up, serve and clean-up.

Caterers that work events at Glenview Mansion must agree to and comply with the following rules and responsibilities. Your caterer will be asked to sign the Caterer Responsibilities agreement during your final walk through as a reiteration of these policies:

- Tenting on the front lawn is prohibited.

- Due to potential spills making Conservatory floors slippery, beverages are not welcome on the dance floor.

- Glenview Mansion storm policy will be enforced by City of Rockville staff and must be adhered to for all events taking place out of doors, including tents and/or structures.

- Any false fire alarm caused by a caterer, guest, or subcontractor during your rental period will cause the client to be held liable for any charge imposed by the fire department. Fog machines cause the alarm to sound and are not allowed in the Mansion. Fines for false alarms could exceed $250.

- The caterer and/or client is to provide all goods, services, equipment and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.

- No cook-to-order, frying or cooking in the kitchen. Use limited to heating and warming only.

- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.

- Red wine and/or purple and red beverages are allowed only if the $500 red wine fee has been paid, per your contract, to our Civic Center Business Office. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in Glenview Mansion (including Cottage) and grounds.

- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

- Alcoholic beverage passing by wait staff and bar service is prohibited 30 minutes before the end of the event. This means last call for alcoholic beverages is 45-60 minutes before the end of the event to allow guests time to get their alcoholic beverage. Non-alcoholic beverages can be served anytime to guests during the set-up and event time.

- House furniture (sofas, upholstered chairs, large wooden tables) cannot be removed from the space unless approved by Glenview Mansion staff.

- No pets allowed, except service animals.

- No rental furniture for the Formal Gardens is permitted to be brought inside the Mansion.

- Caterer and/or support staff is responsible to set-up, breakdown and move back inside Glenview Mansion tables and chairs used on the Living Room, Dining Room and Front Porches.

- Caterer and/or support staff is responsible to take down and put away chairs in the Conservatory after indoor wedding ceremonies.

- Outdoor ceremony chairs (if rented from Glenview Mansion) are used for the ceremony only. If the client would like seating on the front porch or Living Room/Dining Room stone terraces, the same Glenview Mansion ceremony chairs will be used at no extra charge.

- If the client(s) decide to go with the Plan B set-up, the Civic Center Business Office must know this decision and acknowledge the change through e-mail one (1) weekday <u>before</u> the scheduled event date by 12pm noon EST. If the client(s) decide to go with the Plan B set-up <u>after</u> this deadline, the caterer and/or support is responsible for turning over the space to the Plan B set-up and putting our chairs and tables away in the proper location in Glenview Mansion.

- No posting of outside signs on light poles, street signs, trees, etc. Any signs indoors must be posted using special painter's tape that will not cause damage to Mansion walls or ceilings.

- No open flame or tapered candles. Candles are restricted to votives, floaters and lanterns. Candles are allowed in Glenview Mansion if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container.

- Smoking and vaping is prohibited on City of Rockville property and/or grounds.

- Real or silk flower petals, birdseed, glitter, and/or confetti are not permitted inside the Mansion or outside on the property. Bubbles may be used outside only.

- A Facility Supervisor will be available throughout the event. The Facility Supervisor is the City of Rockville's official representative and has complete control of how the Mansion and grounds are used during your function.

- Caterer and/or support staff is responsible for busing and removing trash from the 1st and 2nd floor of the Mansion and in the Formal Gardens. Helpful Tip: Remember to check for dishes, silverware, and trash in the Dressing Room, Room 1, Room 5 and Room 6 on the 2nd floor (art gallery) since our clients use these rooms to get ready for their event.

- Caterer, support staff and/or client is responsible for removing all items brought onto City property during the rental period. All items must be removed by the end of the contracted time, including but not limited to floral decorations, musical equipment, party favors, catering and other rental equipment. The City is not responsible for items left on the property.

- Caterer, support staff and/or client is responsible to remove all trash to the dumpster in the rear of the Mansion. Please be sure to place trash, boxes, bottles and cans in the appropriate bins; do not leave piles outside of receptacles.

- Caterer and/or client must wipe off all counters and mop all floors in the kitchen and restore the house to its original condition.

OTHER VENDORS THAT WORK AT GLENVIEW MANSION & GROUNDS

Glenview Mansion requires all vendors that work on the property to be licensed and/or insured. This includes, but is not limited to, caterers, tent and/or structure providers, live band, DJ, etc. A copy of their insurance and operating license must be on file with the Civic Center Business Office by the date of the final walk through. **Please see Attachment A: City of Rockville, MD Insurance Requirements.**

ALCOHOL PERMITS & CERTIFIED BARTENDERS

For all events at Glenview Mansion where alcohol is served, a licensed bartender must be present and serving the alcohol at each beverage station throughout the event.

Alcoholic beverage passing by wait staff and bar service is prohibited 30 minutes before the end of the event. This means last call for alcoholic beverages is 45-60 minutes before the end of the event to allow guests time to get their alcoholic beverage. Non-alcoholic beverages can be served anytime to guests during the set-up and event time.

For private events held free of charge for guests, where alcohol is provided as an optional beverage served at an open bar, no alcohol permit is required.

An alcohol permit must be obtained from Montgomery County Events where alcohol is included in the price of admission to the event or if a cash bar is set-up. Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact Montgomery County Dept. of Liquor Control located at 201 Edison Park Drive, Gaithersburg, MD 20878, Phone: 240-777-1999.

RED WINE & PURPLE/ RED BEVERAGES

Red wine and purple/red beverages are allowed in Glenview Mansion, Glenview Mansion Cottage and Formal Gardens only if the $500 non-refundable fee has been added to your contract and paid through the Civic Center Business Office.

If the red wine and purple/red beverages fee is added to the contract after the 120-day mark, it must be paid by credit card (Visa or MasterCard) if the event will take place within 30 days or less.

Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid. **NO EXCEPTIONS WILL APPLY**.

Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

FOOD PERMITS

For events that are open to the public, with or without an admission charge, where food is served, a Temporary Food Service License is required by Montgomery County. This does not apply to events where a licensed caterer is providing food. Requests for food permits must be made at least one (1) week prior to the event. Please contact Montgomery County Health and Human Services Licensure Services office at 240-777-3986 for information and application forms.

FACILITY SUPERVISORS

The Facility Supervisor, representing the City of Rockville, is in charge of ensuring that all Glenview Mansion rules and regulations are followed during the event both by all guests and vendors. The Facility Supervisor will be on duty during the contracted hours to: assist with house concerns such as heating or air conditioning issues; monitor restrooms; serve client requests; and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time. The Facility Supervisor is not an events coordinator/planner nor should he or she be expected to assist in set-up, clean-up or any other aspect of the event.

EVENT RELATED DELIVERIES AND PICK-UPS

Any and all deliveries and pick-up of event supplies must be completed during the rental time block indicated on the contract unless otherwise pre-approved and coordinated through the Civic Center Business Office with approval from the Civic Center Manager. Any and all deliveries and pick-up of event supplies must be scheduled through the Civic Center Business Office or at your final walk through appointment through Glenview Mansion staff in advance of your event. Deliveries must take place on:

- Monday – Friday between the hours of 9am – 4pm

The Glenview Mansion basement is available for short-term storage of items such as outdoor rental tables/chairs, catering equipment and beverages prior to events. Delivery of items for the basement is based on availability and our event schedule. If short-term storage in the Glenview Mansion basement is being used, all glasses, dishware, utensils, catering equipment for food, etc. must be thoroughly washed with soap and hot water prior to storage. The catering staff is responsible for moving these items to the basement for storage with approval from the Glenview Mansion Facility Supervisor.

Pre-delivery of any items/goods, equipment, event tables/chairs or tents and/or structures to any area of the Civic Center Park and/or Glenview Mansion property is at your own risk. The City of Rockville shall not be held responsible for any missing or damaged items. Glenview Mansion staff will not sign off on any paperwork for rental company deliveries or pick-ups.

WEDDING CEREMONY REHEARSAL

A one (1) hour rehearsal can be scheduled through the Civic Center Business Office or at your final walk through appointment through Glenview Mansion staff for no additional cost based on availability. Glenview Mansion reserves the right to reschedule or cancel a rehearsal at any time if an event is booked during the chosen rehearsal date and time. A rehearsal can be held on:

- Monday – Wednesday between the hours of 9am – 4pm
- Thursdays between the hours of 9am – 8:30pm
- We do not schedule rehearsals on Fridays due to our private event schedule.

Only the Conservatory, Formal Gardens and Front Lawn can be used during the rehearsal. Rehearsal use does not include permission to set-up for your event or serve food and/or beverages. Rentals of other areas within Glenview Mansion or on the grounds may be occurring at the same time as your rehearsal. In order to respect all user groups and the facility, please check-in with staff upon your arrival. There can easily be two rehearsals on the same day/evening. Please plan to keep your rehearsal to your allotted time.

CEREMONY OPTIONS

Outdoor ceremonies may only be conducted at approved sites within the four-level Formal Garden area of Glenview Mansion, Bowling Green or Front Lawn. No formal set-up or activities are permitted on the Front Lawn (with the exception of a ceremony) or green spaces outside of the Formal Garden or Bowling Green. Outdoor ceremonies may be held in the following locations on the grounds:

- 4th (lower level) of the Formal Garden (fountain area): 25 chairs maximum
- 3rd (unleveled) of the Formal Garden: No set-up is permitted on this level
- 2nd (midlevel) of the Formal Garden: 150 chairs maximum
- Bowling Green (behind Cottage): 200 chairs maximum
- Front lawn: 200 chairs maximum

Indoor ceremonies may be held in the Conservatory. Chairs may be set-up for 70 or fewer guests. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand.

Real or silk flower petals, birdseed, glitter, sparklers and/or confetti are not permitted inside the Mansion or outside on the property during any part of your event.

OUTDOOR WEDDING CEREMONY CHAIRS

Glenview Mansion offers the rental of up to 200 white resin chairs for outdoor wedding ceremonies in our Formal Gardens. Our staff can set-up the ceremony chairs by the start of your contracted time, if you wish. Immediately following the ceremony, the chairs will be removed and put away. Glenview Mansion ceremony chairs are only to be used for the outdoor ceremony. If chairs are needed for the reception portion of an event, they must be rented from an outside provider.

Fee paid in advance of the event is $3.50 per chair.

If the ceremony chair fee is added to the contract after the 120-day mark, it must be paid by credit card (Visa or MasterCard) if the event will take place within 30 days or less.

If you decide on the day of your event not to have the outdoor ceremony chairs set-up, a $75.00 fee will be deducted from the original outdoor chair rental on your contract. The remaining ceremony chair rental fee balance will be refunded to you when the Civic Center Business Office closes out your contract. Our staffs will set-up 70 or fewer chairs inside the Conservatory for an indoor ceremony. Your caterer is responsible to put the chairs away after the ceremony.

If you have the ceremony chairs set-up outside and all or a partial set-up is completed and the weather changes or makes it otherwise undesirable to have the ceremony outdoors, you are responsible for the full outdoor chair fee as contracted.

Ceremony chairs will be set-up based on your final walk through documents. If the ceremony chairs are set-up outside and the client(s) ask for the direction the chairs are facing to be changed (i.e. ceremony chairs were facing the fountain and now the chairs need to be turned around to face the Mansion), there will be a $100 flat fee.

NOISE ORDINANCE

All outdoor music will be monitored to ensure compliance to decibel levels in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All D.J.s or bands must comply if requested to lower their volume by Glenview Mansion or Civic Center staff. By 9pm, decibel levels must be 55 decibels or lower; this equates to two people conducting a normal conversation with a distance of 10 feet between them.

NO SMOKING

The City of Rockville prohibits smoking and/or vaping anywhere on the property and grounds.

CITY OF ROCKVILLE STORM POLICY

The safety of all guests at Glenview Mansion is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside Glenview Mansion until the conditions change and support safe use of the outdoor areas including tents and/or structures. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard.

RENTAL ACCESS AND TIME BLOCKS

- Access to Glenview Mansion, Front Lawn and Formal Gardens for an event is restricted to the contracted times.

- Your rental includes use of the entire first floor of Glenview Mansion, two (2) dressing rooms on the second floor, Front Lawn and Formal Gardens. The second floor Art Gallery may be opened for your guests to enjoy the space. Food and beverages are prohibited in the Art Gallery.

- An event includes a minimum of two (2) hours for set-up and one hour (1) clean-up. Set-up includes time for deliveries, work by caterers, florists, band/DJ and other services/vendors. Guests should not be present during set-up and clean-up.

- All events planning to have any tenting and/or structures on the grounds must contract for at least 10 hours of time.

FACILITY SET- UP RESTRICTIONS

- No tenting, structures or table/chair set-ups can be held on the Front Lawn.

- House furniture (sofas, upholstered chairs, large wooden tables) cannot be removed from the space unless approved by Glenview Mansion staff.

- Candles are allowed in Glenview Mansion if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be below the top of the container.

- No fog machines or other activities that can produce a false fire alarm are allowed.

- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.

TENTING AND STRUCTURE POLICY

All tent providers must have insurance and an operating license in order to tent on Civic Center grounds. A copy of these documents must be on file at the Civic Center business office by the date of the final walk through. **Please see Attachment A: City of Rockville, MD Insurance Requirements.**

Any tenting and/or structures at your event requires a 10-hour rental.

If a structure (non-tent) such as a wedding altar is larger than 5 feet by 5 feet and/or a contractor/subcontractor will need to access the Glenview Mansion grounds for set-up and take-down, a 10-hour rental is required. The contractor/subcontractor must also have insurance and an operating license.

Tents and/or structures for private rentals at Glenview Mansion are welcome if they comply with the following rules and procedures:

1. Tents and/or structures may be set-up in only two locations:
    a) Bowling Green behind the Cottage
    b) Level 1 of the Formal Gardens (just off the Living Room and Dining Room porches)

2. All tents and/or structures must be water barreled to ensure no damage occurs to the lawn, tree roots or underground electrical conduit. No staking of the ground or plantings is allowed.

3. Tents and/or structures must be placed in a manner that has no impact on existing trees, bushes, flower beds, etc. Tent and/or structure companies may not trim any of the Glenview Mansion trees, bushes, or flower beds.

4. Tents and/or structures must be set-up on the day of the event and either removed on that same day or early the next morning. The complete removal must be accomplished at least two hours prior to the next event's set-up time. The Civic Center Business Office and Civic Center Manager, without exception, must approve tent and/or structures set-ups and take-downs that do not fall within these perimeters.

5. The tent and/or structures set-up and take-down must be coordinated with the set-up needs for what is going under the tent (tables, chairs, dance floor, décor items, etc.). The Civic Center Business Office must be informed of this coordination plan before or at the time of the final walk through.

6. Tents and/or structures may not be set-up earlier than 6am or taken down after 9pm. Tent and/or structures set-up and take-down needs to be respectfully done within compliance to the noise ordinance. Quiet times are 9pm to 9am.

7. If a tent and/or structure is removed when it is dusk or dark outside, the company must provide the work lights needed to assist with a safe take-down of the tent and equipment.

8. Electrical power for tenting and/or structures Level 1 runs from the power box located on Level 2 of the Formal Gardens. Electrical power for tenting the Bowling Green runs from the basement of the Cottage. Please see "Electric Supply in Formal Gardens" for specifics.

a) Tent and/or structure companies must provide a generator with tent set-up for any electrical services, such as lighting, heating, cooling, fans, catering tent etc.

b) Other service providers under the tent and/or structures, such as catering, musical entertainment, bartender, etc. may also need to provide a generator for extra electrical power.

c) Lighting inside the tent and/or structures is required. Lighting outside of the tent and/or structure is suggested.

9. Due to health and safety requirements, any food or beverage set-ups must be placed either under the big tent or a smaller tent that is large enough to accommodate food and beverage preparation and service.

10. All musical entertainment must be placed under the big tent in order to comply with the City of Rockville noise ordinance of 55 decibels after 9pm. This noise ordinance equates to two people standing 10 feet from each other having a quiet conversation.

11. A hard floor must be installed for dancing in an effort to preserve the lawn.

12. Tents and/or structures behind the Cottage in the Bowling Green have no ADA access. Guests in wheelchairs are best driven to the site using the service drive from the theatre parking lot to this garden area. The restrooms in the basement of the Cottage are not ADA compliant.

13. The lawn in the tent and/or structure areas is easily damaged by the event of rainy weather. The condition of the lawn is not guaranteed for any tent rental use.

14. The client shall be fully responsible for, and shall indemnify and hold the city harmless, from any damage to or loss of objects or property belonging to the City of Rockville, and for any personal injury incurred during or as a result of such use.

ELECTRIC SUPPLY IN FORMAL GARDENS
COTTAGE BASEMENT (Tent and/or structures level behind cottage):
The power is accessible through a locked doorway on back side of the cottage; you must arrange for access to the key lock box to access the basement in advance and the key must be returned to the lock box promptly.

There are 4 separate 20 amp circuits available for event use located in the basement of the Cottage. There are 3 heavy power cords available to assist with running this power to tents and/or structures on the lawn. There is one cable run to be used on the sidewalk where the power cords must cross to support the tent and/or structure. Each 20-amp circuit is capable of 2400 watts of power total. Please plan to distribute your load between these circuits.

This is very limited power for most event needs. Typically, one line supports the lights in the tent and/or structures, one provides power to a DJ/music, and the third can assist with catering needs. If the event needs exceed this minimal power access, clients should plan on supplying a generator to support their total needs. NOTE: Often a single coffee Urn will take all the power for a single 2400 watt (20amp) circuit so it goes very quickly.

LEVEL TWO FORMAL GARDENS:
There is additional access to electricity via the power box in the Formal Gardens near Level Two. You must have a key to access the pad lock on the green power box or ask a facility supervisor to unlock the box for access. This location is to provide power to ceremonies on Level Two or musicians on Level Two or activities planned on the outdoor porch.

GLENVIEW MANSION GROUNDS

The following information is offered to help with planning for your event in the beautiful Formal Gardens at Glenview Mansion.

- Lighting illuminates the walkway from Glenview Mansion to the fountain, from the fountain area to the Bowling Green behind the Cottage as well as the walkway from the Bowling Green back up to main sidewalk between the mansion and the Cottage. These lights are on a timer and will automatically be part of every evening event.

- The fountain in lowest level of the Formal Gardens operates daily via a timer and runs morning through evening events. The fountain typically operates mid-March through early November.

- Electricity is accessible via a panel box on Level 2 of the Formal Gardens between Glenview Mansion and the fountain and on the Bowling Green from connections in the basement of the Cottage. Electricity from the Cottage's three (3) power cords is most commonly used to support a music set-up and to assist a caterer's needs. Additional needs must be met by a generator which the client must rent.

- The grounds of Glenview Mansion are not sprayed for insects. Individuals may spray/fog the Formal Gardens and Front Lawn during the contracted hours of an event.

- Maintenance of the Civic Center grounds, including the Formal Gardens and Front Lawn, includes weekly grass mowing as well as routine care for plantings throughout the year. The Civic Center grounds are a public park and poor weather can damage the fountain, lawns, grounds and plantings. Therefore, their condition is not guaranteed for any rental use.

- Decorative lights are allowed in the Formal Gardens but must be set-up and removed within the contracted hours of the event.

- No staking of equipment, lights or decorations is allowed on the property.

- Candles are allowed in the Formal Gardens if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be below the top of the container.

- Ceremony items such as decorative arches, columns, unity candle and table, etc. are welcome, but must be provided by the client.

- All rental equipment (tables, columns, arches, etc.) placed in the Formal Gardens for an event must be removed immediately following the event and within the contracted hours.

- Flower petals, rice, birdseed, glitter or confetti may not be used in Glenview Mansion or on the grounds during any part of your event.

- No pets are allowed inside Glenview Mansion, with the exception of service animals. If a ceremony tradition requires that an animal (e.g. horse) be brought to the property, Glenview staff must be consulted prior to any arrangements being made.

- Access to WIFI is provided inside Glenview Mansion and Glenview Mansion Cottage, as well as some areas in the Formal Gardens. The WIFI connection is not strong enough to download or stream data.

KITCHEN ACCOMMODATIONS

The kitchen of Glenview Mansion is licensed for heating and warming only, there is absolutely **NO COOKING** permitted. Frying or preparing food in any way that extends beyond heating and warming is not permitted. Open flame food containers or equipment that promotes "Cook-to Order" are strictly prohibited. Chafing dishes are acceptable.

Approval to accommodate outdoor grills will be made on a case-by-case basis by the Civic Center Business Office. Grills, if used, must be set-up on pavement at least 30' feet from the rear of Glenview Mansion.

KITCHEN EQUIPMENT

True:	Refrigerator (2 doors)
Traulsen:	Upright freezer (1 door)
AltoShaam:	Electric warming cabinets (2 independent units)
Hobart:	Standard range with 4 working hotplate burners (oven rack is 22"x25")
Fetco:	Coffee maker (thermos style brews half (36 cups) or full (75-cups)
Manitowoc:	Ice machine (produces 225 lbs. of full ice cubes per day; 80 lbs. storage bin)
Sinks:	1 deep washing station with 3 compartments (one spray nozzle)
	1 deep single sink
	1 hand washing station

BAR TABLE/BEVERAGE STATIONS

- Inside bar tables/beverage stations are permitted in the Arcade only. Outside bar table/beverage stations are permitted on the front porch, Living Room porch or under a tent, weather permitting.

- Only a licensed alcohol server is permitted to serve alcoholic beverages at an event.

- Red wine and purple/red beverages are allowed in Glenview Mansion, Glenview Mansion Cottage and Formal Gardens only if the $500 non-refundable fee has been added to your contract and paid through the Civic Center Business Office.

- If the red wine and purple/red beverages fee is added to the contract after the 120-day mark, it must be paid by credit card (Visa or MasterCard) if the event will take place within 30 days or less.

- Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid. **NO EXCEPTIONS WILL APPLY**.

- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

COURTESY LIST OF CATERERS & TENT PROVIDERS

Caterers on this list are some of the caterers who have worked successful events at Glenview Mansion. They are familiar with the rules, regulations and procedures related to catering at Glenview Mansion. **This courtesy list is for reference only**. You may choose a caterer from this list or you may bring your own licensed and insured caterer.

Catering Companies

Catering by Seasons	www.cateringbyseasons.com	301-477-3519
Chef's Table	www.tctcaterers.com	703-787-9222
Corcoran Caterers	www.corcorancaterers.com	301-588-9200
Elegancia Caters	www.eleganciacaters.com	301-770-1778
Eleven Courses Catering	www.elevencourses.com	410-459-6773
Putting on the Ritz	www.puttingontheritz.com	301-725-4220
Ridgewells Catering	www.ridgewellscatering.com	301-652-1515
Spilled Milk Catering	www.spilledmilkcatering.com	202-525-6455
Stone Soup Catering	www.stone-soup-catering.com	301-515-6998
Zeffert & Gold Catering	www.zeffertandgold.com	410-944-4481

Tent Rental Companies

A Grand Event (Bethesda, MD)	www.4agrandevent.com	301-231-8368
Allied Party Rentals (Beltsville, MD)	alliedpartyrentals.com	301-288-6026
Capital Party Rentals (Rockville, MD)	www.capitalpartyrentals.com	703-661-8290
Loane Brothers, Inc. (Towson, MD)	www.loanebrothers.com	410-823-6050
Select Event Rentals (Maryland)	www.weparty.com	301-604-2334

ATTACHMENT A: City of Rockville, MD Insurance Requirements
(For caterers, tent and/or structures providers)

These requirements are mandated by the City of Rockville, Maryland Department of Human Resources, Risk Management.

Prior to the execution of the contract by the City, the User must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The User's insurance shall be primary.

The User must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful User will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Mandatory Requirements for Insurance
User's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the User's insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation **2. Employers' Liability**	Bodily Injury by Accident: $100,000 each accident Bodily Injury by Disease: $500,000 policy limits Bodily Injury by Disease: $100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: $1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.

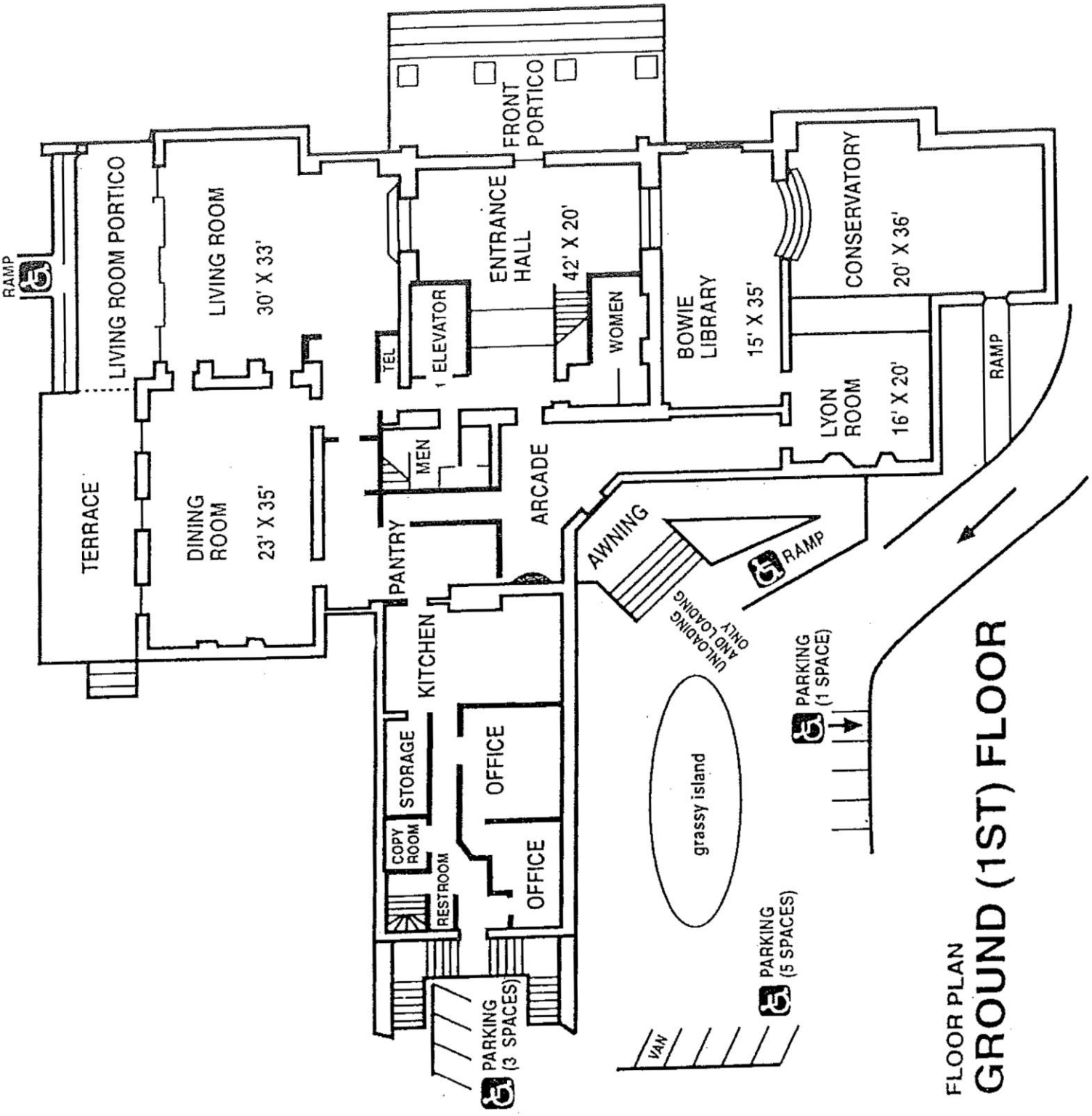
Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

Policy Cancellation
The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured
The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User's Commercial and Excess/Umbrella Insurance for liability arising out of User's products, goods, and services provided under this contract. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Subcontractors
All subcontractors shall meet the requirements of this Section before commencing work. In addition, User shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Certificate Holder
The Mayor and Council of Rockville
(Contract #, title)
City Hall
111 Maryland Avenue
Rockville, MD 20850


FLOOR PLAN
GROUND (1ST) FLOOR
RAMP
LIVING ROOM PORTICO
LIVING ROOM
30' X 33'
TERRACE
DINING ROOM
23' X 35'
TEL
1 ELEVATOR
ENTRANCE HALL
42' X 20'
FRONT PORTICO
WOMEN
MEN
PANTRY
ARCADE
BOWIE LIBRARY
15' X 35'
CONSERVATORY
20' X 36'
LYON ROOM
16' X 20'
RAMP
AWNING
UNLOADING AND LOADING ONLY
RAMP
KITCHEN
STORAGE
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RESTROOM
OFFICE
OFFICE
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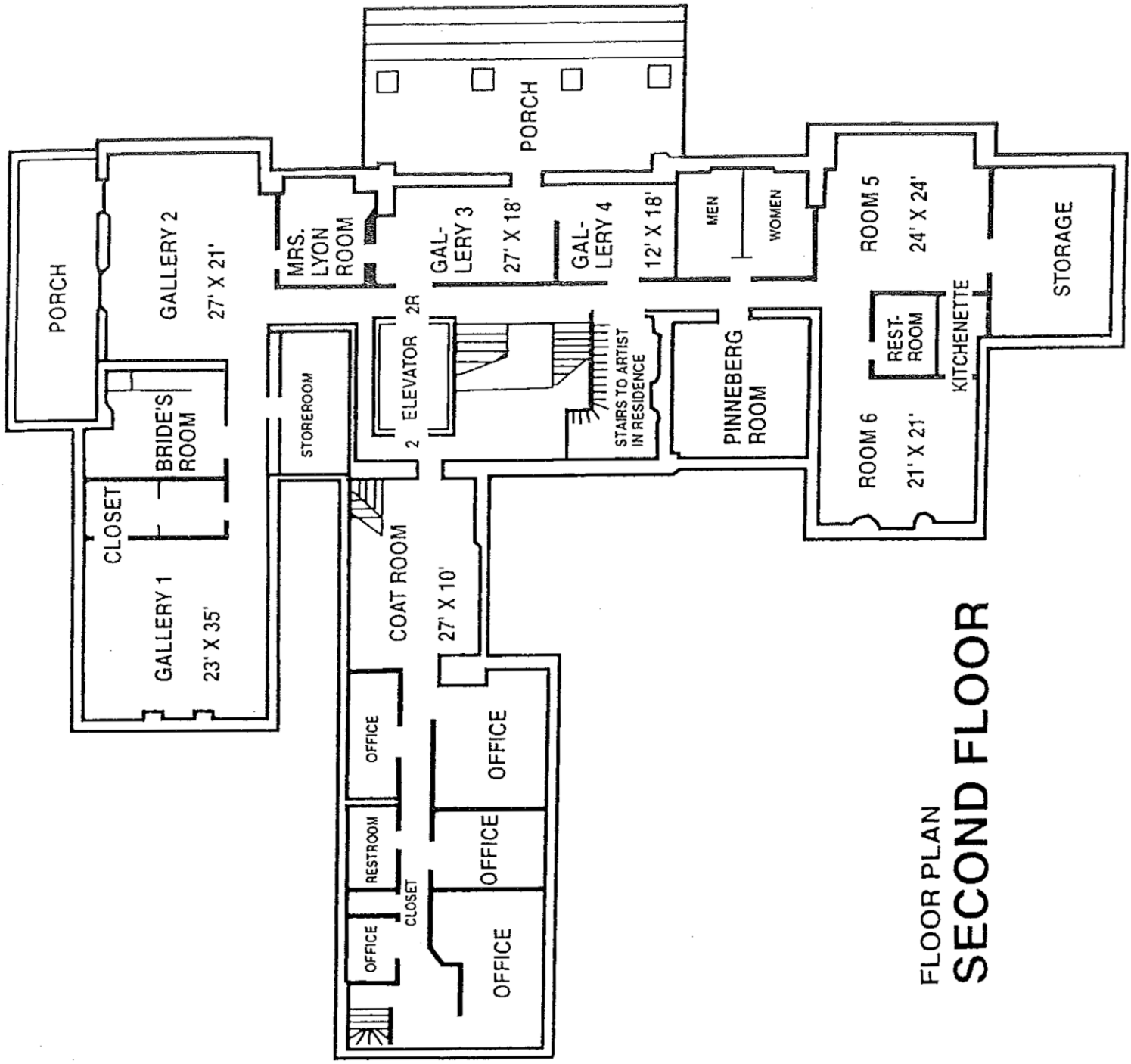
PARKING (5 SPACES)
PARKING (3 SPACES)
VAN



FLOOR PLAN
SECOND FLOOR