



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.

Host your lovely outdoor minimony on our beautiful Glenview Mansion grounds today!

Owned and operated by the City of Rockville, Maryland.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am – 4:30pm

Venue is closed to the general public at this time.

We are teleworking and will respond to e-mails and phone calls promptly.

All times listed within this information packet are Eastern Standard Time.

All information in this packet is subject to change.

WHAT IS A MINIMONY?

A minimony is a way to marry your love during these uncertain times and not postpone your marriage or to honor your original wedding date. You can include up to 10 guests, two vendors, and one officiant.

RENTAL RATE: Valid August 24, 2020 to November 30, 2020

Rental hours are between 9am – 7pm in the months of August and September.

Rental hours are between 9am – 5pm in the month of October and November.

MONDAY – SUNDAY	2-hour Rental
Rockville	\$300
Non-Rockville	\$350

Security Deposit: \$100

Outdoor minimonies include the following amenities:

- City of Rockville staff on-site to facilitate your event.
- White resin garden chairs, which will be set-up before your contracted start time and will be cleaned and sanitized prior to your rental.
- The Cottage’s single occupant restroom is available for use, which will be cleaned and sanitized prior to your rental.
- Optional 60-minute outdoor photoshoot in the Glenview Mansion Formal Gardens before or after your minimony two-hour rental (photographer not included).
- The couple will receive a commemorative Glenview Mansion mug and tote bag to remember their special day.

Outdoor minimonies can be held in the following locations:

- **The Mall (a.k.a. front lawn):** This area can accommodate up to 10 chairs. Electricity is accessible from the front porch outlets.
- **Bowling Green:** This area can accommodate up to 10 chairs. Electricity accessible in the basement of the Cottage.

Outdoor minimonies must follow the meet the following requirements:

- The minimony rental is for two hours maximum and must include set-up, minimony, and clean-up.
- The optional photoshoot is an extra 60 minutes added on top of the minimony rental.
- Minimony must be held in the front Mall or Bowling Green due to the spaciousness of the green space.
- Up to 15 people are allowed on-site during the rental: (2) marrying couple, (1) officiant, (2) vendors, and (10) guests.
- Minimonies must be held outside; there is no rain plan.
- Everyone must come on-site dressed for the event; no dressing room space is available.
- Minimony rehearsals are prohibited.
- Dogs may be incorporated into minimonies. Please make sure you always keep your dog leashed and have a crate, water, and bowl for your pet.
- At the time of scheduling your final walk through appointment, you must provide the full name, home address, cell phone number, and e-mail address of all vendors, the officiant, and guests to

be used for COVID-19 tracing purposes. If this information is not provided, we will be unable to schedule your final walk through.

HEALTH AND SAFETY REQUIREMENTS

- Clients, vendors, and guests must not come to Glenview Mansion if they 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. If you need to cancel your minimony due to illness, please do so by contacting us at glenview@rockvillemd.gov or 240-314-8660.
 - Everyone must always wear a face covering over the nose and mouth during the contracted rental per Montgomery County's [Executive Order 098-20](#), effective August 24, 2020. The face covering is not provided by the City of Rockville.
 - Everyone must always use physical distancing of at least 6 feet between you and the next person.
 - Food and beverages are prohibited due to the City of Rockville's health/safety regulations. Therefore, caterers cannot be a vendor at a minimony. A deejay and photographer are welcome.
 - One person is allowed in the Cottage's single occupant restroom at one time.
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GENERAL OPERATIONS: CITY, COUNTY AND STATE REGULATIONS

All rentals are subject to modification and/or cancellation based on orders from Rockville Mayor and Council, the Montgomery County Executive, or the State of Maryland Governor and are subject to the guidelines indicated in the City of Rockville's reopening plans, Montgomery County's Executive Orders, Montgomery County's reopening plans, and/or the State of Maryland's reopening plans. Therefore, if a rental is contracted under various guidelines and those guidelines change, the rental is subject to the guidelines in place at the time of the event and/or may be cancelled at any time by the City of Rockville. All information in this packet is subject to change without advance notice.

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.

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.

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

At this time, acceptable forms of payment are MasterCard and Visa so payment can be completed online. We do not accept Discover or American Express.

CANCELLATION AND RESCHEDULING POLICY

Minimonies must be held outside; there is no rain plan.

If there is inclement weather on the date of your minimony, you may reschedule your rental to a different date to take place between August 17, 2020 and November 30, 2020 only once at no additional fee. Any further rescheduling is subject to a \$50 change of date fee and will be withheld from the security deposit.

If you do not reschedule your rental to take place between August 17, 2020 and November 30, 2020, the City of Rockville will consider this a client cancellation and will retain the \$100 security deposit and return the contract balance back to the PRIMARY on the contract.

If the City of Rockville needs to cancel your rental, the PRIMARY on the contract will receive a refund in full for the contracted amount, which includes the security deposit.

If you cancel your minimony for any reason, the City of Rockville will retain the \$100 security deposit and return the contract balance back to the PRIMARY on the contract.

CONTRACTS & ADDENDUMS

A contract includes the outdoor minimony, which is a total of two hours of rental time. This rental time includes your 30 minutes set-up (which is strongly suggested), 60-minute minimony; and 30-minute clean-up (which is strongly suggested). In addition, you receive the use of the Glenview Mansion Formal Gardens for an optional 60-minute photo shoot before or after your minimony (photographer not included). You must reserve your photoshoot session at the time of contracting.

Set-up and clean-up time for your two vendors may be required, depending on what they are bring on-site (flowers, arch, etc.). 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.

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 one (1) business day before the contracted event date.** Please send all requests and changes to glenview@rockvillemd.gov.

Event Overtime:

Overtime is not allowed for minimonies. City of Rockville staff prohibits access to the Glenview Mansion grounds outside of your contracted times for any activities associated with minimonies. Guests, contract holders, the officiant, vendors, subcontractors, etc. must not access the Glenview Mansion property before or after the contracted time due to the need to use the grounds for other clients.

To Secure a Date:

A contract and/or addendum, which includes the rental fee and security deposit, must be paid in full at signing and returned to the Civic Center Business Office.

Security Deposit:

A \$100 security deposit must be paid as part of the contract balance. Money can be withheld from the security deposit if any guest, contract holder, officiant, vendor, 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 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.

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.

VENDOR INSURANCE

There are no preferred vendors at Glenview Mansion. Live music and DJs who work on City of Rockville property are the only vendors 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.

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.

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.

INFORMATION YOU SHOULD SHARE WITH GUESTS, OFFICIANT, AND VENDORS

Please share the following information with your guests, vendors, and officiant:

- Clients, vendors, and guests must not come to Glenview Mansion if they 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. If you need to cancel your minimony due to illness, please do so by contacting us at glenview@rockvillemd.gov or 240-314-8660.
 - The Cottage's single occupant restroom is available for use, which will be cleaned and sanitized prior to your rental.
 - Everyone must always wear a face covering over the nose and mouth during the contracted rental per Montgomery County's [Executive Order 098-20](#), effective August 24, 2020. The face covering is not provided by the City of Rockville.
 - Everyone must always use physical distancing of at least 6 feet between you and the next person.
 - Food and beverages are prohibited due to the City of Rockville's health/safety regulations.
 - Access inside Glenview Mansion prohibited.
 - Parking is available on-site.
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MINIMONY RENTAL TOUR AND FINAL WALK THROUGH SESSION

COVID-19 has caused a difficult time for all of us. Planning important lifetime events has become even more stressful due these uncertain times, a variety of unknown factors, and strict State and local regulations. We are committed to working individually with all our clients to find the best solutions for your event given the current environment, which is subject to change at any time.

While we do not require a minimony rental tour for potential clients, we do require a final walk through session at least seven (7) days before your minimony to review the details of your event; review important health and safety guidelines; and receive complete guest, officiant, and vendor contact information.

How We Prepare for Your Visit

The health and safety of our visitors is vitally important, especially during the time of COVID-19. We follow Centers for Disease Control and Prevention (CDC), State of Maryland, Montgomery County, and City of Rockville health regulations to provide you with a safe experience at Glenview Mansion. We trained staff on important health and safety regulations so they can best serve you; require employee temperature checks before each work shift; monitor on-site employees for illness symptoms; practice physical

distancing; wear face coverings over our mouths and noses; and do frequent hand washing and sanitizing. In addition, we provide consistent cleaning and disinfecting of our used spaces with EPA-registered solutions. Let's work together to make everyone's health and safety our top priority.

If Sick, Please Stay Home

Do not come to Glenview Mansion 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. If you need to cancel your reservation due to illness, please do so by contacting us at glenview@rockvillemd.gov or 240-314-8660.

How to Schedule a Minimony Rental Tour

- Rental tours for potential clients are available by appointment only and are scheduled based on staff and venue availability.
- Contact Glenview Mansion at glenview@rockvillemd.gov or 240-314-8660 to schedule your appointment.
- Time slots are available Monday, Wednesday, Thursday, Friday between 9am – 1pm and Saturday – Sunday between 10am – 3pm.
- Rental tours are 30 minutes in length maximum and are available at the top of the hour only to allow for cleaning/disinfecting between tours.
- All appointments are limited to three people, plus one City staff member – no exceptions.
- At the time of scheduling your rental tour appointment, you must provide the full name, home address, cell phone number, and e-mail address of all attendees to be used for COVID-19 tracing purposes. If this information is not provided, we will be unable to schedule a tour.

How to Schedule Your Minimony Final Walk Through Session

COVID-19 has caused a difficult time for all of us. Planning important lifetime events has become even more stressful due these uncertain times, a variety of unknown factors, and strict State and local regulations. We are committed to working individually with all our clients to find the best solutions for your event given the current environment, which is subject to change at any time.

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 at glenview@rockvillemd.gov or 240-314-8660. The contract holders and Mansion staff must all be present at this session. 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.**

- Per our standard practice, the Civic Center Business Office will still contact you approximately fifteen (15) business days before your contracted event to schedule a final walk through session.
- All final walk through sessions are available by appointment only and are scheduled based on staff and venue availability.
- Final walk through sessions are available Monday through Thursday between 9am – 4pm.
- Final walk through appointments are 30 minutes in length maximum to allow for cleaning/disinfecting between sessions.
- Final Walk Throughs are limited to three clients and City staff member – no exceptions.

- At the time of scheduling your final walk through appointment, you must provide the full name, home address, cell phone number, and e-mail address of all attendees to be used for COVID-19 tracing purposes. If this information is not provided, we will be unable to schedule your final walk through.

Important Reminders for Your Visit

- Do not come to Glenview Mansion 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.
- Please be prompt. Everyone who will attend your rental tour or final walk through session must be present before anyone is allowed into Glenview Mansion.
- Customers who do not arrive within 10 minutes of their reservation may have their appointment forfeited.
- Do not bring any other individuals with you to Glenview Mansion for your appointment – they will not be allowed to enter the venue.
- All rental tours and final walk through appointments must be facilitated with a City staff member – no self-monitored venue access is allowed.
- Always use physical distancing of at least 6 feet between you and the next person.
- A face covering over the nose and mouth is always required to be worn by all customers, including while exercising (not City provided) per Montgomery County’s [Executive Order 098-20](#), effective August 24, 2020.
- Follow the CDC Guidelines on [How to Protect Yourself & Others](#).
- We will provide hand sanitizer on-site for frequent use (hand sanitizer wall dispensers located throughout the Glenview Mansion).
- After the rental tour or final walk through is complete, all guests must leave the venue (all non-staff discussions must take place outside of the building and not near an entrance/exit).
- If you still have questions after your rental tour or final walk through appointment, please contact us at glenview@rockvillemd.gov or 240-314-8660.
- Potential clients may contract right after their appointment if there is time between appointments. If not, we will send everything you need to execute a contract electronically.

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.

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
<p>1. Workers' Compensation</p> <p>2. Employers' Liability</p>	<p>Bodily Injury by Accident: \$100,000 each accident</p> <p>Bodily Injury by Disease: \$500,000 policy limits</p> <p>Bodily Injury by Disease: \$100,000 each employee</p>	<p>Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.</p>
<p>3. Commercial General Liability</p> <p>a. Bodily Injury</p> <p>b. Property Damage</p> <p>c. Contractual Liability</p>	<p>Each Occurrence: \$1,000,000</p>	<p>City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.</p>

d. Premise/Operations		CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.
e. Independent Contractors		
f. Products/Completed Operations		
g. Personal Injury		

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