

# Wedding Ceremonies and Receptions Memorials and Celebrations of Life Social Events

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



**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. Every rental includes the use of the entire home and Formal Gardens, in addition to a customized set-up to support the unique needs of your event.

Whether you host an event here, come to discover an art gallery exhibit, or visit the beautiful Formal Gardens, we hope you will return again and again. Owned and operated by the City of Rockville, Maryland.

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

Monday through Friday 8:30am – 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](mailto:glenview@rockvillemd.gov).

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

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

**Table of Contents**

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS ..... 1

RENTAL TOURS..... 1

WEDDING AND SOCIAL EVENT RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027 ..... 3

NON-PROFIT SOCIAL EVENT RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027..... 4

MEMORIAL/CELEBRATION OF LIFE RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027 ..... 5

ROCKVILLE RESIDENCY ..... 6

TO RENT WITH US ..... 6

MAXIMUM CAPACITIES..... 6

CATERER & SUPPORT STAFF REQUIREMENTS ..... 6

HOLD POLICY..... 6

ACCEPTABLE FORMS OF PAYMENT..... 7

RENTAL RESERVATIONS ..... 7

CANCELLATIONS..... 8

INDEMNIFICATION ..... 9

CITY OF ROCKVILLE STAFF ..... 9

SPECIAL PACKAGES ..... 9

INSURANCE REQUIREMENTS ..... 10

FINAL WALK THROUGH APPOINTMENT..... 10

WEDDING CEREMONY REHEARSAL..... 11

WEDDING CEREMONY ..... 11

ON-SITE EQUIPMENT INVENTORY ..... 14

SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION ..... 15

RED WINE & PURPLE/ RED BEVERAGES ..... 19

SPECIAL ALCOHOL AND FOOD PERMITS (MONTGOMERY COUNTY)..... 19

VENDOR INFORMATION ..... 19

PARKING..... 21

CITY OF ROCKVILLE STORM POLICY ..... 22

TENTING AND STRUCTURE POLICY ..... 22

FIRST FLOOR PLAN OF GLENVIEW MANSION ..... 25

SECOND FLOOR PLAN OF GLENVIEW MANSION..... 26

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**WEDDING AND SOCIAL EVENT RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027**

( ) = Rental rate for each additional hour. You can only add one (1) additional hour onto the 6-hour base rental rate to bring the total rental time up to seven (7) hours. If you require an 8-hour rental, you must use the 8-hour base rental rate. You can only add one (1) additional hour onto the 8-hour base rental rate to bring the total rental time up to nine (9) hours. If you require a 10-hour rental, you must use the 10-hour base rental rate.

**\*All rentals that are using tents and/or structures are required to use the 10-hour base rental rate.**

<u>MONDAY – THURSDAY</u>	<u>6-Hour Base Rental Rate</u>	<u>8-Hour Base Rental Rate</u>	<u>10-Hour Base Rental Rate*</u>
Rockville	\$1,980 (\$200)	\$3,040 (\$300)	\$4,550 (\$300)
Non-Rockville	\$2,280 (\$200)	\$3,440 (\$300)	\$5,050 (\$300)
<u>FRIDAY &amp; SUNDAY</u>	<u>6-Hour Base Rental Rate</u>	<u>8-Hour Base Rental Rate</u>	<u>10-Hour Base Rental Rate*</u>
Rockville	N/A	\$4,040 (\$400)	\$5,550 (\$400)
Non-Rockville	N/A	\$4,440 (\$400)	\$6,050 (\$400)
<u>SATURDAY</u>	<u>6-Hour Base Rental Rate</u>	<u>8-Hour Base Rental Rate</u>	<u>10-Hour Base Rental Rate*</u>
Rockville	N/A	\$4,740 (\$500)	\$6,550 (\$500)
Non-Rockville	N/A	\$5,440 (\$500)	\$7,050 (\$500)

**OFF-SEASON DISCOUNT:** January, February and March wedding and social events receive 30% off the rental rates listed above.

**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.

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

**SECURITY DEPOSIT:** \$1,500

**INDOOR WEDDING CEREMONY:** \$0 (use of Glenview Mansion’s white resin garden chairs indoors for ceremony)

**GARDEN CEREMONY:** \$500 (use of Glenview Mansion’s white resin garden chairs outdoors for ceremony)

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

**EASELS:** Complimentary (up to 3 available)

**EVENT TABLES:** \$0

**CUSHIONED NAVY BLUE BANQUET CHAIRS WITH SILVER FRAME:** \$0

**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

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

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

**COTTAGE RATES:** For \$250 total, the Cottage can be rented during your reservation when you book a 6-hour minimum event at Glenview Mansion. For 10-hour rentals, the Cottage is complimentary during the hours of your rental.

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**NON-PROFIT SOCIAL EVENT RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027**

Special rates are available for non-profit organizations hosting social events that directly benefit the organization.

( ) = Rental rate for each additional hour. You can only add one (1) additional hour onto the 8-hour base rental rate to bring the total rental time up to nine (9) hours. If you require a 10-hour rental, you must use the 10-hour base rental rate.

**\*All rentals that are using tents and/or structures are required to use the 10-hour base rental rate.**

<u>MONDAY – FRIDAY</u>	<u>8-Hour Base Rental Rate</u> \$2,040 (\$200)	<u>10-Hour Base Rental Rate*</u> \$3,700 (\$300)
<u>SATURDAY – SUNDAY</u>	<u>8-Hour Base Rental Rate</u> \$2,640 (\$200)	<u>10-Hour Base Rental Rate*</u> \$4,300 (\$300)

**OFF-SEASON DISCOUNT:** No discounts apply for the non-profit social event rental 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.

**DOWN PAYMENT:** N/A (entire rental balance is due at the time of signing)

**SECURITY DEPOSIT:** \$750

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

**EASELS:** Complimentary (up to 3 available)

**EVENT TABLES:** \$0

**CUSHIONED NAVY BLUE BANQUET CHAIRS WITH SILVER FRAME:** \$0

**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

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

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

**COTTAGE RATES:** For \$250 total, the Cottage can be rented during your reservation when you book a 6-hour minimum event at Glenview Mansion. For 10-hour rentals, the Cottage is complimentary during the hours of your rental.

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**MEMORIAL/CELEBRATION OF LIFE RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027**

( ) = Rental rate for each additional hour.

**All rentals that are using tents and/or structures are required to reserve 10-hours.**

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

<u>MONDAY – THURSDAY</u>	<u>6-Hour Base Rental Rate</u>
Rockville & Non-Rockville	\$1,230 (\$205)

<u>FRIDAY – SUNDAY*</u>	<u>6-Hour Base Rental Rate</u>
Rockville & Non-Rockville	\$1,680 (\$280)

**OFF-SEASON DISCOUNT:** No discounts apply for the memorial and celebration of life rental 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.

**DOWN PAYMENT:** N/A (entire rental balance is due at the time of signing)

**SECURITY DEPOSIT:** \$750

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

**EASELS:** Complimentary (up to 3 available)

**EVENT TABLES:** Complimentary

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

**MICROPHONE AND PODIUM:** Complimentary

**65-INCH FLAT SCREEN TELEVISION:** \$100 (venue provides HDMI cable; you must bring your own adapter if using Apple)

**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.

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## **ROCKVILLE RESIDENCY**

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

## **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 and/or support staff, etc.). Please send all requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov). Click [here](#) to check if you are a City of Rockville resident.

## **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.

## **CATERER & SUPPORT STAFF REQUIREMENTS**

**No Homemade Food and Beverages:** All food and beverages must be prepared by a licensed food service establishment, professional caterer, or commercial food vendor and are not prepared in a private residence.

**For events with 51 guests or more, the rental holder must:**

- Use a professional caterer who remains on-site for the duration of the rental to manage food service, guest dining needs, and all set-up and clean-up requirements.
- Use dedicated, third-party support staff for the duration of the rental to manage food service, guest dining needs, and all set-up and clean-up requirements if the caterer is only providing food drop-off and will not remain on-site.
- Be responsible for ensuring that third-party support staff have the appropriate licenses and insurance to work and will adequately support the size, scope, and service needs of the event.

## **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) business days. Failure to sign for the reservation 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. Reservations for the Glenview Mansion may be booked up to 24 months in advance.

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## **ACCEPTABLE FORMS OF PAYMENT**

Acceptable forms of payment include Discover, MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

## **RENTAL RESERVATIONS**

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 the down payment paid, 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. We allow tents and/or structures to be set-up and broken down outside rental hours; please see **TENT AND STRUCTURE POLICY** for details.

**Event Overtime:** If you go into overtime for whatever reason, the absolute cut off time for the event is 2:00am, which includes clean-up. City of Rockville staff will shut down Glenview Mansion and Cottage at 2:00am and no guest, vendor, 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.

**To Secure a Date:** A rental must be signed and returned to the Rockville Civic Center Business Office with the down payment of 50% of the base rental rate. Only for non-profit rental reservations and/or rental adjustments is the entire rental balance due at signing. The rental balance, security deposit, red wine & purple/red beverage fee, get ready package, vendor package, chair fees, and any other outstanding fees must be paid in full no later than 120 calendar days prior to the date of the event. Any rental reservation and/or adjustment being executed at or after the 120-day mark must be paid in full at the time of reservation.

**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.

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**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 security deposit must be paid as part of the rental balance at least 120 calendar days prior to the event date. Money can be withheld from the security deposit if any guest, vendor, rental holders, support/service staff, caterer, tent and/or structure, 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 Rockville 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 Discover, 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 calendar days or older. We are not able to process these security deposit refunds back to the original credit card.

## **CANCELLATIONS**

Change of date requests are considered cancellations. Cancellations must be received by the Rockville 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 Rockville Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Rockville 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](mailto:glenview@rockvillemd.gov).

If the rental reservation is cancelled more than 120 calendar days prior to the event, Glenview Mansion retains the entire down payment, which is 50% of the rental rate. If the rental reservation is cancelled fewer than 120 calendar days prior to the event, Glenview Mansion retains the entire rental rate. If Glenview Mansion receives a new wedding and reception event or social event on the reservation date for the same number of rental hours and the rental takes place, the entire down payment is retained, and the remaining fees and security deposit are returned to the rental holders. If the rental reservation is cancelled and no event rental reservation is received for the rental date, the rental holders are responsible for payment of the entire rental balance.

## **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.

## **SPECIAL PACKAGES**

### **The Get Ready Package – \$250 per hour with a one (1) hour minimum**

We offer The Get Ready package to allow members of the wedding party to get hair/make-up and dressed in the following locations: Art Gallery (Dressing Room, Gallery Room 5, and Gallery Room 6) and Cottage. No guests, deliveries, vendors and/or set-up of the inside of Glenview Mansion, Cottage or the grounds are allowed during this timeframe. Glenview Mansion and/or the Cottage will be open for the wedding party to get ready only and then closed again after arrival. All other services must take place during your rental period.

### **The Vendor Package - \$375 per hour with a one (1) hour minimum**

We offer The Vendor Package to allow vendors and deliveries to arrive on-site before the rental period only to begin set-up and decoration of Glenview Mansion, Cottage and/or grounds. Our event tables and chairs (banquet or Chiavari chairs/bar stools) will be set-up by the time package begins. No guests, formal events, cocktail hour, wedding ceremony and/or reception activities are allowed inside Glenview Mansion, Cottage,

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and/or the grounds during this timeframe. In addition, the wedding party is not allowed to get ready on-site during this timeframe.

**NO EXCEPTIONS APPLY:** Not adhering to The Get Ready Package and The Vendor Package policies will result in the packages defaulting to the appropriate per hour rental rate fee. If the security deposit is not enough to cover the full amount of the incidentals, the rental holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

### **INSURANCE REQUIREMENTS**

Insurance during your rental period is required. 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. To purchase your insurance, follow these steps:

- **Step 1:** Visit LGIT through GatherGuard at [www.gatherguard.com](http://www.gatherguard.com) and move through the ordering process (Glenview Mansion Vendor Code: **0501-2701**).
- **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:** The Certificate of Liability Insurance (COI) must be on file with the Rockville Civic Center Business Office 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).

### **FINAL WALK THROUGH APPOINTMENT**

**Appointment Requirements:** All rental holders must schedule a final walk through appointment at Glenview Mansion to determine set-up and clean-up needs for event tables/chairs, wedding ceremony chairs, and tent and/or structures. The final walk through is by appointment only and must be scheduled through the Rockville Civic Center Business Office. The appointment must take place **no less than 45 calendar days prior to the rental date** on Monday through Thursday between 9am – 4pm. The rental holders, caterer and/or support staff, tent and/or structure representative, event coordinator, and Glenview Mansion staff must all be present.

**Paperwork Requirements:** The Rockville Civic Center Business Office must have all final walk through paperwork on file for your event **no less than 30 calendar days prior to the rental date**. Paperwork includes the completed vendor list, signed catering policies, signed tent and structure policies, and event certificate of insurance (COI).

**Plan B Requirements:** We define Plan B as the alternative event table/chair set-up strategy using the inside of Glenview Mansion if the Formal Gardens and porches will no longer be used for the wedding and/or reception for any reason, including inclement weather. During the final walk through, a Plan B set-up for the interior of Glenview Mansion is required and will be created with the rental holders, caterer and/or support staff, event coordinator, and tent and/or structure provider representative. If the rental holders decide to go with the Plan B set-up, the Rockville Civic Center Business Office must know this decision and acknowledge the change through an e-mail response to the rental holders by **10am one (1) business day before the rental date**. If the rental holders decide to go with the Plan B set-up after this deadline, the caterer and/or support staff is responsible for turning over the space to the Plan B set-up and putting our event tables and chairs away in the proper locations in Glenview Mansion. Please send Plan B requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

**Additional Changes:** Any other changes to the final walk through paperwork or set-ups must be sent to the Rockville Civic Center Business Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the rental date**. Rockville Civic Center Business Office staff will acknowledge the changes through an e-mail response to the rental holders. Please send all requests and changes to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov). If changes are made after this deadline, the caterer and/or support staff is responsible for turning over the space and putting our event tables and chairs away in the proper locations in Glenview Mansion.

### **WEDDING CEREMONY REHEARSAL**

A one (1) hour rehearsal can be scheduled through the Rockville Civic Center Business Office or at your final walk through appointment through Glenview Mansion staff for no additional cost based on availability. Glenview Mansion reserves the right to reschedule or cancel a rehearsal at any time if an event is booked during the chosen rehearsal date and time. We do not schedule rehearsals on Fridays due to our private event schedule. A rehearsal can be held on Monday – Wednesday between 9am – 4pm and every other Thursday between 9am – 7:30pm.

Only the Conservatory, Formal Gardens and The Mall can be used during the rehearsal. Rehearsal use does not include permission to set-up for your event or serve food and/or beverages. Rentals of other areas within Glenview Mansion or on the grounds may be occurring at the same time as your rehearsal. To respect all user groups and the facility, please check-in with staff upon your arrival. There can easily be two rehearsals on the same day/evening. Please keep your rehearsal to your allotted time.

### **WEDDING CEREMONY**

#### **Allowable Locations for Outdoor Wedding Ceremonies**

- **The Mall (a.k.a. front lawn):** This area can accommodate up to 200 chairs. Electricity is accessible from the front porch outlets.
- **Level 2 of Formal Gardens:** This area can accommodate up to 150 chairs. Electricity is accessible from the utility box hidden in the boxwood shrubs.
- **Bowling Green:** This area can accommodate up to 200 chairs. Electricity accessible in the basement of the Cottage.

**Indoor Wedding Ceremony – \$0 to use Glenview Mansion’s white resin garden chairs indoors for ceremony**

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

**Garden Ceremony – \$500 fee to use Glenview Mansion’s white resin garden chairs outdoors for ceremony**

Glenview Mansion offers a maximum of 200 folding white resin garden chairs for outdoor wedding ceremonies in our Formal Gardens. Your caterer and/or support staff is required to set-up the ceremony chairs in one of the three allowable locations for outdoor wedding ceremonies. Immediately following the ceremony, your caterer and/or support staff is also required to remove the chairs and properly store them in the same location from which they came. City of Rockville staff will be on-site to show your caterer and/or support staff where to find and store the white resin garden chairs. These chairs cannot be used anywhere else in the home or property for any other activity other than the outdoor wedding ceremony. Glenview Mansion’s Chiavari chairs/bar stools are **not** available for outdoor use except for on the porches. You can also rent your own outdoor ceremony chairs through an outside provider.

**Change of Plans to Use Glenview Mansion’s White Resin Garden Chairs Outdoors for Ceremony**

- If the use of Glenview Mansion’ white resin garden chairs for outdoor ceremonies is added to the rental 30 calendar days or less from the rented event date, it must be paid immediately by credit card (Discover, MasterCard or Visa).
- Any changes to your indoor or outdoor wedding ceremony set-up must be sent to the Rockville Civic Center Business Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the rental date**. Please send changes to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).
- If the rental holders decide to cancel the garden ceremony and go with the Plan B set-up, the Rockville Civic Center Business Office will refund the rental holders the Garden Ceremony fee and must know this decision and acknowledge the change through an e-mail response to the rental holders by **10am one (1) business day before the rental date**. After this deadline, the Garden Ceremony fee payment is final. Please send cancellation requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

**NO EXCEPTIONS APPLY:** There is a \$750 charge if your caterer and/or support staff do not properly remove and put away the white resin garden chairs. Any damaged or missing white resin garden chairs will be charged to the rental holders. These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor or outdoor wedding ceremony. Glenview Mansion’s Chiavari chairs/bar stools are not available for outdoor use except for on the porches. 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.

**More Information about the Formal Gardens**

- Electricity is not guaranteed on The Mall, Level 2, or Bowling Green. If you require electricity for your event in these areas, please rent a generator from an outside provider.
- Want to tent in the Formal Gardens? Please see the Tenting and Structure Policy section.
- Lighting illuminates the walkway from Glenview Mansion to the fountain, from the fountain area to the Bowling Green behind the Cottage as well as the walkway from the Bowling Green back up to main sidewalk between the Mansion and the Cottage. These lights are on a timer and will automatically be part of every evening event.
- The fountain in lowest level of the Formal Gardens operates daily via a timer and runs morning through evening events. Weather permitting, the fountain typically operates mid-March through late October.
- The grounds of Glenview Mansion are not sprayed for insects. Individuals may spray/fog the Formal Gardens and The Mall during the rented hours of an event.
- Maintenance of the Civic Center grounds, including the Formal Gardens and The Mall, includes weekly grass mowing as well as routine care for plantings throughout the year. There is also a transition period when the plantings through the grounds are changed out, resulting in no visible plants or blossoms. The 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 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**

	<u>Daytime</u> Weekdays: 7am – 9pm Weekends & Holidays: 9am – 9pm	<u>Nighttime</u> 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 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 Rockville 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 reservation start time. The caterer and/or support staff is responsible to take down and properly put away chairs after indoor and outdoor wedding ceremonies. City of Rockville staff will be on-site to show your caterer and/or support staff where to find and store the white resin garden chairs. The Chiavari chairs/bar stools must be recovered with the chair protectors. The caterer and/or support staff 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. Glenview Mansion’s Chiavari chairs/bar stools are not available for outdoor use except for on the porches.

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 Rockville 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. 200 Banquet chairs
- Qty. 310 Folding white resin garden chairs
- Qty. 247 Chiavari chairs
- Qty. 36 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

**Cooking & Non-Cooking Food Trucks:** Food trucks are permitted during rentals. A food truck is a motorized vehicle or trailer that prepares, serves, or distributes food and beverages directly to guests from the exterior of the vehicle. Food trucks must park along the driveway leading to the Bowling Green, located behind the Cottage. Food trucks must remain on paved surfaces and may not drive on or park on the grass. Please note that the driveway is steep and uneven, which may present operational challenges for food truck vendors and may affect guest access to the truck. Rental holders are responsible for determining whether a food truck is an appropriate food service option for their event and for ensuring that their vendor understands and can accommodate the site conditions and access limitations.

**Food Carts:** Small, manually pushed food carts with inflatable or solid rubber wheels are permitted during rentals. A food cart is a mobile cart that is pushed by hand rather than towed by a vehicle. Food carts may be used inside the venue and on grassed areas. Food carts brought inside the venue must be maintained in a manner that prevents condensation, leaking, or dripping onto floors or other surfaces, as moisture may cause damage. Rental holders are responsible for determining whether a food cart is an appropriate food service option for their event and for ensuring that their vendor understands and can accommodate these requirements.

**Seated Meals:** We can accommodate up to 120 guests between the Dining Room and Living Room; 150 guests between the Dining Room, Living Room, and Library; and 210 guests between the Dining Room, Living Room, Library, and Conservatory. Dancing must be in the Conservatory and not in any other room. Therefore, if you are using the Conservatory for a seat meal and then dancing, your support staff must changeover the room between activities (meals, dancing, etc.) and clean the floor. A tent on Level 1 of the Formal Gardens can host

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a seated meal for up to 100 guests and a tent in the Bowling Green can host a seated meal for up to 200 guests.

**Buffet or Food Stations:** For events choosing a buffet or food station format, the caterer and/or support staff 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 Rockville Civic Center Business Office or Superintendent of Community Facilities.

**Passed Food & Beverages:** Servers walking with trays of passed food and beverages, such as hors d'oeuvres or champagne, throughout an event are welcome.

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

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

Below is a list of the number of guests, event tables, and various set-ups allowed for each first-floor space. Rockville 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.
- Hors d'oeuvres, cake/dessert tables, gift tables or the guestbook may be placed in this area.

**Conservatory**

- Accommodates indoor wedding 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 and can be used as a food station (e.g., hors d'oeuvres, cake, desserts) or for non-alcoholic beverages that don't use ice (e.g., lemonade/iced tea stand, coffee/tea service).

## **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 and/or support staff.
- No 5' round event tables are allowed on the Living Room and Dining Room porches.
- No 8' rectangle event tables are allowed on the Living Room and Dining Room porches.
- Event tables cannot block access between 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.

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- 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.
- No pets are allowed inside Glenview Mansion or Cottage except for ADA service animals.
- 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. City is not responsible for WiFi outages.
- 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).
- 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, including tents and/or structures.
- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.
- No staking of equipment, lights or decorations is allowed on the property.
- No posting of outside signs on light poles, street signs, trees, etc. Any signs indoors must be posted using special painter’s tape that will not cause damage to our walls or ceilings.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.
- Real or artificial flower petals, birdseed, glitter, confetti, sparklers are not permitted inside the Mansion or outside on the property during any part of your event.

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## **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 Rockville Civic Center Business Office. If the red wine and purple/red beverages fee is added to the rental 30 calendar days or less from the event date, it must be paid immediately by credit card (Discover, MasterCard or Visa). 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** is required and must be displayed on-site if any event has a cash bar. Class C One-Day Special License requests are granted at the discretion of Montgomery County and must be on file with the Rockville 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.

## **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 and/or support staff will be asked to sign the Caterer and/or Support Staff 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 and/or support staff 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 and/or support staff is required to set-up the Conservatory for an indoor wedding ceremony with up to 75 folding white resin garden chairs (complimentary) or up to 75 Chiavari chairs/bar stools (per chair/bar stool fee). Catering and/or support staff is also required to put the chairs away in the Conservatory closet immediately after the ceremony ends (the Chiavari chairs/bar stools must be recovered with the chair protectors before they are put away). City of Rockville staff will be on-site to show the caterer and/or support staff where to find and store the white resin garden chairs or Chiavari chair/bar stools. These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor wedding ceremony.
- Caterer and/or support staff is required to set-up a maximum of 200 white resin garden chairs in one of the three allowable locations for outdoor wedding ceremonies. Immediately following the ceremony, the caterer and/or support staff is also required to remove the chairs and properly store them in the same location from which they came. City of Rockville staff will be on-site to show the caterer and/or support staff where to find and store the white resin garden chairs. These chairs cannot be used anywhere else in the home or property for any other activity other than the outdoor wedding ceremony. Glenview Mansion’s Chiavari chairs/bar stools are **not** available for outdoor use except for on the porches. You can also rent your own outdoor ceremony chairs through an outside provider.
- Caterer and/or support staff 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

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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 and/or support staff is not able to set-up and breakdown the tables and chairs, they are not permitted to cater at Glenview Mansion.
- Caterer and/or support staff is responsible to take down and put away chairs in the Conservatory after indoor wedding ceremonies. The Chiavari chairs/bar stools must be recovered with the chair protectors.
- Caterer and/or support staff 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.
- Glenview Mansion-owned outdoor wedding ceremony chairs are used for the wedding ceremony only and cannot be used for other portions of the event, such as cocktail hour, reception, etc.
- No rental furniture for the Formal Gardens is permitted to be brought inside Glenview Mansion or Cottage.
- Tenting and event table/chair set-ups on The Mall is prohibited – outdoor wedding ceremonies are allowed on The Mall.

**NO EXCEPTIONS APPLY:** Excessive cleaning by City of Rockville staff will result in a \$750 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.

**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.

## **TENTING AND STRUCTURE POLICY**

If a tent or structure such as a wedding altar is larger than 5 feet by 5 feet, and/or a contractor/subcontractor will need to access the Glenview Mansion grounds for set-up and take-down, a 10-hour rental is required. Tents and/or structures for social events at Glenview Mansion are welcome if they comply with the following rules and procedures:

- Tents and/or structures may be set-up only in two (2) locations in the Formal Gardens: 1) Bowling Green behind the Cottage or 2) Level 1 of the Formal Gardens (just off the Living Room and Dining Room porches). Tents and/or structures are not allowed on The Mall.
- Tents and/or structures in the Bowling Green behind the Cottage cannot exceed 60 feet by 90 feet maximum. Tents and/or structures on Level 1 of the Formal Gardens (just off the Living Room and Dining Room porches) cannot exceed 20 feet by 60 feet maximum.
- Tents and/or structures must be installed the same day of the rented event date.
- Tents and/or structures may not be set-up earlier than 6am or taken down after 9pm.
- A tent and/or structures must be removed the day after your event by 11am sharp, if there is not another rental for another client already scheduled. If there is another rental the day after your event, the complete removal of the tent and/or structure must be accomplished at least two (2) hours prior to the next event's set-up time. The Rockville Civic Center Business Office and Superintendent of Community Facilities, without exception, must approve tent and/or structures set-ups and take-downs that do not fall within these perimeters.
- Tents and/or structures set-up and take-down needs to be respectfully done within compliance to the noise ordinance. Quiet times are 9pm to 9am.
- The tent and/or structures set-up and take-down must be coordinated with the set-up needs for what is going under the tent and/or structure (tables, chairs, dance floor, décor items, etc.). The Rockville Civic Center Business Office must be informed of this coordination plan before or at the time of the

final walk through. All set-ups and equipment associated with the tent must arrive with the tent and leave with the tent. Storage on City property is strictly prohibited – **NO EXCEPTIONS ALLOWED.**

- 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 rental hours. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be bought inside Glenview Mansion or Cottage, especially during inclement weather.
- All tents and/or structures must be water barreled to ensure no damage occurs to the lawn, tree roots or underground electrical conduit. No staking of the ground or plantings is allowed.
- Tents and/or structures must be placed in a manner that has no impact on existing trees, bushes, flower beds, etc. Tent and/or structure companies may not trim any of the Glenview Mansion trees, bushes, or flower beds.
- If a tent and/or structure is removed when it is dusk or dark outside, the company must provide the work lights needed to assist with a safe take-down of the tent and equipment.
- Electrical power for tenting and/or structures Level 1 runs from the power box located on Level 2 of the Formal Gardens. Electrical power for tenting the Bowling Green runs from the basement of the Cottage. Please see “Electric Supply in Formal Gardens” for specifics.
- Tent and/or structure companies must provide a generator with tent set-up for any electrical services, such as lighting, heating, cooling, fans, catering tent etc.
- Other service providers under the tent and/or structures, such as catering, musical entertainment, bartender, etc. may also need to provide a generator for extra electrical power.
- Lighting inside the tent and/or structures is required. Lighting outside of the tent and/or structure is suggested.
- Due to health and safety requirements, any food or beverage set-ups must be placed either under the big tent or a smaller tent (catering tent) that is large enough to accommodate food and beverage preparation and service.
- All musical entertainment must be placed under the main tent (not the catering tent) to comply with the City of Rockville noise ordinance of 55 decibels after 9pm. This noise ordinance equates to two people standing 10 feet from each other having a quiet conversation.
- A hardwood dance floor is required and must be placed under the tent (preferably with a honeycomb subfloor barrier to prevent lawn damage).
- Tents and/or structures behind the Cottage in the Bowling Green have no ADA access. Guests in wheelchairs are best driven to the site using the service drive from the theatre parking lot to this garden area. The restrooms in the basement of the Cottage are not ADA compliant.

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- The lawn in the tent and/or structure areas is easily damaged by the event of rainy weather. The condition of the lawn is not guaranteed for any tent rental use.
- The rental holders shall be fully responsible for, and shall indemnify and hold the city harmless, from any damage to or loss of objects or property belonging to the City of Rockville, and for any personal injury incurred during or because of such use.

**NO EXCEPTIONS APPLY:** Installing tents and/or structures on The Mall (a.k.a. front lawn) or using Glenview Mansion-owned tables and chairs outside of permitted areas will result in the retention of the entire security deposit. If the security deposit is not enough to cover the full amount of the incidentals, the rental holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Electric Supply in Formal Gardens**

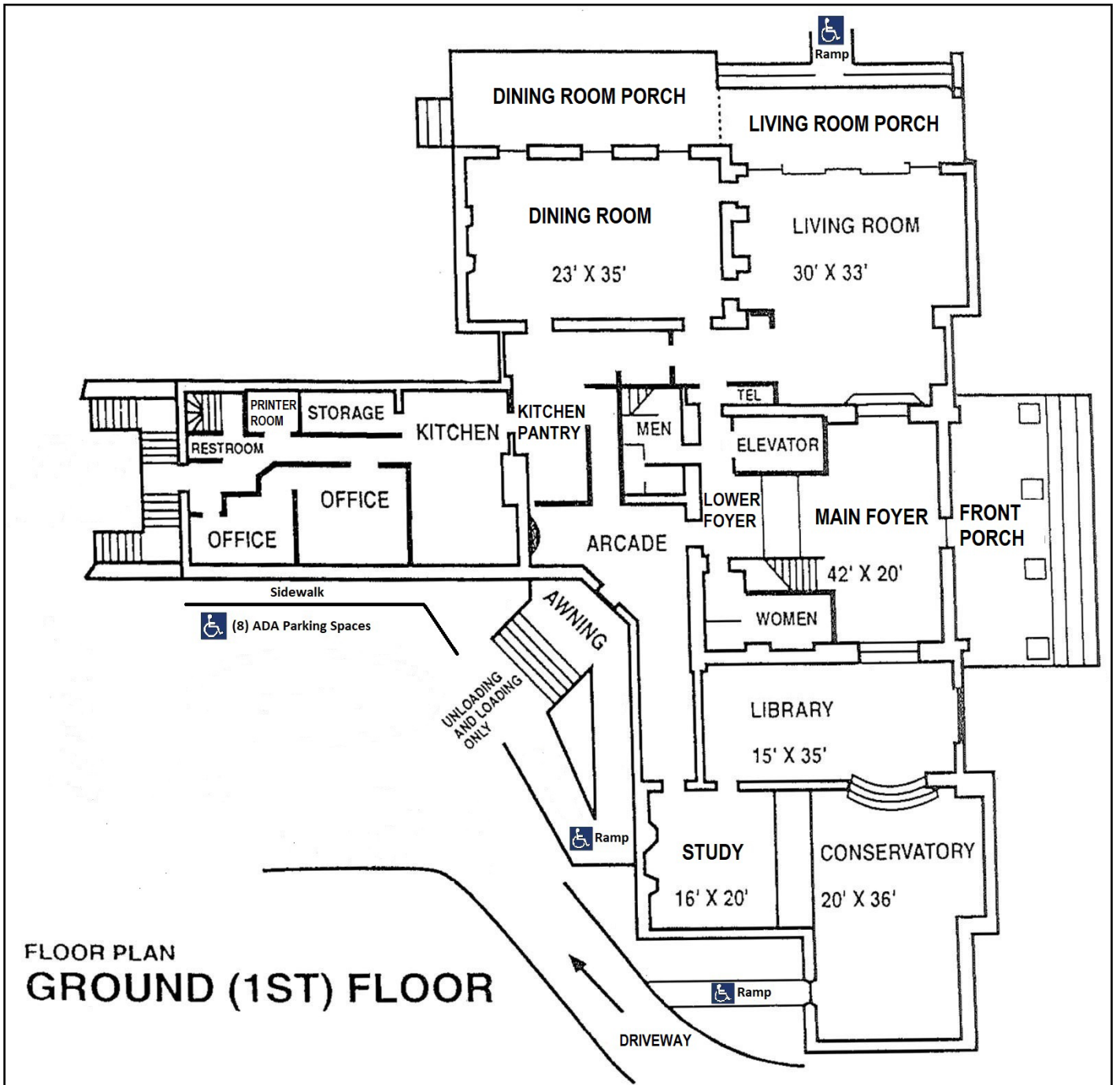
**Cottage Basement (Tent and/or structures level behind cottage):** The power is accessible through a locked doorway on back side of the cottage; you must arrange for access to the key lock box to access the basement in advance and the key must be returned to the lock box promptly.

There are four (4) separate 20-amp circuits available for event use located in the basement of the Cottage. There are three (3) heavy power cords available to assist with running this power to tents and/or structures on the lawn. There is one cable run to be used on the sidewalk where the power cords must cross to support the tent and/or structure. Each 20-amp circuit is capable of 2400 watts of power total. Please plan to distribute your load between these circuits.

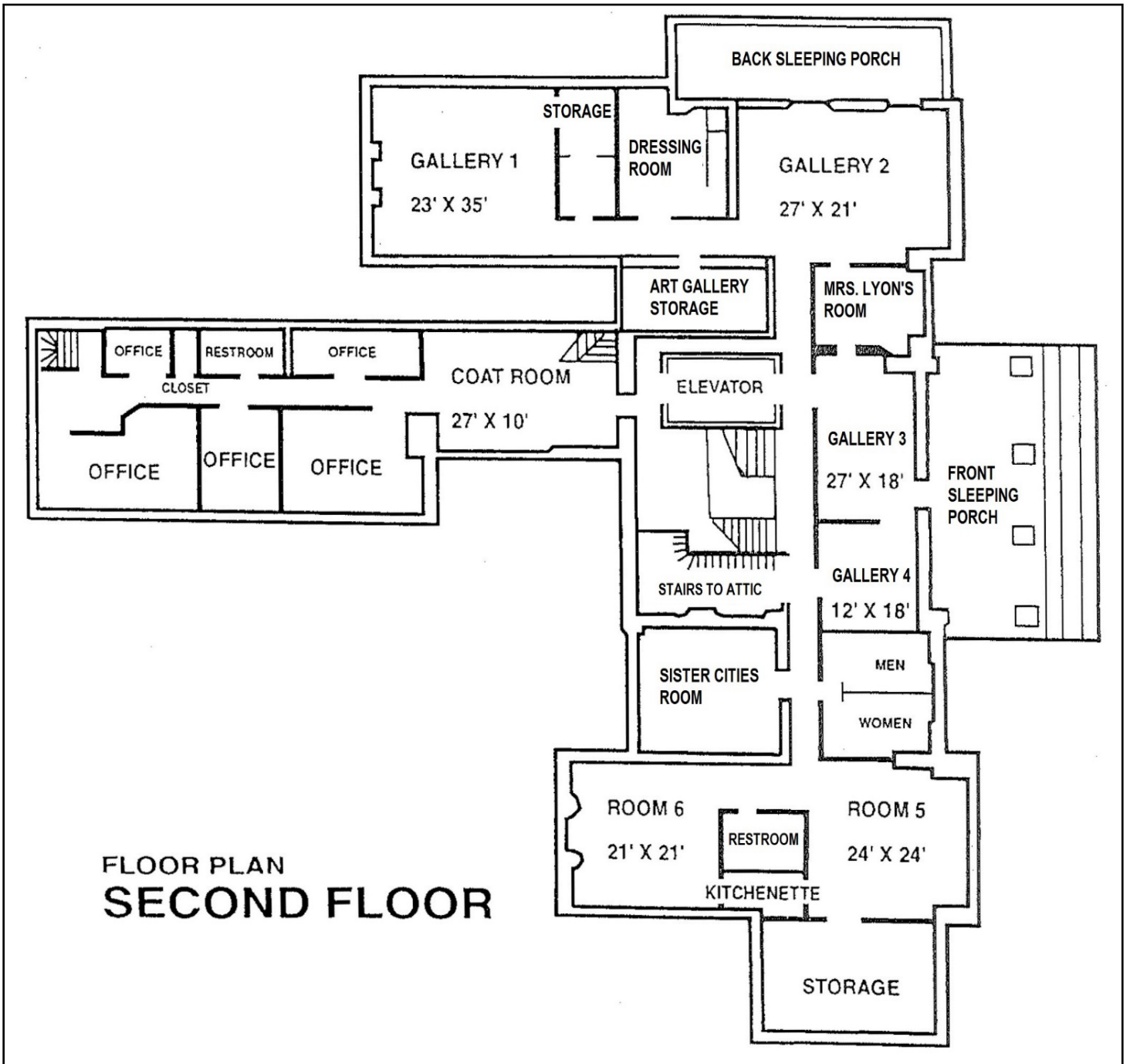
This is very limited power for most event needs. Typically, one line supports the lights in the tent and/or structures, one provides power to a DJ/music, and the third can assist with catering needs. If the event needs exceed this minimal power access, rental holders should plan to supply a generator to support their total needs. NOTE: Often a single coffee Urn will take all the power for a single 2400-watt (20amp) circuit, so it goes very quickly.

**Level 2 of Formal Gardens:** There is additional access to electricity via the power box in the Formal Gardens near Level Two. You must have a key to access the pad lock on the green power box or ask a facility supervisor to unlock the box for access. This location is to provide power to ceremonies on Level Two or musicians on Level Two or activities planned on the outdoor porch.

**FIRST FLOOR PLAN OF GLENVIEW MANSION**



**SECOND FLOOR PLAN OF GLENVIEW MANSION**



**FLOOR PLAN  
SECOND FLOOR**

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