

ROCKWOOD MANOR RULES & REGULATIONS

Social Events

11001 MacArthur Boulevard

Potomac, MD 20854

Office: 301.563-7510 Fax: 301.299.5386

RockwoodManor@MontgomeryParks.org

RESERVATIONS: A refundable security/damage deposit of \$750 must be paid to secure a rental date. Reservations are not confirmed until the security/damage deposit of \$750 has been made and the contract is returned with signature within ten business days of receipt. The refundable security/damage deposit can be paid by credit card online or over the phone (Visa, MasterCard). Once the refundable security/damage is paid, a rental contract will be sent to the contract holder. The rental contract must be returned within ten days from receipt with signature to complete the reservation. We accept payments by credit card (Visa, MasterCard), checks made payable to M-NCPPC (\$35.00 returned check fee), cash or money orders. We do not accept American Express.

Payment Schedule

- \$750 Security/Damage Deposit to secure the date (Refunded after the event)
- An initial payment of 50% of the rental total is due 180 days (6 months) prior to the rental date.
- The full balance is due 60 days (2 months) prior to the rental date.
- All extra fees incurred within 60 days prior to rental date (i.e. furniture rental) are due no less than 30 days prior to the rental date.
- If a reservation is made less than 60 days prior to the rental date, full rental payment and refundable security/damage deposit of \$750 is due immediately and payments must be paid by credit card, certified check, cash or money order

Cancellations by the Contract Holder:

- 180 days or more prior to the event date: A \$200 cancellation fee will be assessed and taken from the security deposit.
- 179 – 91 days prior to the event date: The security/damage deposit will be forfeited.
- 90 days or less prior to the rental date: Security/damage deposit will be forfeited plus 50% of the total rental fees paid.

RENTAL INFORMATION

SECURITY/DAMAGE DEPOSITS: A \$750 security (damage) deposit is required to secure a date. The deposit is separate from the rental fee and cannot be applied towards the rental. Deposits are refunded in full provided there are no charges assessed due to damage, loss, excessive cleaning or extension of time. The refund will be credited to the credit card used to pay the security/damage deposit and will be posted within 5 – 7 days. If the credit card used to pay the security/damage deposit has changed (expired/replacement card/cancelled card etc.), per commission policy, the refund will automatically be refunded by check and mailed to the address on file. Checks are mailed from the main office in Riverdale, MD so please allow 3 – 4 weeks for receipt of a check refund.

HOURS OF RENTAL: The rental period is stated on the reservation contract. All deliveries, decorating, caterer prep, event, breakdown and clean-up must take place within the rental period stated on the contract. This is the only time period that the contract holder, guests, participants and vendors may occupy the rental site. Reservations may be booked as early as 8am but must conclude by 11pm. Clean up should begin one hour prior to the conclusion of the event. (i.e., if your event ends at 11pm, clean up should begin at 10pm.) Any time used that was not included in the original booked hours will be charged to the client at an hourly rate. Additional time may be purchased prior to the event, if available, as long as the venue is cleaned and guests depart by 11pm. All changes in times or purchase of additional hours must be requested in writing at least 30 days prior to the event.

Manor House Hours for Weekend Retreats - If the first day of the retreat is on a weekday (Monday-Friday), the Manor House hours selected can begin at 6pm and must conclude by 11pm. If the first day is on a Saturday, the Manor House hours may begin at 8am and must conclude by 11pm. Manor House hours on the final day of retreats must conclude by 12 noon. Manor House hours can be

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selected for two or more consecutive hours per day between 8am and 11pm for all other days during the retreat rental period.

Please submit the selected Weekend Retreat Manor House 30 days prior to the event date. (Weekend Retreat Manor House Hours form is available on the website)

FACILITY CAPACITY – The facility capacity of Rockwood Manor is 150 guests.

EVENTS FOR YOUTH: Youth events (over 50% of the attendees under 18 years old) may be booked between 8am – 10pm. Chaperones are required for all events for youth.

FIRE PIT/AMPHITHEATER: **The outdoor fire pit with amphitheater seating is available for use from 8a – 8pm.** Rockwood Manor provides the wood and water only. Additional items are the responsibility of the contract holder.

REHEARSAL HOUR: A one hour wedding rehearsal may be scheduled for 8 hour rental packages, upon request, without cost, if the facility schedule permits. M-NCPPC reserves the right to reschedule when necessary (i.e. the day and time becomes booked). The rehearsal hour will not be provided if the ceremony is not taking place at the facility. Contract holders are permitted to leave decorations in a designated area if their event is within the next two days. **No perishable items, alcohol and beverages are permitted overnight outside of the booked rental hours.** Rockwood Manor waives any responsibility for any items left overnight.

ALCOHOL: Rockwood Manor allows all types of alcohol to be served. **Contract holders may provide their own alcohol however; alcoholic beverages must be served by the drink by a professional bartender.** Alcoholic beverages are permitted to be served to anyone who is at least 21 years old. "Bring Your Own Bottle" functions are not allowed and guests may not serve themselves. A bar mat, provided by Rockwood Manor must be used if the bar is setup in the Manor House or on the veranda. If there is a cash bar **or** if admission is being charged, the contract holder must obtain **A CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE** from the Board of Licenses, Commissioners of Montgomery County.

FOOD & CATERING SERVICES: Rockwood Manor does not provide in-house catering services for social events. The contract holder may select an outside, licensed and insured caterer of their choice. It is the responsibility of the contract holder to make sure that the required catering documentation is submitted to the reservations office 60 days prior to the event date. Caterers without submitted documentation will not be permitted to serve and/or provide service within the facility. All food must be provided by a licensed and insured caterer, restaurant or grocer. Homemade food is not permitted. **Kitchen equipment:** warming oven, microwave, commercial refrigerator & freezer, ice machine.

The catering documentation shall not include the Commission as a party. The agreement must require the caterer to abide by all laws, rules and regulations of the State of MD., Montgomery County and M-NCPPC. It shall obligate the caterer to provide to the contract holder a copy of the caterer's Food Service Facility License, Food Manager License, and Certificate of Insurance. **The insurance document shall name the Commission as a certificate holder and an additional insured as follows:** Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, MD. 20737.

The contract holder must submit copies of the license and insurance certificate, no later than 60 days before the event, to: RockwoodManor@montgomeryparks.org OR mailed to: Rockwood Manor, 11001 MacArthur Boulevard, Potomac, MD 20854 OR faxed to 301-299-5386.

OVERNIGHT RENTALS: Available for rent, upon availability, are 10 hotel-style bedrooms with private bathrooms, a three bedroom house with a shared bathroom and three bunk-style cabins. The overnight accommodations can be rented with or without a Manor House reservation. All overnight accommodations are included with weekend retreats. A description of the rooms can be found at our website RockwoodManor.org under Essential Information. **Check in time is 3pm and check out time is 11am. All guests staying overnight must adhere to the noise ordinances established by Montgomery County (see information under Music/Noise ordinance below).**

Guest Room Assignment Sheets for weekend retreats are due 30 days prior to the event date and are available on our website. The screened pavilion in the cabin area is for all to share. A lost key charge will be assessed if keys are not returned at the end of the rental time block.

LINEN: One set of bed linen is provided per overnight room capacity (sheets, pillowcases) in the French House, Skyview Lodge and Carolyn Cottage. One hand towel, one wash cloth, and one bath towel is provided per person. Additional towels are available at an extra cost. Linen must not be taken off of the property of Rockwood Manor. Charges will be incurred for missing linen.

Linen and pillows are NOT included for the bunk-style cabins. For a nominal per person fee, linen packages for the cabins can be rented if the order is placed at least 30 days prior to the reservation date. Linen packages include: 1 pillow, 2 sheets, 1 pillowcase, a seasonal blanket, 1 washcloth, 1 bath towel and 1 hand towel.

Please use the **Guest Room and Cabin Assignment Sheet/Linen Packet Order Form for Cabins** found on the website to order linen packets for the cabins. (due 30 days prior to event date)

MUSIC/NOISE ORDINANCES: Park Staff reserves the right to monitor the volume of music inside the Manor House and outdoor “noise” including loud conversation based on regulations established by Montgomery County. Rockwood Manor is situated in a residential area therefore the maximum allowable noise level is 55 DBA from 9pm – 7am on weekdays and 9pm – 9a on weekends and holidays. Violators of the noise ordinance are subject to a penalty that will be taken from the security deposit.

We encourage all amplified music to be played in the Rapidan Room, Hoover Room or Caughey/Salomon rooms. All doors leading outdoors must remain **closed when amplified music is being played**. Amplified music is not permitted outdoors however; acoustic music may be played outdoors as a part of an outdoor ceremony.

FLOOR PLANS & EVENT TIMELINES: **Event timelines and floor plans for all areas being used for the event (the Manor House, gazebo, flagstone patio) are due 30 days prior to the event date.** All tables and chairs provided by the Park Event Center will be set up by the Park Event Center’s staff according to the floor plan submitted by the contract holder. Floor plans submitted past the 30 days due date are not guaranteed to be set as submitted. The Park Staff is responsible for the initial set up per day. Any change to that day’s initial setup for repurposing is the responsibility of the caterer or contract holder and the contract holder will be held responsible if any damages are incurred. Please keep in mind that electricity is available in the Manor House, on the flagstone patio, gazebo garden, and on side of the Manor House building when developing your floor plan.

Two floor plans must be submitted by the contract holder. Floor Plan A serves as the preferred set up and Floor Plan B for inclement weather (i.e. rain, snow). Park staff will automatically set up Floor Plan A unless otherwise notified by 9am the day before the event date via email to the venue manager: Shelley.Fisher@Montgomeryparks.org. **Blank floor plan templates and sample templates** are available on our website, RockwoodManor.org.

DECORATIONS/FLYERS: All decorating is the responsibility of the contract holder. Decorating and additional setup must take place within the rental period stated on the reservation contract. Decorating any part of the property may not take place outside of the rental period. Contract holders are not permitted to remove items from the shelves, mantelpieces, gazebo, or walls without the prior approval of the facility manager. No nails, screws, push pins; metal hooks, adhesive, scotch tape or other material of such nature may be driven into or placed on any interior or exterior wall or fixtures to include garden fixtures. All signs must be free standing or secured by coated wire, string and/or painters tape. Due to liability issues, Rockwood Manor will not provide ladders or step stools, however, the contract holder may provide their own. In order to ensure the safety of our natural wildlife, rice, confetti and birdseed throwing and decorative glitter is not allowed. The contract will be held liable for any damages incurred.

DAY OF CONTACT/COORDINATION WITH VENDORS: The contract holder is required to designate a “day-of-contact” in writing 60 days prior to event date. The “day-of-contact” will be responsible for communication with the Park Event staff the day of the event. The Park staff and “day-of-contact” will conduct a walk-through before and after the event to ensure all items brought by the client are removed and no damages have occurred. The “day-of-contact” signs off on an “Event Checklist” at the conclusion of the event.

The contract holder is responsible for making sure all vendors and event attendees are aware of Rockwood Manor Rules and Regulations.

PARK EVENT STAFF: Park event staff is assigned to work the duration of each scheduled event. They are onsite to manage the facility and grounds, to enforce the facility rules and regulations, assist with parking direction, adjusting heat/air conditioning; operating the fireplace, and directing vendors.

POST EVENT CLEANING: Clean-up should begin at least one hour prior to the end of the rental period stated on the contract. The caterer is typically responsible for the cleanup of the facility. If a full service caterer is not being used, cleanup is the responsibility of the contract holder. Cleanup includes making sure all trash is removed and left at an on-site dumpster, floors are swept and vacuumed and ice is disposed of in the sink. Rockwood Manor will provide trashcans, bags, brooms, vacuum cleaner and dustpans.

Failure to clean up by the end of the contracted hours will result in additional hourly fees to the contract holder. All items provided by the client and vendors must be removed from the property by the end of the rental period. M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.

TABLES, CHAIRS AND OTHER EQUIPMENT: Items from the "Equipment Inventory" (available on the rate sheet at RockwoodManor.org) are provided with the rental. Additional rental furniture can be arranged through Rockwood Manor at an additional cost. All rentals arranged through an outside vendor must be delivered and removed during the event's booked reservation hours. Rockwood Manor is not responsible for items left after the event rental period.

AWNINGS/CANOPIES: Tenting options are not available at Rockwood Manor. Awnings and canopies can be rented through Rockwood Manor for Weekend Retreats at an additional cost. Due to the facility schedule, Rockwood Manor does not permit contract holders to contract directly with an outside vendor for the installation of awning and canopies on the Rockwood Manor property.

AUDIO / VIDEO: A portable sound system with microphone may be reserved 30 days prior to event date at no charge. Indicate that use of the sound system is desired by writing it on the floor plan submitted for the event. The portable sound system must be used indoors, at the gazebo garden or on the flag stone patio.

PETS: Dogs must be on a leash at all times on the property. Pets are not permitted in the Manor House and overnight accommodations. Working or therapy animals are permitted in the Manor House and overnight accommodations. The client is responsible for any damages caused by and for cleaning behind any animals brought onto the property.

DISABILITY ACCOMMODATIONS: Arrangements may be made through the Reservation office 2 weeks in advance.

SAFETY/SECURITY: The Park Police may be present at specific social events scheduled to begin after 3pm as determined by the Facility Manager. The need for their presence will be determined by the type of activities scheduled on the event timeline submitted 30 days prior to the event.

The fireplaces at Rockwood Manor are only operated by Park staff. The request to use the fireplace must be noted on the submitted floor plan. Candles for decoration must be enclosed in containers that are higher than the flame. Grills are permitted in designated areas. Sternos may be used both indoors and outdoors. Fireworks, **including sparklers**, are illegal in Montgomery County, MD and strictly prohibited on all Park properties.

Emergency exits must be accessible at all times for Public Safety. Do not block any entrance or exit doorways. Parking is only permitted in designated parking spaces. Do not block any driveways. The Park Police will be contacted and be present when the safety, protection or well-being of the guests is at risk.

TRANSPORTATION/PARKING: Rockwood Manor has 85 onsite parking spaces. It is the responsibility of the contract holder to inform Rockwood Manor if a bus is contracted by submitting the Charter and Shuttle Bus Form due 30 days prior to the event date. (available on the website). Buses contracted during the rental period may not idle for more than five consecutive minutes when the vehicle is not in motion, with the exceptions of, 1) the vehicle is stopped due to mechanical or traffic conditions; 2) the engine is operating heating and cooling or auxiliary equipment; 3) to bring the engine to the manufacturer's recommended operating temperature or 4) to accomplish the intended use of the vehicle.

INDEMNIFICATION: The contract holder agrees to indemnify and hold harmless the Maryland-National Capital Park & Planning Commission (M-NCPPC) from and against all actions, liability, claims, suits, damages, costs or expenses of any kind which may be brought or made against the Commission or which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this rental contract/permit.

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