



# Civic Center Conference Information Packet

## Rates valid through June 30, 2022

City of Rockville, Maryland  
Glenview Mansion at Rockville Civic Center Park  
Civic Center Business Office  
603 Edmonston Drive, Rockville, MD 20851  
Phone: (240) 314-8660 | Fax: (240) 314-8669  
E-mail: [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov)

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**Rockville Civic Center Park**, *has many unique facilities available for weekday conferences and meetings, including Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre, and Social Hall. Owned and operated by the City of Rockville, Maryland.*

### **CIVIC CENTER BUSINESS OFFICE HOURS**

Monday through Friday 8:30am – 5:00pm  
Closed for staff lunch from 1pm – 2pm  
(All times listed within this information packet are in Eastern Standard Time)

### **RENTAL TOURS**

Personalized tours of the Civic Center 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 [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov).

**All information in this packet is subject to change.**

## **COVID-19 HEALTH AND SAFETY**

City properties and staff function under current [Montgomery County](#) and [City](#) COVID-19-related executive orders, health officer directives, and regulations. All COVID-19 mandates are subject to change at any time.

- Help keep everyone safe. Do not come to any City of Rockville property if you are sick with any COVID-19 or cold/flu-like symptoms, are otherwise instructed to remain at home, or came into contact or share a home with anyone who tested positive for COVID-19 or is exhibiting COVID-19 or cold/flu-like symptoms.

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## **GENERAL INFORMATION**

- Fees and services apply Monday – Friday for daytime conference rentals until 5pm only. Friday conference rentals may be limited to an earlier end time due to other rentals.
- Tables and chairs will be provided and set-up by the facility. Renter is responsible for table linens, if desired.
- There may be other rentals simultaneously scheduled in the facility. Please inform attendees as to which areas are available for use per contract.
- To protect the surfaces in all our facilities, renters must utilize painters' tape to post flipchart papers or signs. **Regular masking tape or scotch tape is strictly prohibited.**
- Renters must provide their own paper, pens, and other conference materials.
- We work with two (2) catering companies on all food and beverage orders: **The Bean Bag** and **Woodlyn's Catering**. Their menus are included in this information packet.

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## **ROCKVILLE RESIDENCY**

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The contract must be in the name of the Rockville resident(s). Proof of residency is required at contracting and includes driver's license, lease agreement, deed to house, utility bill, and homeowner or renter's insurance. Rockville resident rental rate is only available at the time of booking.

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## **TO RENT WITH US**

All rental contract holders must:

- Be at least 18 years old of age
- Have a valid form of ID
- Ensure the name on the valid form of ID matches the name(s) on the contract

The contract and/or addendum holder is the main point of contact during the contracted rental period and is the only person who can make changes to an existing contract and/or addendum. With a request made in writing, the contract holder may grant City of Rockville staff permission to discuss by telephone or e-mail the contract, addendum, or rental details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.). Please send all requests to [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov).

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## **MAXIMUM CAPACITIES**

The maximum capacity for each facility is included in the information packet.

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## **HOLD POLICY**

Contracting an available date 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 contract payment in full before the close of business on the fifth day will result in the date becoming available to the public effective immediately.

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## **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.

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## **CONTRACTS & ADDENDUMS**

All set-up time, conference time, and clean-up time must be included in the paid rental period.

### **Change of Plans to Contract and/or Addendum:**

Any changes to the contract or addendum must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the contracted event date**. All catering orders for your conference should be submitted to the Civic Center Business Office at **least two (2) weeks prior to your contracted event date**. Any catering changes must be made at **least three (3) business days prior to the event date**. Please send all requests and changes to [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov).

### **To Secure a Date:**

A contract must be initialed, signed and returned to the Civic Center Business Office with a full payment of the total contract amount.

### **For Non-Company/Non-Organization:**

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:**

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 addendum 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 refundable security deposit must be paid as part of the contract. The specific security deposit amount for each facility is indicated below in the information packet.

Money can be withheld from the security deposit if any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure, subcontractor, etc. causes 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 and/or Civic Center Park policies and rules are not followed. The Civic Center Business Office determine fees. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

If the security deposit is paid by 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.

**PLEASE NOTE:** Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the contract by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

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**CANCELLATION POLICY**

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. Be sure to follow-up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov).

A 50% cancellation fee will be charged if the conference is cancelled more than seven (7) calendar days prior to the date of the conference. All contracted fees, including food service charges, are forfeited if the cancellation occurs seven (7) calendar days or less prior to the date of the conference.

A 10% change of date fee of the total contracted amount will be charged to reschedule the conference, pending date availability.

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**INDEMNIFICATION**

Contract holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Contract holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the contract holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Contract holders, guests, and vendors waives all rights and claims against the City

of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental contract and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of contract holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the contract holder, its agents, servants, employees or invitees. All personal property of contract holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its (their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of contract holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the City of Rockville cancels the contract and/or addendum for any unforeseen reason, the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

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### **HOLIDAY SURCHARGE**

There is a \$1,000 surcharge added to any rental rate at the Civic Center on a holiday, regardless of the number of hours contracted. Holidays are Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Rentals on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day depend upon staff availability.

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<b><u>GLENVIEW MANSION</u></b>
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#### **Area "A" (1<sup>st</sup> floor)**

- Includes use of the Dining Room, Living Room, outside porch and terrace
- WIFI access available
- Maximum 50 attendees
- Shared Main and Lower Foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

#### **Area "B" (1<sup>st</sup> floor)**

- Includes use of the Conservatory, Library & Lyon Room
- WIFI access available
- Maximum 70 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

### **Area “C” (2<sup>nd</sup> floor)**

- Includes use of Conference Room 5 and Conference Room 6 separated by a kitchenette
- Maximum 10 attendees for Conference Room 5 and 12 attendees for Conference Room 6
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

### **COTTAGE**

- Located in the Formal Gardens of Glenview Mansion
- Includes one (1) room, access to kitchenette and one unisex restroom
- Maximum 25 attendees depending on set up needs
- WIFI access available, no conference phone available
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

### **F. SCOTT FITZGERALD THEATRE**

- Includes use of the auditorium, lobby for registration and a concession area
- Four (4) hour minimum rental. Extra hours are charged at the per hour rate
- Maximum 446 persons
- Basic sound and lighting package provided by house technician; WIFI available
- Additional technical support available at \$50 per hour (minimum 4 hours)
- The Box Office located in the lobby is open to the public Tuesday – Saturday from 2pm – 7pm
- \$500 security deposit required in addition to total contracted amount

<u>Monday – Wednesday</u>	<u>Four-Hour Block</u>
Non-Rockville	\$245 per hour
Rockville	\$215 per hour

<u>Thursday &amp; Friday</u>	<u>Four-Hour Block</u>
Non-Rockville	\$395 per hour
Rockville	\$340 per hour

### **SOCIAL HALL**

- Located on the lower level of the F. Scott Fitzgerald Theatre
- Four (4) hour minimum rental

- Includes one large room with tables and chairs with WIFI access
- Includes use of kitchen area – refrigerator, sink, countertop space and a heating/warming convection oven (no top burners)
- Maximum 200 persons
- \$500 security deposit required in addition to total contracted amount

<u>Monday – Thursday</u>	<u>Four Hour Block</u>
Non-Rockville	\$250 / per hour
Rockville	\$200 / per hour

<u>Friday</u>	<u>Four Hour Block</u>
Non-Rockville	\$350 / per hour
Rockville	\$300 / per hour

### ADDITIONAL FEES & SERVICES FOR DAYTIME CONFERENCES

For events exceeding 70 people at the F. Scott Fitzgerald Theatre and Social Hall, the renter is responsible to contract with an independent catering company. A list of caterers familiar with the facilities is attached to this packet. **No potluck or homemade food is permitted on-site.** These services are available for Glenview Mansion, Cottage, and for rentals of less than 70 people in the F. Scott Fitzgerald Theatre and Social Hall:

Coffee/Tea Set-up (30 cups)	\$35.00
Coffee/Tea Set-up (72 cups)	\$75.00
Canned Soda (Regular, Diet)	\$1.50 each
Purified Bottled Water	\$1.50 each

This service is only available for Glenview Mansion and Cottage:

Kitchen Use/Food Fee	\$80.00 (or if group is contracting a licensed and insured caterer)
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### AUDIO/VISUAL EQUIPMENT

The following audio/visual packages and individual items are available at all Civic Center daytime conference facilities. All audio/visual equipment items are subject to availability.

Package 1 – not available in the F. Scott Fitzgerald Theatre:

LCD projector, split-level projector/laptop stand, screen and extension cord	\$100
<b>THIS SYSTEM IS NOT COMPATIBLE WITH APPLE. IF USING A MAC, PLEASE BRING YOUR OWN CONNECTOR CABLES.</b>	

Package 2 – only available in the F. Scott Fitzgerald Theatre:

LCD front projector with screen (ceiling mounted at back of house)	\$200
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Package 3:

80" flat screen television, split-level projector/laptop stand and extension cord	\$100
<b>THIS SYSTEM IS AVAILABLE IN THE SOCIAL HALL ONLY.</b>	

Package 4:

Stand-up floor podium with built-in microphone/amplification system	\$50
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Package 5:

Projector stand, screen and extension cord	\$30
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Package 6:

One standing easel with flipchart paper, markers, and “blue” painters tape for hanging flipchart paper on the walls (up to 6 easels and flipchart paper available) \$25

**Individual Items:**

Cisco conference phone	\$25
Projector Stand	\$15
Screen	\$15
Second pad of flipchart paper (up to 6 available)	\$10
Extension Cord (up to 3 available)	\$5
Roll of Blue Painter’s Tape (does not damage wall surfaces)	\$5
Standing floor easel (up to 6 available)	\$5
Wireless Internet (Mansion Area A & Area B only)	\$0

<b>CONFERENCE CATERING MENUS</b>
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The following information applies to conferences and meetings for 70 persons or less. If your conference is for more than 70 people, you will need to work with an independent catering company for your food service needs.

All food and beverage orders for your conference should be submitted to the Civic Center Business Office at least two (2) weeks prior to your contracted event date. Any catering changes must be made at least three (3) business days prior to the event date. Please send all requests and changes to [conference@rockvillemd.gov](mailto:conference@rockvillemd.gov).

Modifications to the menu selections are not possible. Please contact the Civic Center Business Office for special dietary needs options. All condiments are served on the side.

<b>THE BEAN BAG MENU</b>
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**BREAKFAST**

(Minimum 10 people unless otherwise noted, pricing does not include sales tax & delivery charges)

**#1 Continental** **\$8.99 per person**  
w/ Assorted Fresh Muffins displayed w/ fresh fruits and berries & Bottled OJ

**#2 Continental Plus** **\$10.95 per person**  
w/ Assorted Fresh Bagels, Muffins & Pastries. Fresh Fruit Salad and Bottled OJ

**#3 Deluxe Special** **\$12.99 per person**  
w/ Assorted Mini Quiche (3pp) w/ Fresh Bacon or Sausage, Assorted Sweet Breads and Bottled Juices

**#4 Complete Breakfast Buffet** **\$13.00 per person**  
Let us prepare a presentation of fresh scrambled eggs, roasted breakfast potatoes, Boars Head bacon, assorted bagels, croissants and multi-grain breads

**#5 Smoked Nova & Whitefish Salad Platter** **\$17.99 per person**  
Thinly Sliced Nova, Chunky White Fish Salad, beautifully displayed with sliced Swiss and Muenster cheeses, assorted cream cheeses and lots of fresh sliced tomato, onion, cucumber, capers and fresh Bethesda Bagels



### **Ultimate Omelette Bar**

**\$17.95 per person, minimum 35 people**

Omelettes made-to-order with fresh jumbo eggs or egg whites. Guests can choose from a wide variety of ingredients including shredded cheddar and mozzarella cheeses, diced fresh tomatoes, salsa, mushrooms, onion, bacon, Boar's Head maple honey ham and more. Includes assorted bagels, cream cheese, butter and jelly. Price includes set-up and 2 hours of service.

### **ADD-ONS**

Fresh Fruit Platter (minimum 8 people)

**\$6.49 per person**

Fresh brewed coffee (serves 8-10 people)

**\$24.50 per urn or box**

Hot Tea (serves 8-10 people)

**\$24.50 per urn or box**

Assorted fruit juices

**\$3.29 per person**

### **BEAN BAG SANDWICHES**

#### **Boxed Lunches**

**\$14.99 per box**

We will fill your individual boxes with a Traditional Deli Sandwich that we will choose from the following assortment (turkey, roast beef, ham & cheese, tuna salad, chicken salad & vegetarian options), bag of potato chips or pretzels, a freshly baked chocolate chip or oatmeal raisin cookie or a blondie or brownie.

- Includes a soda or water.
- Substitute for the chips a serving of pasta, potato salad or coleslaw for \$1.50 each.
- Choose a signature sandwich from our menu for an additional \$1.50 each.
- Customize your box (you choose your assortment) for an additional \$2.00 each.

#### **The Sandwich Platter**

**\$13.99 per person, minimum 8 people**

A wonderful assortment of Traditional Deli Sandwiches including roast beef, turkey breast, chicken salad, tuna salad, ham & cheese and vegetarian. Served with fresh salad of the day and pickles. Want this on wraps instead of bread? Just ask!

#### **The Colossal Sandwich Platter**

**\$15.99 per person, minimum 8 people**

This platter of our Signature Sandwiches may include a selection of our most popular creations (The Georgetown, The Swedish Treat, Gerri's Delight, Bean Bag Sub and Roast Beef and Hot Horseradish Cheddar). Served with fresh salad of the day and pickles. Want this on wraps instead of bread? Just ask!

#### **The Super Salad Platter**

**\$15.99 per person, minimum 8 people**

A combination of our signature salads including our mayonnaise-free chicken salad, Bean Bag tuna salad, fresh pasta salad, a mixed greens salad and our freshly baked bread.

#### **Our Famous Deli Platter**

**\$13.99 per person, minimum 8 people**

A collection of our quality meats and cheeses, complete with fresh salad of the day, kosher dill pickles and freshly baked breads. Includes mustard, mayonnaise and Russian dressing. Add some chicken salad or tuna salad for an additional \$2.00 per person.

#### **Bean Bag Ultimate Subs**

**Pricing below**

A spectacle on a roll! Be sure to call ahead; ultimate subs require two (2) days' notice, Monday-Friday. Order Thursday for Saturday, Sunday or Monday.

**3-Foot Ultimate Sub serves 10-15 people**

**\$99.99 per person**

**5-Foot Ultimate Sub serves 20-25 people**

**\$129.99 per person**

### **ADD-ONS**

Fresh Fruit Platter (minimum 8 people)

**\$6.49 per person**

Beautiful arrangement of seasonal fruits which may include sliced honeydew, cantaloupe, watermelon & pineapple, with grapes and berries.

**Bethesda's Best Cookie and Brownie Platter**

**\$3.99 per person, minimum 8 people**

(2 items per person)

Featuring our famous chocolate chip & oatmeal raisin cookies.

**Bottled sodas**

**\$1.89 – \$2.29 per bottle**

20oz coke products, iced teas and water available

The Bean Bag takes care of everything! From setup to preparation to breakdown, The Bean Bag handles every detail of service.

**We gladly provide plates, napkins and silverware upon request. Equipment rentals, servers, baristas and bartenders are always available.**