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

Our commitment *is to provide families with a compassionate and supportive environment in which to host memorials, funeral services, and celebration of life gatherings. We are here to provide the community with a caring, local, and affordable venue option during the most difficult time.*

Glenview Mansion*, located in the 153-acre Rockville Civic Center Park, is an elegant 1926 home is included on the National Register of Historic Places because of its significant architecture and Formal Gardens. The first floor of Glenview Mansion is where the social rooms are located, and the second floor is home to the 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.*

Owned and operated by the City of Rockville, Maryland.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am – 5pm
Closed for staff lunch from 1pm – 2pm
(All times listed within this information packet are 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.

All information in this packet is subject to change.

IMPORTANT COVID-19 HEALTHY AND SAFETY REQUIREMENTS

It is the contract holders' responsibility to ensure all event attendees and vendors read, understand, and follow without exception the important health and safety requirements outlined in this document.

- Visitors to City of Rockville facilities who have received full COVID-19 vaccinations will no longer be required to wear masks. Unvaccinated individuals will still be encouraged to wear face coverings to protect themselves.

- Do not come to any City of Rockville property if you are sick with any COVID-19 or 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 flu-like symptoms.

IMPORTANT CONTRACTING INFORMATION

- The Art Gallery at Glenview Mansion (2nd floor) is currently not installed due to COVID-19 delays. The expected reopening date is September 2021 (subject to change).

SERVICE RENTAL RATES: Valid July 1, 2021 to June 30, 2022

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

MONDAY - FRIDAY	6-hour rental	$950	($160)
SATURDAY & SUNDAY	6-hour rental	$1,325	($220)

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.

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 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.

SECURITY DEPOSIT: $500

RED WINE & PURPLE/RED BEVERAGE FEE: $500

EVENT TABLES: Complimentary

CUSHIONED NAVY-BLUE BANQUET CHAIRS WITH SILVER FRAME: Complimentary

MICROPHONE AND PODIUM: Complimentary

EASELS: Complimentary (only two easels are available)

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

CHAMPAGNE CHIAVARI WOOD BAR STOOLS WITH BACK AND IVORY HARD CUSHION: $9.00 per bar stool

COTTAGE RATES: For $150 total, the Cottage can be rented during your contracted time when you contract an event at Glenview Mansion for a service.

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 glenview@rockvillemd.gov.

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 24 people.

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.

CONTRACTS & ADDENDUMS

All contracts include the entire use of Glenview Mansion, The Mall (a.k.a. front lawn), and Formal Gardens for services is 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. At least one (1) hour 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.

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, 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, 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 two (2) 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 a full payment of the total contract amount.

For Non-Company/Non-Organization Events (i.e. services, 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 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 $500 security deposit must be paid as part of the contract. Money can be withheld from the security deposit if any guest, vendor, contract holders, support/service staff, caterer, 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.

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.

HOLIDAY SEASON AT GLENVIEW MANSION

Glenview Mansion will be minimally decorated for the holiday season the week before Thanksgiving through the first week in January. The type of decorations, decoration locations, color schemes, and length of time the decorations are installed may change each year and are not determined until decorating begins. Decorations are located throughout the 1st floor, 2nd floor, Art Gallery, and façade of Glenview Mansion. The decorating schedule and décor cannot be changed or moved to accommodate your rental. In addition, all decorations and decorated locations are subject to change. The City of Rockville reserves the right to alter our decoration schedule within the window of the week before Thanksgiving through the first week in January each year and to remove, add, and alter decorations as we see fit. Please ensure that you are satisfied with these restrictions before you book with Glenview Mansion during this timeframe. Please contact the Civic Center Business Office at 240-314-8660 or glenview@rockvillemd.gov for more information.

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, 50% of the rental rate is retained and the remainder is returned to the PRIMARY on the contract.

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 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**.

FINAL WALK THROUGH

All contract holders 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 contract holders, caterer, Glenview Mansion staff must all be present. The final walk through should take place no less than two (2) business days before your event. The final walk through must take place **Monday through Thursday between the hours of 9am – 4pm and are available by appointment only**.

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 two (2) business days before the contracted event date**. Please send all requests and changes to glenview@rockvillemd.gov.

GENERAL INFORMATION

Set-up – Complimentary:

Glenview Mansion can set-up the Conservatory for a service with up to 70 banquet chairs (complimentary) or up to 75 Chiavari chairs/bar stools (per chair/bar stool fee). For services with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand. These chairs cannot be used anywhere else in the home or property for any other activity other than for the service in the Conservatory.

Pets:

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

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.

- 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.

- 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 **Weekdays: 7am - 9pm** **Weekends & Holidays: 9am - 9pm**	**Nighttime** **Weekdays: 9pm - 7am** **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.

EVENT TABLES + CHAIRS TYPES AND QUANTITIES

City of Rockville staff is responsible for setting up the Glenview Mansion-owned event tables and chairs. Glenview Mansion-owned tables and chairs for inside the mansion and Cottage will be completed before the contract start time. 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.

Chairs:

Qty. 230	Banquet chairs
Qty. 225	Chiavari chairs
Qty. 38	Chiavari bar stools

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

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SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION

Seated Meals: We can accommodate up to 110 guests between the Dining Room and Living Room.

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: 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.
- The guestbook may be placed in this area.

<u>Conservatory</u> – Seats up to 50 guests at event tables and up to 75 guests for a service

- Accommodates services.
- Seats up to 70 guests using our banquet chairs or up to 75 guests using our Chiavari chairs/bar stools.
- Seats up to 50 guests at event tables. If there is a service in the Conservatory, this space cannot be used for seating.
- No beverage stations, buffet and/or food stations are allowed.

<u>Library</u> – 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.
- Buffet and/or food stations are not allowed.

<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.
- 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.

<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 Chiavari chairs/bar stools are allowed on the porches for a per chair/bar stool fee.
- 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.
- 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 24 guests

- The space can be used as a 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.

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.

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.

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. **Caterers, live music (bands, trios, harpists, etc.) and DJs who work on City of Rockville property are required to have a valid certificate of insurance during the contracted timeframe of the event. The business name must**

match the certificate of insurance. A copy of their insurance 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 move all event trash and recycling to 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 are 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 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 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/bar stools must be recovered with the chair protectors.

- No rental furniture is permitted to be brought inside Glenview Mansion or Cottage.

- Event table/chair set-ups on The Mall is prohibited.

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:

- 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.

- 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.

- 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 are 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.

PARKING

There are two (2) large and 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 a small parking lot for ADA parking and vendor pick-up/drop-off located right behind Glenview Mansion near the Arcade (please see attached floor plan). In this parking lot, there are also three (3) guest parking spaces. Illegal parking anywhere in Civic Center Park is subject to parking enforcement regulation by Rockville City Police.

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 500 to 775 pounds of ice in 24 hours; ice shape is diced)
Sinks:	1 deep washing station with 3 compartments (one spray nozzle)
	1 deep single sink
	1 hand washing station

COURTESY LIST OF CATERERS

This courtesy list is for reference only. You may choose a caterer from this list or you may bring your own 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

Geppetto Catering	www.geppettocatering.com	301-927-8800
Heirloom Caterers	www.heirloomdc.com	703-534-0948
Main Event Caterers	www.maineventcaterers.com	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
Chef's Table Caterers	www.TCTCaterers.com	703-787-9222
Woodlyn's Catering	www.woodlynscatering.com	301-231-9885

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.

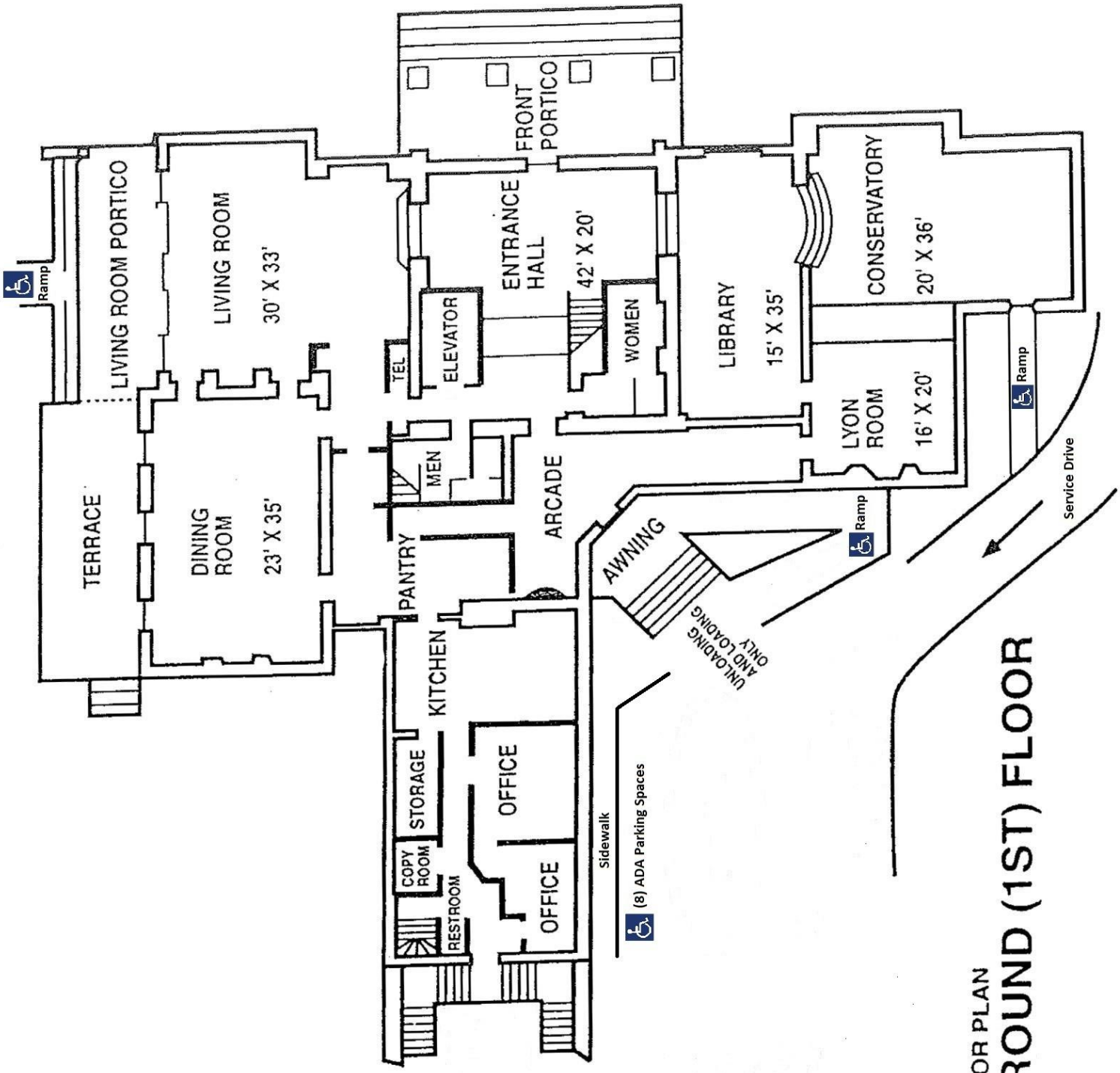
Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

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.

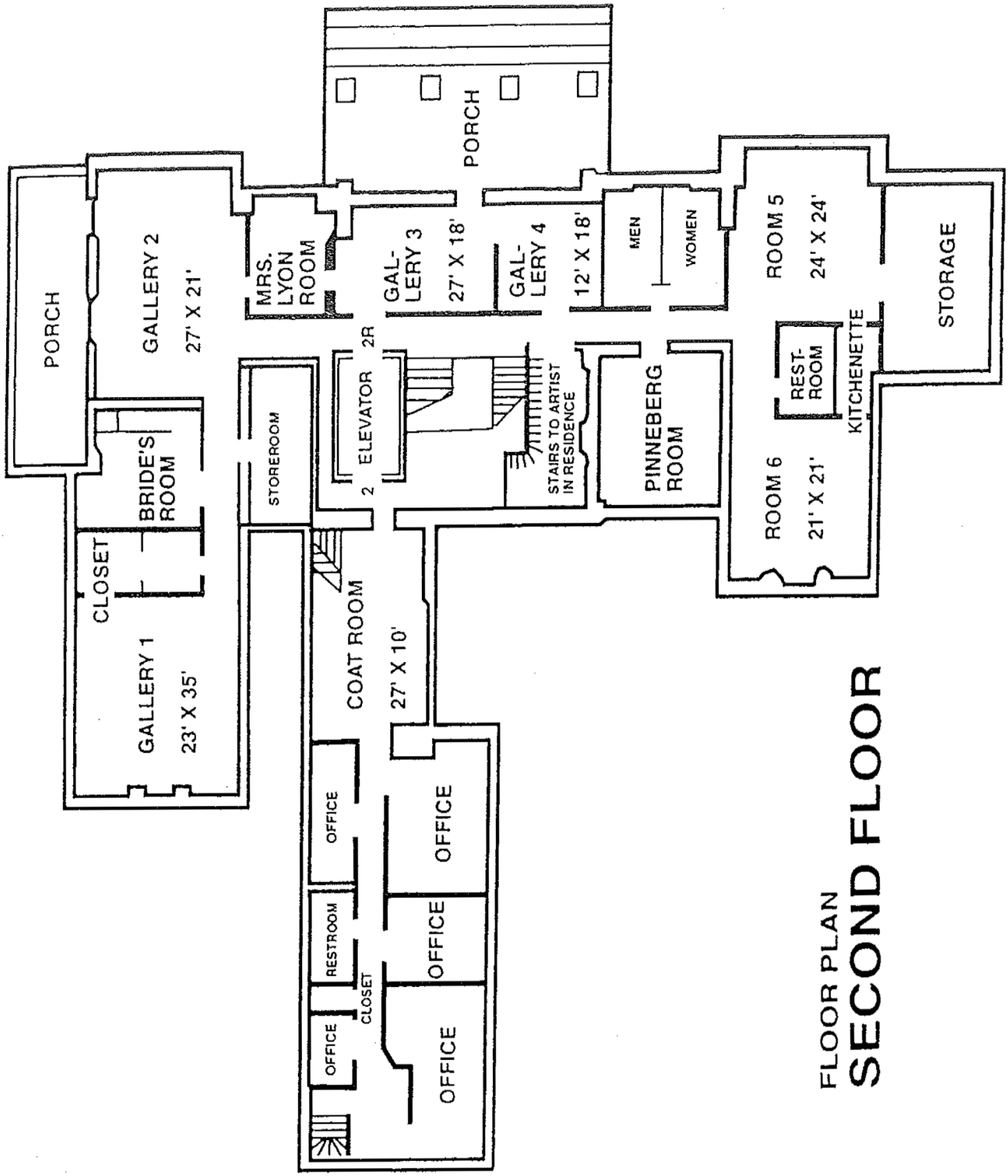
Additional Insured
The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User's Commercial and Excess/Umbrella Insurance for liability arising out of User's products, goods, and 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



FLOOR PLAN
SECOND FLOOR