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. 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 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 – 4:30pm
(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. Tours are by appointment only and can be scheduled through the Civic Center Business Office at 240-314-8660 or glenview@rockvillemd.gov.

Nanette Belice – Office Manager
Sandra Christian – Rental Manager

All information in this packet is subject to change.

SOCIAL EVENT RENTAL RATES: Valid through June 30, 2018

( ) = Rental rate for each additional hour. One (1) hour minimum required.

MONDAY – THURSDAY	8-hour rental	10-hour rental**	6-hour rental
Rockville*	$2,500 ($312.50)	$3,125 ($320)	$1,875 ($312.50)
Non-Rockville	$2,900 ($362.50)	$3,625 ($360)	$2,175 ($362.50)

FRIDAY & SUNDAY	8-hour rental	10-hour rental**
Rockville*	$3,500 ($437.50)	$4,375 ($430)
Non- Rockville	$3,900 ($487.50)	$4,875 ($480)

SATURDAY	8-hour rental	10-hour rental**
Rockville*	$4,200 ($525)	$5,250 ($520)
Non-Rockville	$4,900 ($612.50)	$6,125 ($610)

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 contract balance is due at contract initialing and signing. No off-season discounts apply.

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

DOWN PAYMENT: 50% of rental rate (rental rates are listed above – 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)

WHITE RESIN GARDEN CHAIRS: $4.00 per chair (please see Wedding Ceremony Chairs section)

CHAMPAGNE CHIAVARI WOOD CHAIRS WITH IVORY HARD CUSHION: $7.00 per chair (please see Wedding Ceremony Chairs section)

THE GET READY PACKAGE: $250 per hour (please see The Get Ready Package section)

THE VENDOR PACKAGE: $375 per hour (please see The Vendor Package section)

GLENVIEW MANSION COTTAGE RATES: For $250 total, the Glenview Mansion Cottage can be rented during your contracted time when you book a 6-hour minimum social event at Glenview Mansion. For 10-hour rentals, the Cottage is complimentary during the hours of your contracted rental times. Maximum capacity for the Cottage is 25 people.

OFF-SEASON DISCOUNT: January, February and March rentals receive 30% off the above rental 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 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 section)

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 five (5) calendar days. Failure to initial and sign a contract and present the down payment before the close of business on the fifth day will result in the date becoming available to the public effective immediately.

ACCEPTABLE FORMS OF PAYMENT

Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, a $35 fee will apply.

ROCKVILLE RESIDENCY

Rockville resident rental 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 a contract for the couple using a Rockville rental rate. Proof of residency is required at contracting.

CONTRACTS & ADDENDUMS

All contracts include the entire use of Glenview Mansion: 2nd floor Art Gallery, The Mall (a.k.a. front lawn) and Formal Gardens for a social event restricted to the times indicated in the contract and/or addendum. Events can be contracted between the hours of 7:00am and 1:00am. A contract or addendum cannot start earlier than 7am or end past 1:00am. Our event tables and banquet chairs are complimentary. The white resin garden and Chiavari chairs are available for a fee per chair (please see Wedding Ceremony Chairs section).

Set-up & Clean-up:
An event must include 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 service providers/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.

Event Overtime:
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.

Change of Plans:
Any changes to the contract or addendum must be sent to the Civic Center Business Office by **12pm noon three (3) business days before the contracted event date**. Please send all requests and changes to glenview@rockvillemd.gov.

To Secure a Date:
A contract must be initialed, signed and returned to the Civic Center Business Office with the down payment of 50% of the rental rate. Only for non-profit contracts and/or addendums is the entire contract balance is due at contract signing. The contract balance, security deposit, red wine & purple/red beverage fee, get ready package, vendor package, chair fees, and any other outstanding fees

must be paid in full no later than 120 days prior to the date of the event. Any contract and/or addendum being executed at or after the 120-day mark must be paid in full at the time of contracting.

For Non-Company/Non-Organization Social Events (i.e. weddings, birthdays, anniversaries, etc.):
The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.

For Company/Organization Social Events (i.e. corporate events):
The organization name must appear on the contract and/or addendums. The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendums on behalf of the company or organization. The contract down payment, contract balance and addendums must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, money order or credit card.

Security Deposit:
A $750 security deposit must be paid as part of the contract balance at least 120 days prior to the event date. Money will be withheld from the security deposit for any property, grounds, furnishings, or equipment damages; arrival or departure outside of contracted hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville, Civic Center or Glenview Mansion policies and rules are not followed. The Civic Center Business Office determine fees.

If the security deposit is paid by personal check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the contract since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

Money can be withheld from the security deposit if any guest, vendor, client, support/service staff, caterer, tent and/or structure, subcontractor, etc. cause any property, grounds, furnishings, or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville, Civic Center or Glenview Mansion policies and rules are not followed. The Civic Center Business Office determine fees. 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 by the Civic Center Business Office staff 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. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Sometimes e-mails can get lost in spam folders – be sure to follow-up with a telephone call if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to glenview@rockvillemd.gov.

If the contract is cancelled more than 120 days prior to the event, Glenview Mansion retains the entire down payment, which is 50% of the rental rate.

If the contract is cancelled fewer than 120 days prior to the event, Glenview Mansion retains the entire rental rate. If Glenview Mansion receives a new social event on the contracted date for the same number of contract hours and the social event takes place, the entire down payment is retained and the remaining fees and security deposit are returned to the client. 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 contract balance.

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

FACILITY SUPERVISORS

At least one (1) Facility Supervisor will be on-site during the contracted time of the social event. The Facility Supervisor represents the City of Rockville and ensures that guests, vendors, and clients follow all rules and regulations while on-site. The Facility Supervisor will be on duty during the contracted hours to assist with house concerns, monitor restrooms, answer client questions, 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 logistical aspect of the event**.

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 caterer, tent and/or structure provider representative, contracted client(s) and Glenview Mansion staff must all be present. The final walk through should take place no less than 30 days prior to the event. The final walk through must take place **Monday through Thursday between the hours of 9am – 4pm and are available by appointment only**.

During the final walk through, a Plan B set-up for the interior of Glenview Mansion only, will be created with the client(s), 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 before the contracted event date**. If the client(s) decide to go with the Plan B set-up after 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 the final walk through documents 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).

Please send all requests and changes to glenview@rockvillemd.gov.

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 The Mall 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. 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 keep your rehearsal to your allotted time.

SPECIAL PACKAGES

The Get Ready Package – $250 per hour w/ a minimum of 1 hour:
We offer The Get Ready package to allow members of the wedding party to get hair/make-up and dressed in the following locations: Art Gallery (Dressing Room, Gallery Room 5, and Gallery Room 6) and Cottage. No guests, deliveries, vendors and/or set-up of the inside of Glenview Mansion, Cottage or the grounds are allowed during this timeframe. Glenview Mansion and/or the Cottage will be open for the wedding party to get ready only and then closed again after arrival. All other services must take place during your contracted rental period.

The Vendor Package - $375 per hour with a minimum of 1 hour:
We offer The Vendor Package to allow vendors and deliveries to arrive on-site before the contracted rental period only to begin set-up and decoration of Glenview Mansion, Cottage and/or grounds. Your rented Glenview Mansion wedding ceremony chairs, our event tables, and chairs (banquet, white resin garden or Chiavari chairs) will be set-up by the time package begins. No guests, formal events, cocktail hour, wedding ceremony and/or reception activities are allowed inside Glenview Mansion, Cottage, and/or the grounds during this timeframe. In addition, the wedding party is not allowed to get ready on-site during this timeframe.

NO EXCEPTIONS APPLY: Not adhering to The Get Ready Package and The Vendor Package policies will result in the collection of the additional hour balance for your rental rate to be withheld from your security deposit. 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.

EVENT TABLES & CHAIRS TYPES AND QUANTITIES

Complimentary:
Qty. 118 Banquet chairs (for inside Glenview Mansion only – not allowed on the porches)

Rectangular event tables:
Qty. 15 (6’ x 30”) tables with 30” drop (can seat 6 people)
Qty. 7 (6’ x 18”) tables with 30” drop (can seat 6 people)

Round event tables:
Qty. 10 (22”w x 42”h) cabaret tables with 42” drop (accommodates two people standing)
Qty. 7 (3’) tables with 30” drop (can seat 4 people)
Qty. 12 (4’) tables with 30” drop (can seat 6 people)
Qty. 8 (5’) tables with 30” drop (can seat 8-10 people)

Specialty event tables:

Qty. 6	Crescent buffet tables with 30" drop
Qty. 2	(60") half-round buffet tables with 30" drop

$7.00 per chair:

Qty. 175	Champagne Chiavari wood chair with ivory hard cushion for indoor and 1st floor porch seating only

$4.00 per chair:

Qty. 200	White resin garden chairs for outdoor wedding ceremony use only
Qty. 70	White resin garden chairs for indoor wedding ceremony use only
Qty. 40	White resin garden chairs for 1st floor porch seating only

WEDDING CEREMONY CHAIRS

If the wedding ceremony chair fee is added to the contract 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard).

Indoor Wedding Ceremony Chairs:
Glenview Mansion can set-up the Conservatory for an indoor wedding ceremony with banquet chairs (complimentary), white resin garden chairs (fee) or Chiavari chairs (fee). You can also rent your own chairs through an outside provider. Up to 70 guests can be seated using our banquet chairs and up to 75 guests can be seated using our white resin garden or Chiavari chairs. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand.

Outdoor Wedding Ceremony Chairs:
Glenview Mansion offers the rental of up to 200 white resin garden chairs for outdoor wedding ceremonies in our Formal Gardens. Our Chiavari chairs are not available for outdoor use in the Formal Gardens. Our staff can set-up the ceremony chairs by the start of your contracted time or later in your contract, if you wish. Immediately following the ceremony, the chairs will be removed and put away. Glenview Mansion wedding ceremony chairs cannot be used for the cocktail hour or reception. You can also rent your own chairs through an outside provider.

Glenview Mansion's Chiavari chairs are **not** available for outdoor use in the Formal Gardens; they can only be used inside the home and on the 1st floor porches. You are welcome to rent Chiavari chairs for outdoor use in the Formal Gardens from an outside provider.

Change of Plans:
Any changes to the chair count must be sent to the Civic Center Business Office by **12pm noon three (3) business days** before the contracted event date. After this deadline, the chair count and payment is final. Please send changes to your ceremony chair count to glenview@rockvillemd.gov.

If you decide to move to Plan B and have your wedding ceremony inside the Conservatory of Glenview Mansion, we will refund you the chair quantity difference if the white resin garden chairs are being used.

If you increase the ceremony chair count on the day of your event, regardless if it is an indoor or outdoor wedding ceremony, we will take the payment out of your security deposit. If the $750 security deposit is not enough to cover the increased ceremony chair count, the client will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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 location or 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 Glenview Mansion or ceremony chairs were set-up on The Mall and now need to be moved to Level 2), there will be a **$500 flat fee**.

FORMAL GARDENS & GROUNDS + OUTDOOR WEDDING CEREMONY

The Mall (a.k.a. front lawn): This is the first amazing view of Glenview Mansion and its surrounding grounds that your guests will see when they arrive for your event. We do not allow tenting or event tables and chairs to be set-up on this section of the grounds. However, we allow outdoor wedding ceremonies to take place on The Mall. **This space can accommodate a wedding ceremony with up to 200 white resin garden chairs or Chivari chairs**.

You can rent the white resin garden chairs from Glenview Mansion for an outdoor wedding ceremony. Chiavari chairs for outdoor use in the Formal Garden must be rented through an outside provider.

Formal Gardens: There are six (6) different levels and/or areas of our Formal Gardens that you and your guests can access on your special day.

Level 1:	Located right off the Living Room and Dining Room porches, this area can be tented as an extension of Glenview Mansion for extra space and seating up to 100 guests. Wedding ceremonies in this space is prohibited.
Level 2:	There is an accessible utility box for electricity hidden by the boxwoods. **This space can accommodate wedding ceremonies with up to 150 white resin garden chairs and 160 Chiavari chairs**.
Level 3:	A rolling green space that that leads to our fountain. No formal set-up of any kind is permitted on this level due to uneven ground.
Level 4:	**This space can accommodate intimate wedding ceremonies with up to 25 white resin garden chairs or Chiavari chairs**.
Rose Gardens:	The Pinneberg Rose Garden features a beautiful sundial and lovely foliage and flowers.
Bowling Green:	A wide-open green space perfect for tenting and seating up to 200 guests. **This space can accommodate wedding ceremonies with up to 200 white resin garden chairs or Chiavari chairs**.
Cottage:	The Cottage can be used as a dressing room, play area for adult-supervised children or headquarters for your event team. It can accommodate a maximum of 25 people. Up to four (4) 4' round tables with six (6) chairs each can be placed in this space, plus up to two (2) 6' rectangle tables in the sunroom for food.

More Information about the Formal Gardens:

- 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.

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

- Maintenance of the Civic Center grounds, including the Formal Gardens and The Mall, 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 and/or other factors can damage the fountain, lawns, ground, trees, boxwoods, and plantings. Therefore, their condition is not guaranteed for any rental use.

- All music will be monitored to ensure compliance to decibel levels stated in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All guests, clients, and vendors must comply if requested to lower their volume by City of Rockville staff. By 9pm, decibel levels must be 55 decibels or lower.

NO EXCEPTIONS APPLY: There is a $300 charge if your event violates the City of Rockville Noise Ordinance and/or results in a citation by police. City of Rockville staff will monitor all noise levels and guests, clients, and vendors must comply immediately with staff requests to reduce the decibel levels or stop the noise completely. Non-compliance may result in outdoor music or other noise being turned off by City of Rockville 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.

- Want to tent the Formal Gardens? Please see the Tenting and Structure Policy section.

SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION

The maximum capacity for Glenview Mansion and its grounds is 225 people, which means up to 200 guests and 25 support staff/vendors. The maximum capacity for the Glenview Mansion Cottage is 25 people.

NO EXCEPTIONS APPLY: There is a $750 charge if your event violates our maximum capacities. 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.

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.

Rental Tables and Chairs:
We allow rental event tables and chairs inside Glenview Mansion and outside on the property. Any set-ups on The Mall is strictly prohibited except for chairs for outdoor wedding ceremonies only. For any tables and chairs that are larger than the event tables and chairs we offer at no charge to our clients, the Civic Center Manager must give approval 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, especially during inclement weather. Glenview Mansion staff will not sign off on any paperwork for rental company deliveries or pick-ups

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 75 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 75 guests using our white resin garden or Chiavari chairs for an indoor ceremony.
- Dancing must take place in the Conservatory; no other social rooms can be used for dancing.
- 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.

Bowie Library – Seats up to 12 guests at event tables
- Accommodates up to 12 guests seated at event tables.
- For seating, 3' round event tables are allowed in this space only.
- 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 are allowed in this space only.
- 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.

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.

Living Room – Seats up to 60 guests at event tables
- The Living Room can accommodate up to 60 guests seated at event tables.

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.
- Our complimentary banquet chairs are not allowed on the porches.
- Our white resin garden and Chiavari chairs are allowed on the porches for a per chair fee.

- Rentals from outside providers are welcome.
- Any tables and chairs on the porches must be set-up and 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.

Other Important Information about Glenview Mansion and Cottage:

- Glenview Mansion and the Cottage has heating and air conditioning. Each year, the City of Rockville turns on the heat on November 1 and the air conditioning on April 1. Temperature settings in each room of Glenview Mansion and Cottage are pre-determined by the City of Rockville and cannot be adjusted by on-site staff.

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

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 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only is allowed.

NO EXCEPTIONS WILL APPLY: If red wine and purple/red beverages are served on the property and grounds and the fee has not been paid, then a $500 charge will apply. 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.

VENDOR INFORMATION

All vendors who work on City of Rockville property are required to have an operating license and certificate of insurance. This includes caterers, restaurants, support staff, bartenders, DJs, live bands, tent and structure providers, florists, 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.

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.

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. Please contact Montgomery County Health and Human Services Licensure Services office at 240-777-3986 for information and application forms.

Caterers and Support Staff:
There are no preferred caterers at Glenview Mansion – any caterer is welcome if they meet our insurance and licensing requirements.

Caterers and/or support staff are responsible for all food related service, set-up, and clean-up. This includes restoring the kitchen to a clean condition, busing all areas of Glenview Mansion and grounds, removing of all trash and recycling to the appropriate containers outside, removing all food and equipment brought on-site, wiping off the kitchen counter tops and mopping the kitchen floors.

Caterers, restaurants, and support staff 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 before or during your final walk through as a reiteration of these policies. If a restaurant is dropping off food for the event, the client must sign the Caterer Responsibilities Agreement before or during the final walk through and assume responsibility for the duties.

The Caterer Responsibilities Agreement must be adhered to by all the guests, clients, vendors, subcontractors, etc., when applicable.

NO EXCEPTIONS APPLY: Caterers and restaurants may be contracted to drop-off food to events. However, additional support staff must be hired to set-up, serve, bus and clean-up. Excessive cleaning by City of Rockville staff will result in a $300 charge. 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.

Caterer Responsibilities Agreement:

- 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 Glenview Mansion, Cottage and grounds are used during your function.

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

- 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.

- 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.

- If the client decides 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.

- 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.

- Caterer and/or support staff is responsible to take down and put away chairs in the Conservatory after indoor wedding ceremonies. The Chiavari chairs must be recovered with the chair protectors.

- Caterer and/or support staff is responsible to set-up, breakdown, and move back inside Glenview Mansion event tables and chairs used on the Living Room, Dining Room, and Front Porches. The Chiavari chairs must be recovered with the chair protectors.

- Outdoor wedding ceremony chairs (if rented from Glenview Mansion) are used for the wedding ceremony only and cannot be used for other portions of the event, such as cocktail hour, reception, etc.

- Food and beverages are prohibited in the Art Gallery.

- 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 open flame or tapered candles. Candles are restricted to votives, floaters and lanterns. Candles are allowed in Glenview Mansion and 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 within the container. No candles are allowed in the Cottage.

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

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

- Tenting and event table and chair set-ups on The Mall is prohibited.

- No pets are allowed inside Glenview Mansion or Cottage except for service animals.

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

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

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

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

- 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 our walls or ceilings.

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

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

EVENT RELATED DELIVERIES AND PICK-UPS

Within or outside of the rental period indicated on the contract and/or addendum, any items, goods, equipment, and/or event supplies delivered, used, or left behind on any area of the Civic Center Park 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.

The Glenview Mansion basement is available for short-term storage for the following items only: Small decorations, beverages, and favors. We will not accept rental tables/chairs, food, clothing, flowers, tenting or large decorations in pre-delivery. All pre-deliveries and pick-up of event supplies must be scheduled through the Civic Center Business Office or at your final walk through appointment with Glenview Mansion staff in advance of your event. Pre-deliveries must take place **Monday through Friday between the hours of 9am – 4pm**.

All other deliveries and pick-up of event supplies and rental equipment must be completed during contracted rental time. If something happens and the rental equipment will not be picked up during the contracted time, all equipment and event supplies must be moved immediately to the Glenview Mansion basement for storage by the catering and/or support staff with guidance from City of Rockville

Facility Supervisor(s). Dishes, glasses, utensils, etc. must be put in a sealed container or placed in double trash bags for storage. Pick-up of the left behind items by the rental company must occur on the next business day the Civic Center Business Office is open.

NO EXCEPTIONS WILL APPLY: If any items are stored on our property after the event ends, a $300 storage fee will apply. If the equipment is not moved to the basement by catering and/or support staff and is left for City of Rockville staff to handle, a $500 storage and labor fee will apply. 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.

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 50' 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

TENTING AND STRUCTURE POLICY

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

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

- Tents and/or structures are not allowed on The Mall.

NO EXCEPTIONS APPLY: Installing tents and/or structures on The Mall (a.k.a. front lawn) will result in the retention of the entire $750 security deposit. 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

    - 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.

    - 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.

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

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

- All musical entertainment must be placed under the main tent (not the catering tent) 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.

- A hard floor must be installed for dancing to preserve the lawn.

- 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.

- 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.

- 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 because 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 to supply 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 2 of 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.

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
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
Main Event Caterers	maineventcaterers.com (no www)	703-820-2028
Putting on the Ritz	www.puttingontheritz.com	301-725-4220
Ridgewells Catering	www.ridgewellscatering.com	301-652-1515
Seven Seas Chinese Restaurant	www.sevenseasrestaurant.com	301-770-5020
Spilled Milk Catering	www.spilledmilkcatering.com	202-525-6455
Stone Soup Catering	www.stone-soup-catering.com	301-515-6998
To Your Taste	www.toyourtastecatering.com	703-539-8646

Woodlyn's Catering	woodlynscatering.com (no www)	301-231-9885
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 (no www)	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
Sugar Plum Tents (Boyds, MD)	www.sugarplumtents.com	301-869-2054

ATTACHMENT A: City of Rockville, MD Insurance Requirements

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.

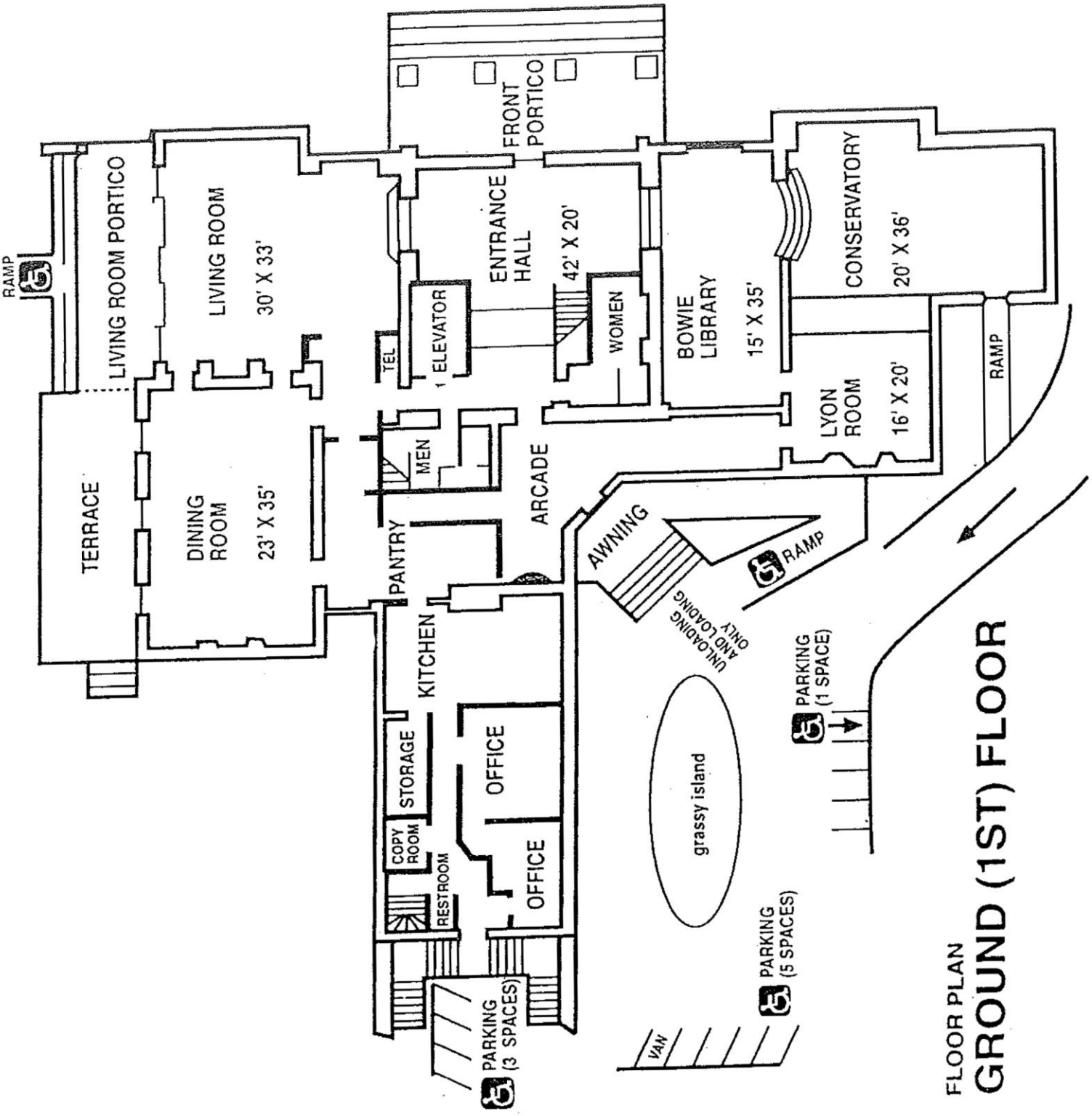
Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

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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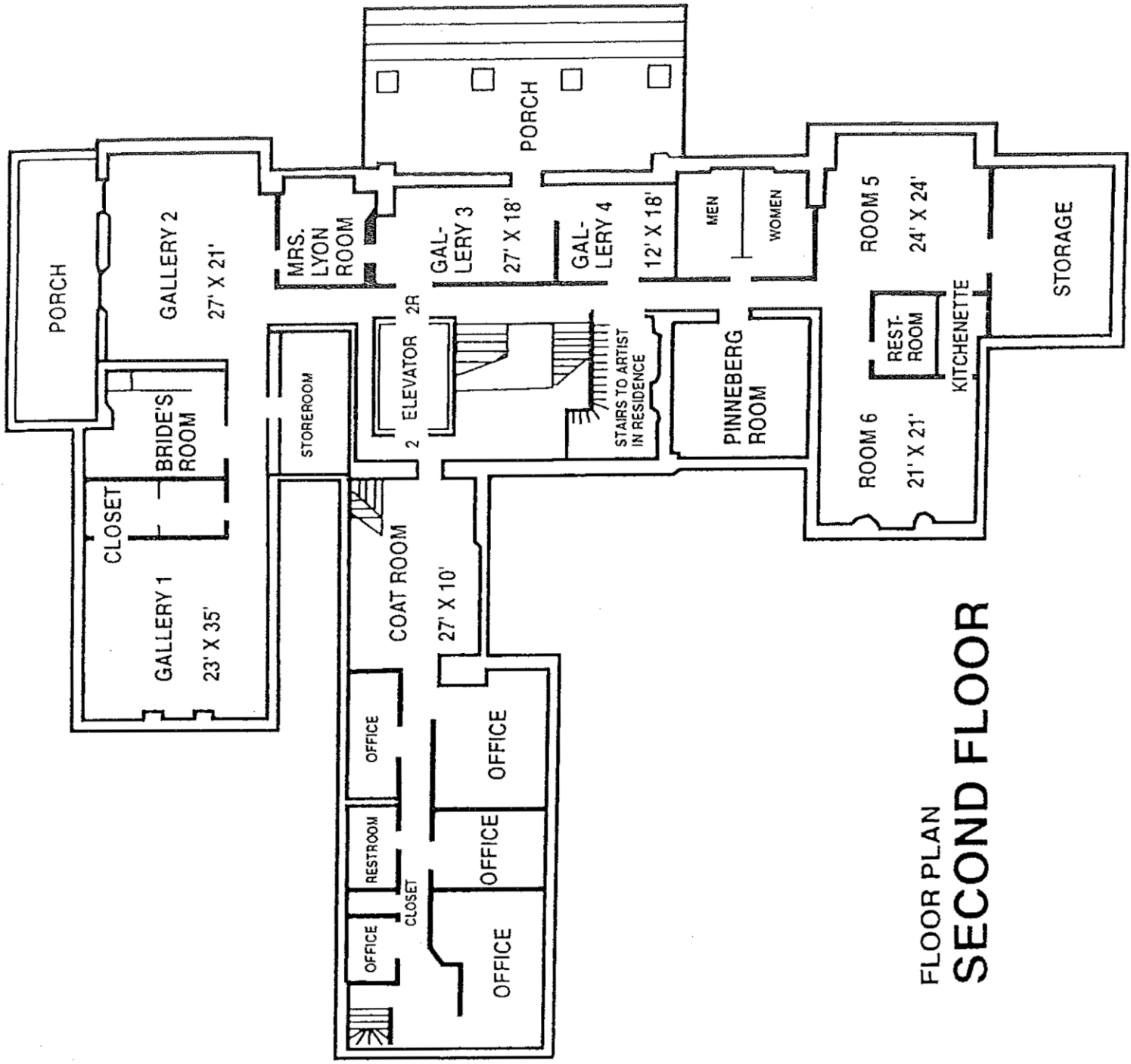
PARKING (3 SPACES)
VAN



FLOOR PLAN
SECOND FLOOR