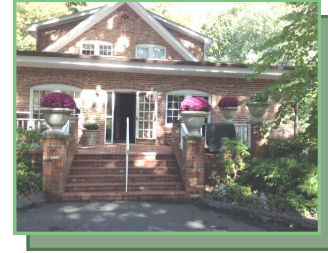


Attachment D

Rockwood Manor

Charming estate nestled in the woods of Potomac, MD



CAPACITIES

The Manor House is comprised of seven different rooms with varying capacities. Maximum capacity for any combined/adjoining spaces in the Manor House is 150 standing (cocktail style) and 120 seated. Outdoor ceremonies may be held on the flagstone patio or gazebo garden. Indoor ceremonies can be held in any one or combining/adjoined spaces for 83 guests.

2015 Rates Social Events

Rates are based on renter's residency; Montgomery County residents receive the lower rate. A refundable security/damage deposit of \$750 is required for all rentals. NR = Non resident

8-Hour Packages

Manor House and Grounds	Monday - Thursday	Friday, Sunday & Holiday	Saturday	Extra hour
In-Season (March-November)	\$2000 (\$2600 NR)	\$3900 (\$4600 NR)	\$4600 (\$5500 NR)	\$300 (\$360 NR)
Off-Season (December-February)	\$1300 (\$1500 NR)	\$1725 (\$2070 NR)	\$2300 (\$2760 NR)	\$210 (\$252 NR)

Eight-hour packages are available seven days a week. Choose from any 8 consecutive hours between 8am and 11pm (only one 8-hour event booked per day). The 8-hour package includes setup, celebration and clean-up time. Fee includes use of the entire Manor House, all grounds, separate rooms for the bride and the groom to prepare, and a catering kitchen.

4-Hour Packages

Hoover or Brooke Hall (up to 60 people)	Rate	One extra hour
Year-round	\$575 (\$690 NR)	\$300 (\$360 NR)

Four hour packages may be booked for Hoover or Brooke Hall in the Manor House no earlier than 45 days prior to event date. This rate includes all items normally included with an 8-hour Manor House and Grounds rental (see above). All four hour rentals include set-up, decorating and clean-up time, and are most often used for birthday parties, bridal showers, engagement parties, memorial services, celebration of life events, etc. (not suitable for weddings.)



ROCKWOOD MANOR * 11001 MacArthur Boulevard * Potomac, MD 20854 * 301-563-7510
 RockwoodManor.com * ParkEventCenters.com * RockwoodManor@MontgomeryParks.org

Rockwood Manor Overnight Accommodations



Rockwood Manor is an excellent choice for a destination wedding or event in the Washington, D.C. area. Altogether, Rockwood offers lodging for more than 100 people, with room for 29 in hotel-style guestrooms, 8 in a small one level house and 80 in three bunk style cabins. Check-in time for lodging is 3pm; check out is 11am.

Carolyn Cottage sleeps 12

Carolyn Cottage is connected to the Manor House. It features five hotel-style bedrooms, each with a private bath. First floor: Bedroom 1: one queen size bed; bedroom 2: one full size bed. Second floor (not handicapped accessible): Bedroom 3: two single beds; bedroom 4: one full size bed; bedroom 5: loft style with two full beds and a kitchenette with a dining room table and chairs. Bed linen and one set of towels (wash cloth, hand towel and bath towel) per person per stay are provided. Each room is equipped with a hair dryer.

Skyview Lodge sleeps 17

Skyview Lodge is situated steps from the Manor House, and includes five hotel-style bedrooms, each with a private bath. The Lodge features a screened porch with a view of the outdoor fire pit, lobby and a shared kitchen, complete with dining table and chairs. On the upper level, two of the bedrooms include two full size beds each and two bedrooms include one king size bed and one single bed each. The bedroom on the lower level includes three single beds. Bed linen and one set of towels (wash cloth, hand towel and bath towel) per person per stay are provided. Each room is equipped with a hair dryer.

French House sleeps 8

The French House is also just steps from the Manor House, and includes three bedrooms, a living area, dining area, with a dining table, one shared bathroom and a kitchenette. Two of the bedrooms include one full size bed each, and the third bedroom contains two single beds. A full-sized sofa bed is in the living area. Bed linen and one set of towels (wash cloth, hand towel and bath towel) per person per stay are provided.

Hotel-style guest rooms	Rate per night (double occupancy)	Additional Per-Person Fee
Carolyn Cottage (Rooms 1 or 5)	\$ 121 (\$145 NR)	Rates are based on double occupancy. Add \$14 per night for each additional guest (Montgomery County residents). (\$17.00 per guest/per night for non-residents [NR])
(Rooms 2, 3 or 4)	\$ 110 (\$132 NR)	
Skyview Lodge (Any one of 5 rooms)	\$ 110 (\$132 NR)	
Carolyn Cottage & Skyview Lodge (10 rooms) Only available w/8-hour Manor rental	\$ 875 (\$1050 NR)	
French House (3BR house w/one shared bath)	\$ 230 (\$275 NR)	

Overnight Event Packages

Rockwood Manor offers attractive all-in-one packages that combine event rentals and overnight lodging in Carolyn Cottage, Skyview Lodge, the French House and three bunk style cabins.

Package	Lodging	Manor House rental time	Rate
Weekender	2 nights* (Fri-Sun or Sat.-Mon.)	Your choice of 16 hours in the Manor House	\$6995 (\$8200 NR)
Long weekend	3 nights* (Thurs.-Sun or Fri.-Mon.)	Your choice of 24 hours in the Manor House	\$7995 (\$9400 NR)
Retreat	4 nights* (Wed.-Sun or Thurs.-Mon.)	Your choice of 32 hours in the Manor House	\$8995 (\$10,500 NR)

Cabins: The Oaks, Tall Timbers and Weston Hill sleeps 80 total

All three cabins have shared bathrooms and central air/heat. Tall Timbers and The Oaks feature 14 bunk beds with storage drawers; Weston Hill features 10 bunk beds with storage drawers and a partitioned area with four single beds. Linen and pillows are not included, but can be rented for a nominal fee with 30 days' notice. A screened pavilion with picnic tables is adjacent to the cabins for all to use. Special rates for Girl Scouts are available; call for details.

Bunk Style Cabins	Per Night, Per Person Rate
Sunday-Thursday	\$21.00 (\$25.00 NR)
Friday & Saturday	20-guest minimum charge, plus regular per-person cost for each additional guest



NR= Non-resident

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Rockwood Manor

Floor Plan, etc.

CATERING

Contract holders may use the licensed, insured caterer of their choice. For more information, see our Catering Policies online.

EQUIPMENT INVENTORY

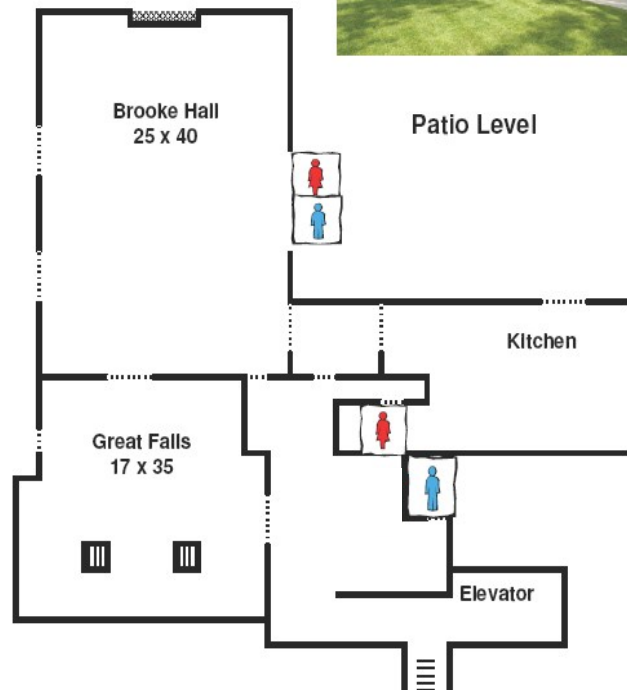
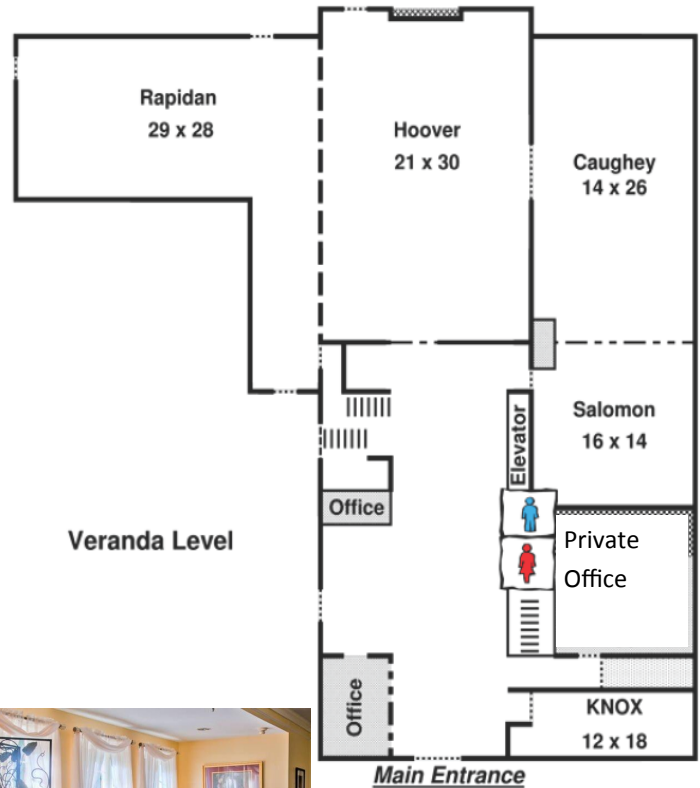
- 150 indoor cushioned reception chairs
- 120 white folding chairs
- 15 tables, 5' round (maximum 10 guests per table)
- 8 tables, 6' x 30"
- 8 tables, 8' x 30"
- 6 tables, high cocktail, 32" x 43"
- 1 table, 3' round (36" x 29")
- 1 table, half-moon, 30"
- 9 picnic tables, 6'
- 2 high chairs
- TV, 1 DVD player, 1 stereo with CD player
- 1 Wi-Fi portable sound system with microphone

PARKING

85 onsite parking spaces

KITCHEN FACILITIES & MISC.

- 1 serving kitchen
- 1 catering kitchen with ample prep space, commercial refrigerator, freezer, ice maker and sinks
- Warming oven
- Fire pit
- Portable grills (3)



Rockwood Manor is part of Montgomery Parks,
The Maryland-National Capital Park and Planning Commission