

Memorial Services

Glenview Mansion at Rockville Civic Center Park
603 Edmonston Drive | Rockville, MD 20851



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

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 Rockville Civic Center Business Office at 240-314-8660 or glenview@rockvillemd.gov.

All times listed within this information packet are Eastern Standard Time
All information in this packet is subject to change.

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SERVICE RENTAL RATES: Valid if you reserve between July 1, 2025 to June 30, 2026

() = Rental rate for each additional hour.

MONDAY – THURSDAY	6-hour rental	\$1,230 (\$205)
FRIDAY – SUNDAY*	6-hour rental	\$1,680 (\$280)

*Friday through Sunday memorial rentals can only be reserved 8 weeks in advance.

A \$500 refundable security deposit is required, and the entire rental balance is due at reservation 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 rented. 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, New Year's Eve, 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 reservation when you book an event at Glenview Mansion for a service.

TO RENT WITH US

Anyone requesting a rental must:

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

The rental holder is the main point of contact during the rental period and is the only person who can make changes to an existing reservation. With a request made in writing, the rental holder may grant City of Rockville staff permission to discuss by telephone or e-mail the rental reservation and/or rental adjustment 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 25 people.

HOLD POLICY

Reserving 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 sign for the reservation and provide payment in full 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.

RENTAL RESERVATIONS & ADJUSTMENTS

All rentals 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 rental reservation and/or rental adjustment. Events can be reserved between the hours of 7:00am and 1:00am. A rental cannot start earlier than 7am or end past 1:00am. Once reserved, extra hours may be added to the rental through a rental adjustment. However, no hours can be removed once a rental reservation and/or rental adjustment is executed. Once the reservation is signed and paid in full, the following will not be changed: Residency status, non-profit status, and/or transferring the rental to be under a different organization and/or individual.

Set-up and Clean-up

Set-up and clean-up time for the rental holders and all vendors are required for all events and must be included in the rental 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 rental holders and vendors, are only allowed on-site during reserved 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, rental holders, support/service staff, caterer, tent and/or structure and its providers, etc. can remain on the property. The rental holders will be charged for all overtime incurred outside of rental hours by any guest, vendor, rental 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 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 rental 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 rental holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

Change of Plans to Rental Reservation

Any changes to the rental must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by **10am two (2) business days before the event date**. Please send all requests and changes to glenview@rockvillemd.gov.

To Secure a Date

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

For Non-Company/Non-Organization Events (e.g., 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 (e.g., corporate events)

The organization name must appear on the rental reservation and/or rental adjustments. 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 signing the rental reservation and/or rental adjustment must work directly for the company or organization. They must also have the authority to execute a rental reservation and/or rental adjustment on behalf of the company or organization. The rental down payment, rental balance and rental adjustments 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 rental. Money can be withheld from the security deposit if any guest, vendor, rental holders, support/service staff, caterer, subcontractor, etc. cause any property, grounds, furnishings, or equipment damages; arrive or depart outside of rental 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 rental 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 reservation 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.

NOTE: Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the reservation 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 may 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 rental reservation. 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 rental reservation is cancelled, 50% of the rental rate is retained and the remainder is returned to the PRIMARY on the rental.

INDEMNIFICATION

Rental 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.

Rental 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 rental holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Rental 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 reservation and/or rental adjustment.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of rental holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the rental holder, its agents, servants, employees or invitees. All personal property of rental 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 rental 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 rental reservation and/or rental adjustment for any unforeseen reason, the rental reservation and rental adjustments 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 rental and ensures that guests, vendors, and rental holders follow all rules and regulations while on-site. City of Rockville staff will be on duty during the rental hours to assist with house concerns, monitor restrooms, answer vendors' and rental holders' questions, and ensure that the renter and all auxiliary services vacate the property by the end of the rental 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 rental 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 rental 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 rental 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 planting schedule is not guaranteed and is subject to change. The Civic Center grounds are a public park and poor weather, and/or other factors can damage the fountain, lawns, grass, 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 rental 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, rental 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 rental holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

ON-SITE EQUIPMENT INVENTORY

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.

True:	Refrigerator (2 doors); Upright freezer (1 door)
AltoShaam:	Electric warming cabinets (2 independent units)
Bunn:	Coffee maker (brews 549 cups per hour)
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; 1 slop sink (for mop water)

Event Tables and Chairs

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 rental 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. The Chiavari chairs/bar stools 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 reservation 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
Qty. 525	Folding white resin garden chairs
Qty. 251	Chiavari chairs
Qty. 38	Chiavari bar stools

Rectangular event tables

(allowed inside Glenview Mansion and on first-floor porches)

Qty. 20	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. 8	3' tables with 30" drop	Seats 4 people
Qty. 14	4' tables with 30" drop	Seats 6 people
Qty. 23	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 rental 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.

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 rental holders and vendors on re-imagining the spaces. Fire code and safety must be prioritized before maximum capacity. For each specialty table or set-up that you add to a room (cake table, sweetheart table, DJ station, photo booth, etc.), an event table for seated guests may need to be removed to maintain fire code.

Main Foyer & Lower Foyer

- May accommodate buffet and/or food stations (depends on layout and other tables in the spaces).
- No guest seating is allowed in the Main Foyer or Lower Foyer due to fire safety.
- The guestbook may be placed in this area.

Conservatory

- Accommodates indoor ceremonies (up to 75 people w/ our folding white resin garden or Chiavari chairs).
- Accommodates dancing (which must take place in the Conservatory and not in any other room).
- Banquet Chairs: Seats up to 50 guests at event tables.
- Chiavari Chairs: Seats up to 60 guests at event tables.
- Your support staff must changeover the room between activities (meals, dancing, etc.) and clean the floor.
- No beverage stations, buffet, and/or food stations are allowed (unless there is no dancing, or your support staff changes over the room before dancing occurs and cleans the floor).

Library

- Photo booths and other specialty entertainment are nicely accommodated in this room.
- Banquet Chairs: Seats up to 24 guests at event tables.
- Chiavari Chairs: Seats up to 30 people at event tables.

Arcade

- Indoor beverage station must be set-up in this area (cannot be in our rooms with hardwood floors).
- Self-served buffet and/or food stations are allowed in this area (if using this area for food service, no seating is allowed).
- Banquet Chairs: Seats up to 8 guests at (4) 3' round event tables.
- Chiavari Chairs: Seats up to 8 guests at (4) 3' round event tables or (4) cabaret tables.
- Standing: Up to four (4) cabaret tables can be placed in the space with no chairs.

Dining Room

- Accommodates buffet and/or food stations.
- Banquet Chairs: Seats up to 50 guests at (8) 4' round event tables – 2 tables will have (7) chairs.
- Chiavari Chairs: Seats up to 50 guests at (8) 4' round event tables – 2 tables will have (7) chairs.
- Banquet Chairs: Seats up to 50 guests at (6) 5' round event tables – 2 tables will have (9) chairs.
- Chiavari Chairs: Seats up to 60 guests at (6) 5' round event tables.
- The sideboard (buffet cabinet) cannot be removed from the space.

Living Room

- Accommodates buffet and/or food stations.
- Banquet Chairs: Seats up to 50 guests at (8) 4' round event tables – 2 tables will have (7) chairs.
- Chiavari Chairs: Seats up to 50 guests at (8) 4' round event tables – 2 tables will have (7) chairs.
- Banquet Chairs: Seats up to 50 guests at (6) 5' round event tables – 2 tables will have (9) chairs.
- Chiavari Chairs: Seats up to 60 guests at (6) 5' round event tables.

First-Floor Porches (Front, Living Room, Dining Room)

- Outdoor seating is allowed on the three (3) porches on the first floor.
- Seating depends on the porch location and set-up.
- Banquet chairs are not allowed outdoors (we will use white resin garden chairs at a complimentary rate).
- Chiavari chairs/bar stools 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.
- No 5' round event tables are allowed on the Living Room and Dining Room porches.
- On Front Porch – Chiavari Chair or White Resin Garden Chair: Seats up to 20 people at event tables.
- On Living Room Porch – Chiavari or White Resin Garden Chair: Seats up to 12 people at event tables.
- If a beverage station is set-up on the Living Room porch, only up to 6 guests can be seated.
- On Dining Room Porch – Chiavari or White Resin Garden Chair: Seats up to 6 guests at event tables.

Cottage

- Maximum capacity is 25 people.
- Can be used as a dressing room, play area for adult-supervised children, or headquarters for your event team.
- Banquet Chairs: Seats up to 25 guests at (4) 4' round event tables – 1 table will have 7 chairs.
- Up to two (2) 6' rectangle tables can be placed 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 (subject to change). 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 rental reservation and paid through the Civic Center Business Office. If the red wine and purple/red beverages fee is added to the rental 30 days or less from the 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 rental 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 or Cottage. Caterers and rental holders are responsible for all food, beverage, and alcohol related services, in addition to set-up and clean-up of the facility and grounds. Below are the responsibilities of all vendors who work event at Glenview Mansion and Cottage. 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 rental 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 rental period.
- The breakdown of all equipment must be done in the last hour of the rented time. Failure of vendors to clean-up and breakdown at the end of the rented time will result in additional overtime or excessive clean-up fees to the rental 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 rental 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 rental 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 rental 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.

CITY OF ROCKVILLE STORM POLICY

The safety of all user groups in City of Rockville parks is the top priority. If the weather includes thunder, lightning or high winds, all guests must remain inside a secure building until the conditions change and safe use of the outdoor areas is appropriate. To learn more about outdoor lightning safety tips, please review these resources when planning your picnic: U.S. Golf Association, National Weather Service, and National Lightning Safety Institute.

If you can see lightning, flee it. If you can hear thunder, clear the area. For every five seconds after seeing lightning, before hearing the associated thunder, the lightning is one mile away. Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard. Extreme winds easily blow event equipment out of place and tree branches off the trees. Picnic shelters are not a safe environment during lightning storms or high winds.

INSURANCE REQUIREMENTS

Insurance during your rental period is required for both private and public events.

TO PURCHASE INSURANCE FOR YOUR RENTAL, please follow these steps:

- **Step 1:** Visit LGIT through GatherGuard at www.gatherguard.com and move through the ordering process.
- **Step 2:** The insurance must have \$1,000,000 General Liability Coverage with \$250,000 Damage to Rented Premise (if your insurance does not meet this coverage, the City of Rockville will not accept it).
- **Step 3:** For non-company/non-organization rentals, the PRIMARY name must be the Insured and Insurance Contact on the policy (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 rentals, the company/organization name must be the Insured and Insurance Contact on the policy.

- **Step 4:** Your insurance must have a specific Certificate Holder. After you receive the confirmation e-mail from GatherGuard with your policy, please reply to that e-mail and request that they add the Certificate Holder Information indicated below to your policy and send you an updated copy for your records.

Certificate Holder Information:

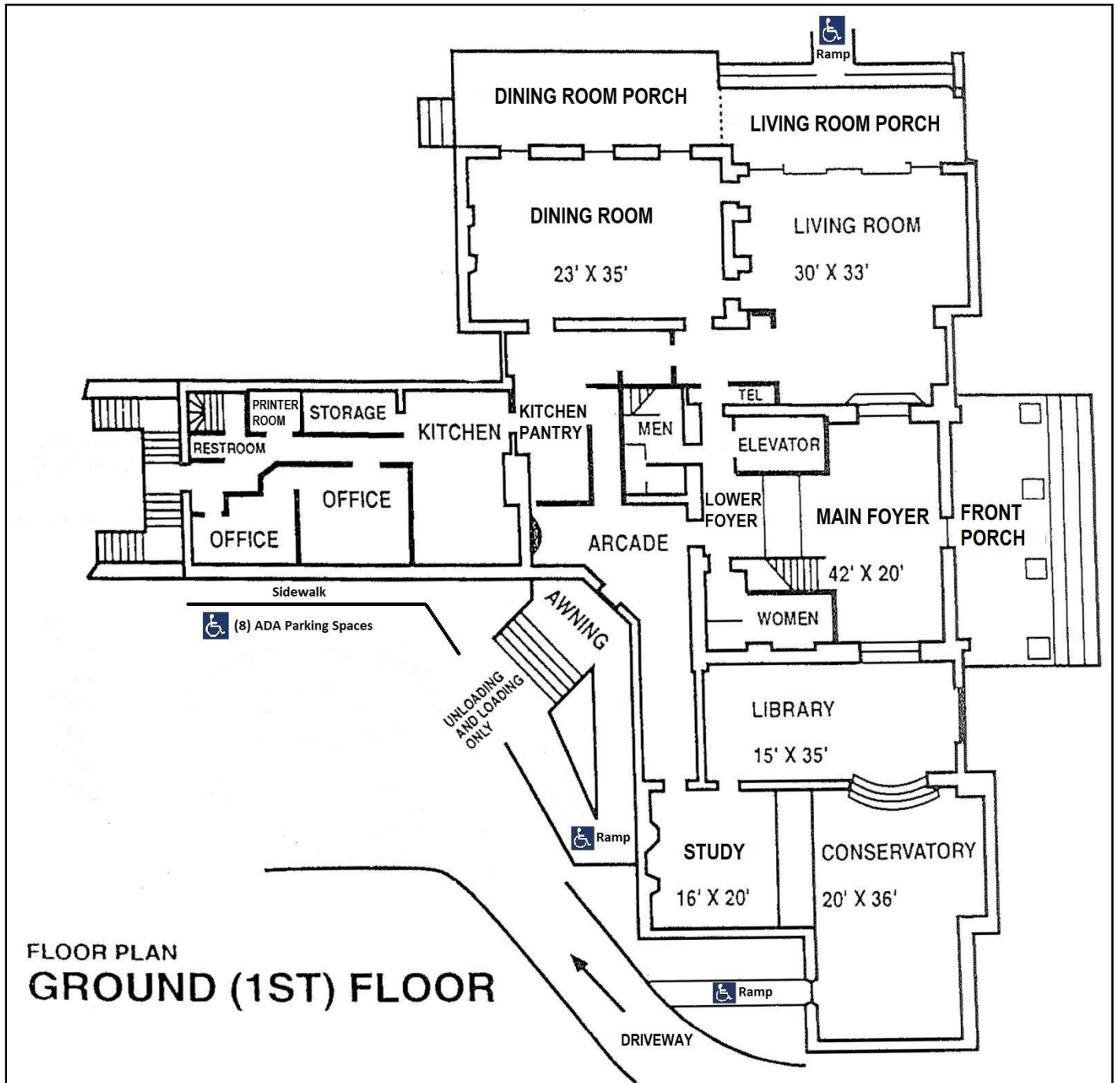
The Mayor and Council of Rockville
City Hall
111 Maryland Avenue
Rockville, MD 20850

- **Step 5:** The Certificate of Liability Insurance (COI) must be on file with the Rockville Civic Center Business Office by the date of your final walk through appointment or at least 30 calendar days before your first rental reservation date. The COI is a 1-page document that verifies a company or individual's insurance coverage. It's a summary of key information about a policy, including policyholder details, coverage types, limits, and effective dates. Please only send the business office the 1-page COI (do not send us the entire insurance policy packet).

Important Information Regarding GatherGuard:

- When you purchase insurance from GatherGuard, the coverage only protects you and does not cover the performer, vendor, exhibitor, etc. If you want the companies or individuals that you hire to provide you with proof of insurance specific to their business, you will need to manage this yourself.
- You must work directly with GatherGuard if you need assistance or experience issues.
- If you would like to purchase insurance using a company other than GatherGuard, please ensure that the policy (and COI) meets all the requirements outlined in Step 2 through Step 5.

FIRST FLOOR PLAN OF GLENVIEW MANSION



SECOND FLOOR PLAN OF GLENVIEW MANSION

