# 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.**

## WEDDING AND SOCIAL EVENT RENTAL RATES: Valid July 1, 2019 to June 30, 2020

( ) = Rental rate for each additional hour – one 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) |

**OFF-SEASON DISCOUNT: January, February and March rentals** receive 30% off the social event rental rates.

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

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## NON-PROFIT SOCIAL EVENT RENTAL RATES: Valid July 1, 2019 to June 30, 2020

Special rates are available for non-profit organizations hosting social 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 discounts apply for the non-profit rates.

( ) = Rental rate for each additional hour – one hour minimum required.

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

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## MEMORIAL SERVICE RENTAL RATES: Valid July 1, 2019 to June 30, 2020

Special rates are available for memorial services. A $500 refundable security deposit is required, and the entire contract balance is due at contract initialing and signing. No discounts apply for the memorial rates.

( ) = Rental rate for each additional hour – one hour minimum required.

| | | |
|---|---|---|
| MONDAY – FRIDAY | 6-hour rental | $900 ($150) |
| SATURDAY – SUNDAY | 6-hour rental | $1,275 ($212.50) |

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**HOLIDAY SURCHARGE:** There is a $1,000 surcharge added to any rental rate at the Glenview Mansion and Cottage on a holiday, regardless of the number of hours contracted. Holidays are Presidents Day, Memorial 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.

**DOWN PAYMENT**: 50% of rental rate

**SECURITY DEPOSIT**: $750

**GARDEN CEREMONY SET-UP**: $800

**INDOOR WEDDING CEREMONY SET-UP**: Complimentary

**RED WINE & PURPLE/RED BEVERAGE FEE**: $500

**EVENT TABLES**: Complimentary

**CUSHIONED NAVY-BLUE BANQUET CHAIRS WITH SILVER FRAME:** Complimentary

**CHAMPAGNE CHIAVARI WOOD CHAIRS WITH IVORY HARD CUSHION**: $7.00 per chair

**THE GET READY PACKAGE**: $250 per hour (minimum of one hour)

**THE VENDOR PACKAGE**: $375 per hour (minimum of one hour)

**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.

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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; and
- 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 glenview@rockvillemd.gov.

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## MAXIMUM CAPACITIES

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 Cottage is 25 people.

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## 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.

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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 contracts include the entire use of Glenview Mansion, 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. Once contracted, extra hours may be added to the rental through an addendum. However, no hours can be removed once a contract and/or addendum is executed.

**Set-up and Clean-up**:
Set-up and clean-up time for the contract holders and all vendors are required for all events and must be included in a contract and/or addendum with no exceptions. Two (2) hours of set-up is strongly suggested and one (1) hour of clean-up/breakdown is required. All parties, including the contract holders and vendors, are only allowed on-site during contracted hours. Guests should not be present during set-up and clean-up. We allow tents and/or structures to be set-up and broken down outside contracted hours; please see **TENT AND STRUCTURE POLICY** for details.

**Event Overtime**:
If you go into overtime for whatever reason, the absolute cut off time for the event is 2:00am, which includes clean-up. City of Rockville staff will shut down Glenview Mansion and Cottage at 2:00am and no guest, vendor, contract holders, support/service staff, caterer, tent and/or structure and its providers, etc. can remain on the property. The contract holders will be charged for all overtime incurred outside of contracted hours by any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure and its providers, etc.

**Deliveries and Pick-ups:**
All deliveries and pick-up of event supplies and rental equipment must be completed during the contracted rental time. City of Rockville staff will not sign for any deliveries or pick-ups and are not responsible for the set-up or breakdown of rented items or contract holders' belongings.

**NO EXCEPTIONS WILL APPLY**: If any items are stored on our property after the event ends, the entire security deposit will be forfeited. 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.

**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**. 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 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 $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 the Montgomery County, 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 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.

Money can be withheld from the security deposit if any guest, vendor, contract holders, 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 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.

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## 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. 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 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 contract holders. If the contract is cancelled and no new social event contract is received for the contracted date, the contract holders is responsible for payment of the entire contract balance.

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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 Glenview Mansion 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.

## CITY OF ROCKVILLE STAFF

At least one (1) City of Rockville staff member will be on-site during the contracted time of the social event and ensures that guests, vendors, and contract holders follow all rules and regulations while on-site. City of Rockville staff will be on duty during the contracted hours to assist with house concerns, monitor restrooms, answer vendors' and contract holders' questions, and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time. **City of Rockville staff are not event coordinators, nor should they be expected to assist in set-up, clean-up, or any other logistical aspect of the event**.

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## SPECIAL PACKAGES

**The Get Ready Package – $250 per hour with a one (1) hour minimum**:
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 one (1) hour minimum**:
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, folding 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 packages defaulting to the appropriate per hour rental rate fee. 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.

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## FINAL WALK THROUGH

All contract holders must schedule a final walk through at Glenview Mansion to determine set-up and clean-up needs for event tables/chairs, wedding ceremony chairs, and tent and/or structures. A final walk through must be scheduled through the Civic Center Business Office. The caterer, tent and/or structure representative, contract holders, event coordinator, 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**.

What does **Plan B** mean? We define Plan B as the alternative event table/chair set-up strategy using the inside of Glenview Mansion if the Formal Gardens will no longer be used for the wedding and/or reception for any reason. During the final walk through, a Plan B set-up for the interior of Glenview Mansion will be created with the contract holders, caterer, event coordinator, and tent and/or structure provider representative. If the contract holders 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 contract holders by

**10am one (1) weekday before the contracted event date**. If the contract holders 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. Please send Plan B requests to glenview@rockvillemd.gov.

Any other changes to the final walk through documents or set-ups 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**. Civic Center Business Office staff will acknowledge the changes through an e-mail response to the contract holders. Please send all requests and changes to glenview@rockvillemd.gov.

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## 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. We do not schedule rehearsals on Fridays due to our private event schedule. A rehearsal can be held on:

- Monday – Wednesday 9am – 4pm
- Thursday 9am – 8:30pm

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.

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## WEDDING CEREMONY

**Indoor Wedding Ceremony Set-up – Complimentary:**

Glenview Mansion can set-up the Conservatory for an indoor wedding ceremony with up to 75 folding white resin garden chairs (complimentary) or up to 75 Chiavari chairs (per chair fee). You can also rent your own chairs through an outside provider. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand. Your catering and/or support staff is required to put the chairs away in the Conservatory closet immediately after the ceremony ends (the Chiavari chairs must be recovered with the chair protectors before they are put away). These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor wedding ceremony.

**Garden Ceremony Set-up – $800:**

Glenview Mansion offers a maximum of 200 folding white resin garden chairs for outdoor wedding ceremonies in our Formal Gardens. Our staff will set-up the ceremony chairs by the start of the contracted rental hours. Immediately following the ceremony, our staff will remove the chairs and put them away. These chairs cannot be used anywhere else in the home or property for any other activity other than the outdoor wedding ceremony. Glenview Mansion's Chiavari chairs are **not** available for outdoor use except for on the porches. You can also rent your own outdoor ceremony chairs through an outside provider. In this case, there would be no Garden Ceremony Set-up fee since City of Rockville staff would not handle the chair set-up.

**Outdoor wedding ceremonies can be held in the following locations**:

- **The Mall (a.k.a. front lawn)**: This area can accommodate up to 200 chairs. Electricity is accessible from the front porch outlets.

- **Level 2**: This area can accommodate up to 150 chairs. Electricity is accessible from the utility box hidden in the boxwood shrubs.

- **Bowling Green**: This area can accommodate up to 200 chairs. Electricity accessible in the basement of the Cottage.

**Change of Plans to Garden Ceremony Set-up**:

- If the Garden Ceremony Set-up 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).

- The number of staff members we schedule to set-up the garden ceremony chairs depends on the chair count and location. Therefore, chair count and location changes 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**. Please send changes to glenview@rockvillemd.gov.

- The garden ceremony chairs set-up is based on the final walk through documents, which the contract holder must approve in writing. Any changes to the garden ceremony chair location or direction the chairs are facing 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**. Please send changes to glenview@rockvillemd.gov. City of Rockville staff cannot accommodate any chair location or directional changes the day of your event – **NO EXCEPTIONS APPLY**.

- What does **Plan B** mean? We define Plan B as the alternative event table/chair set-up strategy using the inside of Glenview Mansion if the Formal Gardens will no longer be used for the wedding and/or reception for any reason.

    - If the contract holders decide to cancel the Garden Ceremony Set-up and go with the Plan B set-up, the Civic Center Business Office will refund the contract holders the Garden Ceremony Set-up fee and must know this decision and acknowledge the change through an e-mail response to the contract holders by **10am one (1) weekday before the contracted event date.** After this deadline, the Garden Ceremony Set-up payment is final. Please send cancellation requests to glenview@rockvillemd.gov.

    - If you decide to move to Plan B, we automatically set-up the folding white resin chairs in the Conservatory. If you would like to use Chiavari chairs for a $7.00 per chair fee, please let the Civic Center Business Office know at contracting or during your final walk through. The Chiavari chairs must be paid for in advance through a contract and/or addendum.

**Pets**:

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

**More Information about the Formal Gardens**:

- Electricity is not guaranteed on The Mall, Level 2, or Bowling Green. If you require electricity for your event in these areas, please rent a generator from an outside provider.

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

- 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. Weather permitting, the fountain typically operates mid-March through late October.

- 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. There is also a transition period when the plantings through the grounds are changed out, resulting in no visible plants or blossoms. The Civic Center grounds are a public park and poor weather, and/or other factors can damage the fountain, lawns, ground, trees, boxwoods shrubs, flowers, 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 contract holders, 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. Any compliant received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event. When in doubt, turn it down.

**Maximum Allowable Noise Levels in Montgomery County, Maryland**

| | **Daytime**<br>**Weekdays: 7am - 9pm**<br>**Weekends & Holidays: 9am - 9pm** | **Nighttime**<br>**Weekdays: 9pm - 7am**<br>**Weekends & Holidays: 9pm - 9am** |
|---|---|---|
| Non-Residential | 67 dBA | 62 dBA |
| Residential | 65 dBA | 55 dBA |

Source: https://www.montgomerycountymd.gov/DEP/contact/noise.html

dBA = A-weighted decibels, which are an expression of the relative loudness of sounds in air as perceived by the human ear.

**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, contract holders, 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 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.

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## EVENT TABLES + CHAIRS TYPES AND QUANTITIES

City of Rockville staff is responsible for setting up the Glenview Mansion-owned event tables, chairs, and ceremony chairs. Glenview Mansion-owned tables and chairs for inside the mansion and Cottage will be completed before the contract start time. The Glenview Mansion-owned folding white resin garden chairs will be set-up 30 minutes before the wedding ceremony start time.

The caterer 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. In addition, the caterer is responsible to set-up, breakdown, and move back inside Glenview Mansion-owned event tables and chairs used on the Living Room, Dining Room, and Front Porches. The Chiavari chairs must be recovered with the chair protectors.

If tables, chairs, and/or ceremony chairs are rented through an outside provider, it is responsibility of the vendor to complete the set-up and breakdown of all rented furniture within the contracted hours. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be bought inside Glenview Mansion or Cottage, especially during inclement weather. For any rented tables and chairs that are larger than the Glenview Mansion-owned event tables and chairs, the Civic Center Business Office must give approval to ensure they can fit inside our first-floor social rooms and do not block any entrances and/or exits.

**Chairs:**

| | |
|---|---|
| Qty. 230 | Banquet chairs (allowed inside Glenview Mansion only) |
| Qty. 453 | Folding white resin garden chairs (allowed for all wedding ceremonies and on first-floor porches) |

**Rectangular event tables**:
(allowed inside Glenview Mansion and on first-floor porches)

| | | |
|---|---|---|
| Qty. 15 | 6’ x 30” tables with 30” drop | Seats 6 people |
| Qty. 7 | 6’ x 18” tables with 30” drop | Seats 6 people |
| Qty. 2 | 8’ x 30” tables with 30” drop | Seats 8 people |

**Round event tables**:
(allowed inside Glenview Mansion and on first-floor porches)

| | | |
|---|---|---|
| Qty. 15 | 22”w x 42”h cabaret tables | For 2 people standing |
| Qty. 9 | 3’ tables with 30” drop | Seats 4 people |
| Qty. 12 | 4’ tables with 30” drop | Seats 6 people |
| Qty. 22 | 5’ tables with 30” drop | Seats 8-10 people |

**Specialty event tables**:
(allowed inside Glenview Mansion and on first-floor porches)

| | |
|---|---|
| Qty. 6 | Serpentine buffet tables with 30” drop |
| Qty. 2 | 60” half-round buffet tables with 30” drop |

**NO EXCEPTIONS APPLY**: There is a $750 charge if your event violates our maximum capacities and the event may be terminated immediately. 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.

## 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 Superintendent of Community Facilities.

**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**: The Mall is strictly prohibited to guest seating except for outdoor wedding ceremonies. Guest seating is only allowed on:

- **First-floor of Glenview Mansion**: Includes the first-floor porches
- **Level 1**: Right outside the Living Room and Dining Room Porches
- **Level 2**: Located in the Formal Gardens where outdoor wedding ceremonies can also be held
- **Bowling Green**: Grassy area behind the Cottage

Below is a list of the number of guests, event tables, and various set-ups allowed for each first-floor space. Civic Center Business Office staff makes the final determination for what set-ups can be accommodated on the property. We are happy to work with contract holders and vendors on re-imagining the spaces. Fire code and safety must be prioritized before maximum capacity.

**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 75 guests using our folding 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 can be set-up in this space.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- No beverages, beverage stations, buffet and/or food stations are allowed.

**Bowie Library – Seats up to 18 guests at event tables**

- Accommodates up to 18 guests seated at event tables.
- For seating, up to three (3) 4' round event tables, two (2) 5' round event tables, or three (3) 6' rectangle tables are allowed in this space – 5' round event tables are preferred for aesthetics.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- Buffet and/or food stations are not allowed.
- Large photo booths and other specialty entertainment are nicely accommodated in this room.

**<u>Arcade</u> – 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, up to four (4) 3' round event tables are allowed in this space.
- Up to four (4) 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. If using this area for food service, no seating is allowed.

**<u>Dining Room</u> – Seats up to 50 guests at event tables**

- Accommodates buffet and/or food stations.
- Up to 50 guests can be seated at event tables.
- For seating, up to eight (8) 4' round event tables or six (6) 5' round event tables are allowed in this space – 5' round event tables are preferred for aesthetics.
- Between 18 and 32 guests can be seated at event tables with a buffet and/or food stations.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- The sideboard (buffet cabinet) cannot be removed from the space.

**<u>Living Room</u> – Seats up to 60 guests at event tables**

- The Living Room can accommodate up to 60 guests seated at event tables.
- For seating, up to eight (8) 4' round event tables or six (6) 5' round event tables are allowed in this space – 5' round event tables are preferred for aesthetics.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.

**<u>First-Floor Porches (Front, Living Room, Dining Room)</u> – 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 folding 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.
- For seating, up to two (2) 3' event tables, two (2) 4' event tables, or two (2) 5' round event tables are allowed 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.
- For each specialty table that you add into these spaces (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- No 5' round event tables are allowed on the Living Room or Dining Room porches for food/beverage set-up or seating.

**<u>Cottage</u> – Accommodates up to 25 guests**

- The space can be used as a dressing room, play area for adult-supervised children or headquarters for your event team.
- 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.

**Other Important Information about Glenview Mansion and Cottage**:

- Glenview Mansion and the Cottage has heating and air conditioning. Each year, weather permitting, the City of Rockville typically 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.

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

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## RED WINE & PURPLE/ RED BEVERAGES

Red wine and purple/red beverages are allowed in 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 are 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 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.

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## SPECIAL ALCOHOL AND FOOD PERMITS (Montgomery County)

**Montgomery County Class C One-Day Special License:**

A Montgomery County Class C One-Day Special License is required and must be displayed on-site for all events where the user group sells alcohol or for all events that charge admission and alcohol is provided at no additional charge. Class C One-Day Special License requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict alcohol service.

**Montgomery County Temporary Food Service License (Special Event):**

A Temporary Food Service License (Special Event) is required and must be displayed on-site for all events where the public is invited, and food is offered, regardless of if food is free, donation-based, or sold. Food permit requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. A Montgomery County food inspector may visit the site to ensure food service rules are being enforced. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict food service.

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## VENDOR INFORMATION

There are no preferred caterers at Glenview Mansion. Caterers are responsible for all food, beverage, and alcohol related services, in addition to set-up and clean-up of the facility and grounds. All vendors who work on City of Rockville property are required to have an operating license and certificate of insurance. The business name must match the operating license and certificate of insurance. 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.

Below are the responsibilities of all vendors who work event at Glenview Mansion. In addition, your caterer will be asked to sign the Caterer Responsibilities Agreement before or during your final walk through as a reiteration of these policies.

**Alcohol/Beverage Service**:

- Alcohol must only be served, consumed, and handled by individuals 21 years of age or older – there are no exceptions to this policy. It is the responsibility of the bartender/caterer to ensure all guests being served meet this age restriction.

- For all events at Glenview Mansion where alcohol is served, a licensed bartender/caterer must be present and serving the alcohol at each beverage station throughout the event. Bring Your Own Bottle (BYOB) and self-served alcohol stations are strictly prohibited.

- Alcohol bar service and/or passing by wait staff is prohibited 30 minutes before the end of the event. Non-alcoholic beverages can be served anytime to guests during the event.

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

- Red wine and/or purple and red beverages are allowed only if the $500 red wine fee has been paid. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in Glenview Mansion, Cottage, and Formal Gardens.

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

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

**Food Service**:

- Vendors must provide all goods, services, equipment, and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.

- Glenview Mansion is a warming facility only. No cook-to-order, frying, grilling or cooking in the kitchen.

- Any false fire alarm caused by contract holders, vendors or guests during your rental period will result in a $250 fee.

**Set-up/Breakdown and Cleaning:**

- Vendors must check-in and check-out with City of Rockville staff at the time of arrival and departure.

- Caterers must support the event and must stay on-site during the entire duration of the event – absolutely no food or beverage drop-offs are allowed.

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

- Vendors must remove all event trash and recycling bins located on all level of Glenview Mansion and Cottage, in addition to cleaning up trash located on the grounds and in the gardens. Trash and recycling must be taken to the dumpster and recycling bins, respectively, located in the rear of the mansion.

- Vendors is responsible for removing all items and equipment brought onto City of Rockville property by the end of the contracted rental period.

- The breakdown of all equipment must be done in the last hour of the contracted time. Failure of vendors to clean-up and breakdown at the end of the contracted time will result in additional overtime or excessive clean-up fees to the contract holders.

- Only licensed and insured vendors can set-up and breakdown the tables and chairs throughout the facility and porches. If the caterer is not able to set-up and breakdown the tables and chairs, they are not permitted to cater at Glenview Mansion.

- Caterer 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 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.

- Glenview Mansion-owned outdoor wedding ceremony chairs are used for the wedding ceremony only and cannot be used for other portions of the event, such as cocktail hour, reception, etc.

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

- Tenting and event table/chair set-ups on The Mall is prohibited – outdoor wedding ceremonies are allowed on The Mall.

- Food and beverages are prohibited in the Art Gallery.

**NO EXCEPTIONS APPLY**: Excessive cleaning by City of Rockville staff will result in a $300 charge. 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.

**Entertainment Licenses**:

- Artists, vendors, and contract holders shall obtain all necessary licenses and/or approvals for use of copyrighted or other protected materials prior to the date of the event. The artists, vendors, and contract holders shall indemnify and hold the City harmless in the event it violates a copyright or similar law or fails to obtain the appropriate license(s).

**More Information:**

- Allowable candles are limited to glass votives, floaters and lanterns – no open flame or tapered candles. The base of the container must be able to catch all the candle wax as it melts. The top of the candle flame must be at least one (1) inch below the top of the container. Candles are allowed in the Theatre Lobby and Social Hall only and must always be under strict supervision.

- 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.

- 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.

- 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.

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## PARKING

There are two (2) free parking lots available at Rockville Civic Center Park. The first parking lot is directly behind the F. Scott Fitzgerald and Social Hall and is shared with events at the Theatre and Social Hall. The second parking lot is to the left when entering Civic Center Park (this parking lot is considered the main parking for Glenview Mansion and Cottage). In addition, there is also an ADA parking lot located right behind Glenview Mansion near the Arcade (please see attached floor plan). Parking in this lot is restricted to ADA parking and vendor pick-up/drop-off. There are two (2) guest parking spaces in this lot for prompt pick-up/drop-off only. Illegal parking anywhere in Civic Center Park is subject to parking enforcement regulation by the Rockville City Police.

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## KITCHEN ACCOMMODATIONS

The kitchen of Glenview Mansion is licensed for heating and warming only, there is absolutely **no cooking** permitted. 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) |
| 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 |

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## 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.
- If tables, chairs, and/or ceremony chairs are rented through an outside provider, it is responsibility of the vendor to complete the set-up and breakdown of all rented furniture within the contracted hours. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be bought inside Glenview Mansion or Cottage, especially during inclement weather.
- 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 contract holders 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.

**NO EXCEPTIONS APPLY**: Installing tents and/or structures on The Mall (a.k.a. front lawn) or using Glenview Mansion-owned tables and chairs outside of permitted areas will result in the retention of the entire security deposit. 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.

**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 four (4) separate 20-amp circuits available for event use located in the basement of the Cottage. There are three (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, contract holders 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.

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## COURTESY LIST OF CATERERS & TENT PROVIDERS

**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 |
| 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 |
| Geppetto Catering | geppettocatering.com (no www) | 301-927-8800 |

**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 |

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

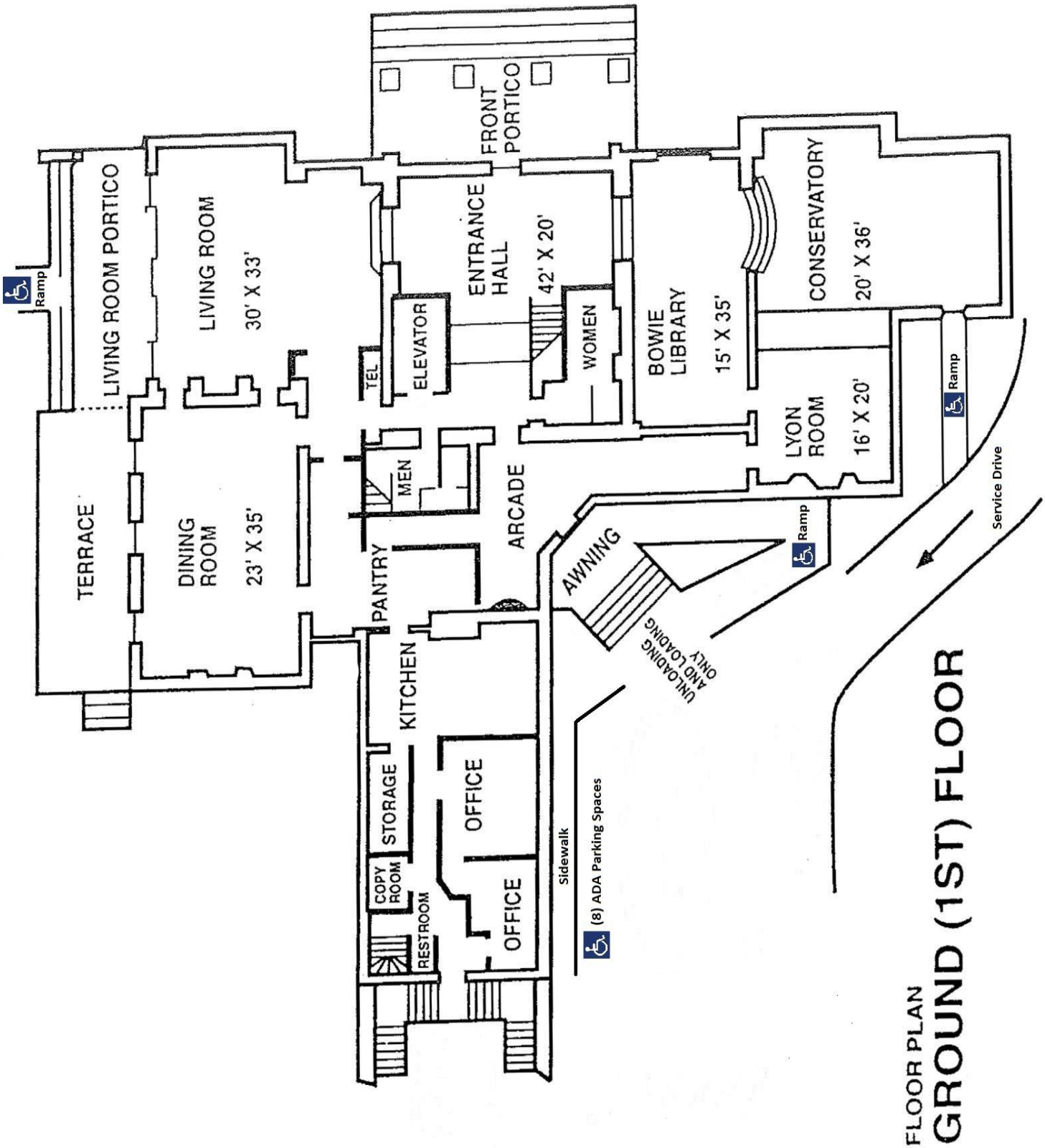
**Policy Cancellation**

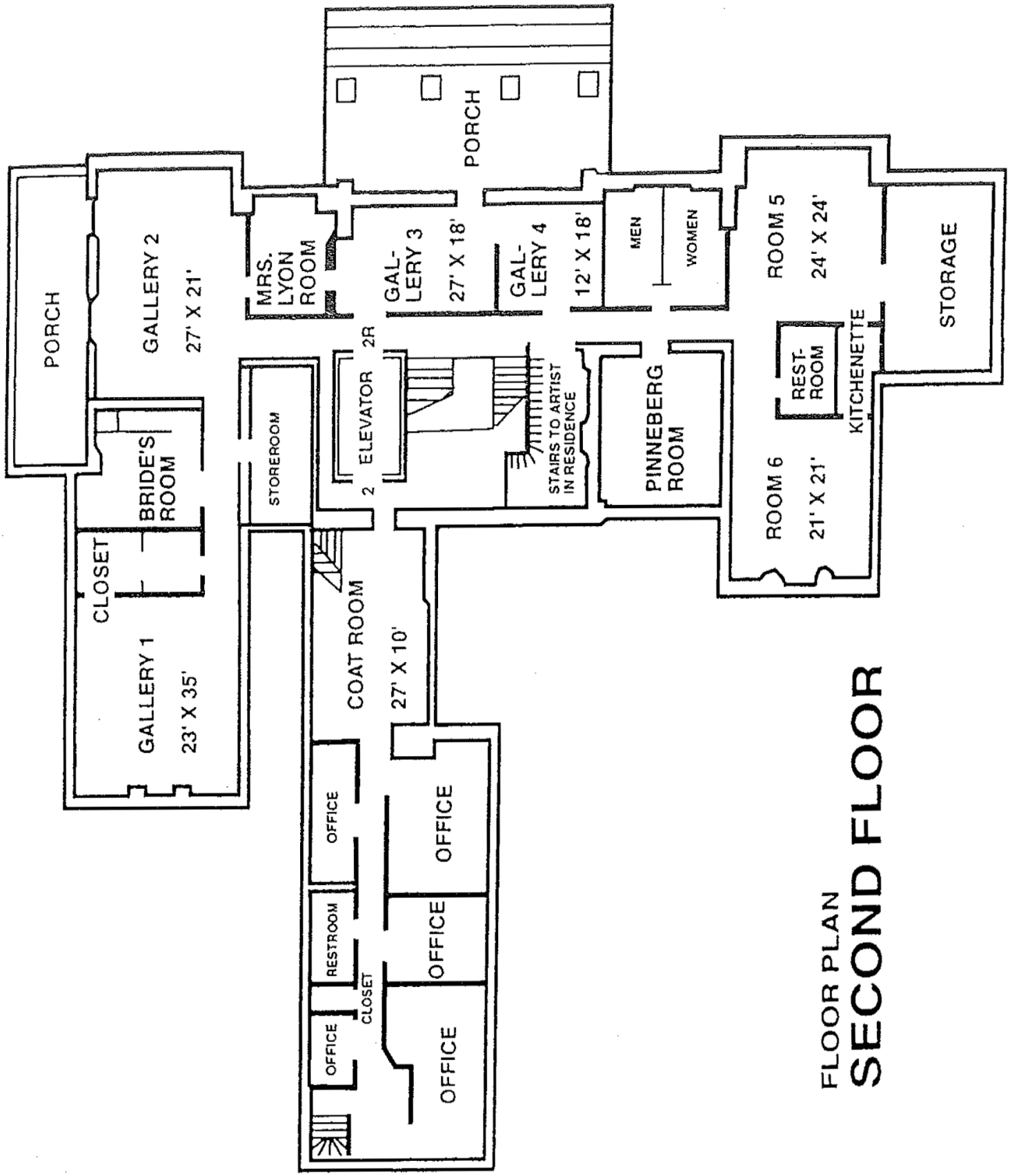
The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

**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
TERRACE
LIVING ROOM PORTICO
Ramp
DINING ROOM
23' X 35'
LIVING ROOM
30' X 33'
TEL
ELEVATOR
ENTRANCE HALL
42' X 20'
FRONT PORTICO
WOMEN
MEN
PANTRY
KITCHEN
ARCADE
BOWIE LIBRARY
15' X 35'
CONSERVATORY
20' X 36'
LYON ROOM
16' X 20'
Ramp
Ramp
Service Drive
AWNING
UNLOADING AND LOADING ONLY
STORAGE
COPY ROOM
RESTROOM
OFFICE
OFFICE
Sidewalk
(8) ADA Parking Spaces




FLOOR PLAN
**SECOND FLOOR**