

EVENT CENTER RULES & REGULATIONS

M-NCPPC RESERVATION OFFICE
11001 MACARTHUR BLVD., POTOMAC, MD. 20854
301-299-5026, EventCenters@montgomeryparks.org

ALCOHOLIC beverages are permitted to be served by the drink at Rockwood Manor, Woodlawn Manor, and Seneca Lodge to anyone at least 21 years old. A bar mat must be used. Beer and wine only is permitted at **Agriculture History Farm Park**. "Bring Your Own Bottle" functions are not allowed. **A CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE** must be obtained from the Board of Licenses, Commissioners of Montgomery County for a cash bar or if admission is being charged.

OUTDOOR AMPLIFIED MUSIC is permitted at Woodlawn, Seneca Lodge and Agriculture History Farm only. Outdoor, amplified music is not permitted at Rockwood Manor Park. Quiet time at all venues is midnight through 8:00 am.

AUDIO / VIDEO equipment (microphones, TV/VCR, DVD, CD player, conference phone, screen) may be reserved 14 days in advance at no charge. A fee of \$250 is assessed for rental of the LCD projector. A/V equipment is for indoor use only. A/V equipment may not be available at all venues. See the event venue's [Inventory of Available Equipment](#).

DECORATIONS / FLYERS and signs must be free standing or secured by coated wire, string and/or painter's tape. 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.

Rice, confetti, birdseed throwing is not allowed. Decorative glitter is not permitted.

LINEN is provided for rectangular tables used for business meetings at Rockwood Manor House only. Sheets and towels are included with all overnight accommodations with the exception of the bunk beds located in the Cabins and French House at Rockwood Manor. Bunk bed linen packages are available at \$10/person.

FIREPLACES in Rockwood Manor and Seneca Lodge are only operated by Park staff, upon request.

A Campfire amphitheater is located at Rockwood Manor. Firewood and buckets of water are provided when use of the campfire is requested. Additional water may be obtained at the water spigots which are located behind Skyview Lodge. Wood and buckets are on site to be shared. Please attend the fire until completely extinguished. Campfires must end by 12am.

Candles for decoration must be enclosed in containers with bases to catch wax drippings. No candles are permitted in Agricultural Farm Barn. Grills are not permitted on wooden decks but may be used in designated locations.

Fireworks / Firearms / Contraband are prohibited.

FOOD & CATERING SERVICES provide to a sponsor of an event. It shall be the sole responsibility of the sponsor to identify and enter into a separate agreement with a caterer. The catering agreement 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 sponsor, prior to the scheduled event, a copy of the caterer's Food Service Facility License, Food Manager License, and Certificate of Insurance. This 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 sponsor will send copies of the licenses and certificate, no later than two weeks before the event, to the Reservation Office.

Kitchen equipment: Woodlawn Manor House- warming oven, refrigerator & freezer;
Seneca Lodge-small oven, microwave, refrigerator & freezer;
Rockwood Manor House.-lge. ovens, stove, microwave, ice machine, refrigerator & freezer;
RW Manor Park Cabins – two grills on lawn
Agriculture Farm Center- warming oven, refrigerator

RESERVATIONS: A tentative reservation can be held for two weeks. A tentative hold does not guarantee a reservation. If someone else is interested in the same date, a courtesy call will be placed and a decision must be made to release or book the held date.

Once the reservation is firm, within two weeks 40% of the base rental and signed contract is due. The remaining balance (60%) plus the security deposit (see below) is due 30 days prior to the event. Payment may be made by cash, check (\$35.00 returned check fee), money order or credit cards. American Express is not accepted. Refunds and security payments are issued within a month

In the event, the Event Center is unable to fulfill a rental contract due to causes beyond the control of the Event Center, such as acts of nature, storm, fire, flood, earthquake, damage, or destruction to its facility, labor disturbances, war, civil commotion, shortage or unavailability of labor, governmental law, ordinance order or regulation or other causes beyond the event center's control, any payments, except for services already rendered, will be refunded in full or be applied to a future re-booking, which will be done under the same terms and rates of the original agreement.

Contract cancellation Policy: All cancellations must be submitted in writing. If cancelled within 45 days of reservation date, the entire initial payment is non-refundable. A contract cancelled more than 45 days prior to the reservation date, one half of the initial payment is retained as a fee.

REFUNDABLE SECURITY DEPOSITS required for all social events. The deposit is due thirty (30) days prior to the event date. This deposit will be refunded in full unless deductions have to be made for damage, excessive cleaning, or time used beyond the contracted period.

RESERVATION TIME BLOCK includes your deliveries, set-up, decorating, caterer prep, event and clean-up. Deliveries/pick-ups must be made from paved areas. Wedding rehearsals may be scheduled, upon request, for one hour, without cost. MNCPPC reserves the right to reschedule as necessary.

POST EVENT CLEANING is the responsibility of the client. The client is responsible for removing all trash and leaving it at the on-site dumpster, stacking chairs, sweeping or vacuuming, and disposing of ice in the sink. Items left after the reservation, including rentals, are subject to disposal or storage fees. M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.

FURNITURE and items from the [Inventory of Available Equipment](#) are for indoor use only. They are setup by Park Event Staff free of charge based on the client floor plan. **All floor plans** must be submitted no later than two weeks in advance of event.

The Event Center will provide outdoor furniture and tenting at an additional cost. All rentals through an outside vendor not arranged by the Event Centers must be removed at the conclusion of the event. Items left overnight will incur a storage fee of \$250. The Event Center is not responsible for items rented through an outside vendor.

OVERNIGHT accommodations at Rockwood Manor Park may be reserved no later than two weeks in advance.

Check-in at 3:00 pm. Check-out 11:00 am. A lost key charge will be assessed if keys are not returned after rental time block. Housekeeping services are available upon request, Mon.-Fri. The screened-in pavilion in the cabin area is for all to share.

HANDICAPPED accommodations can be made through the Reservation Office in advance.

INDEMNIFICATION – The sponsor of a reservation shall indemnify and hold harmless the M-NCPPC from and against all actions, liabilities, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC of which M-NCPPC must pay and incur by reason of or in any manner resulting from the sponsor's negligent performance of or failure to perform any of his/her obligations under the terms of the reservation agreement.

LICENSES required to conduct an event must be obtained by the sponsor or organization.

DRIVEWAYS, corridors and emergency exits must be accessible at all times for Public Safety. At the sponsor's cost, the Manager may require M-NCPPC Park Police to be present when the safety, protection or well being of the guest or facility is needed.

TENTS / CANOPY installation or removal from a vendor is allowed with the approval and scheduling of the Manager. Tents and canopies must be vacated in the case of lightning.

WILDLIFE need their space but not your food. Do not feed the horses at Woodlawn Manor or the livestock at Agricultural History Farm Park.