

FREQUENTLY ASKED QUESTIONS

Woodlawn Manor

- **How many people does the venue accommodate? What is the capacity?**
 - The Manor House will accommodate 50 seated and 125 standing. The tent will hold up to 180 dependent on setup. The gazebo garden holds 150 – 175. Total capacity is approximately 300.
- **Does Woodlawn Manor offer overnight accommodations?**
 - No.
- **What types of rental packages are offered?**
 - The two basic 8 hour rental package includes the use of the Manor House and the grounds. The enhanced package includes use of the Manor House, the grounds and the tent.
- **What is your fee structure?**
 - Fees differ based on in-season (April – December) and out-of-season (January – March) as well as for in-county (Montgomery, Prince George's) residents and out-of-county residents
- **What is included in an 8 hour package? Do I get extra time for setup and break down?**
 - The rental is any consecutive 8 hour period until 1am. The venue staff will setup the room(s) prior to the event sponsor's arrival. The entire event including decorating, caterer setup and breakdown, clean up and break down must be accomplished within the 8 hour rental time frame. Additional hours can be purchased if more time is required.
- **Do I get time for a rehearsal?**
 - A one hour rehearsal near the event date is permitted as long as it does not interfere with any other scheduled events. The rehearsal time must be scheduled at least two weeks prior to the event date.
- **What if I only want to rent the venue for a couple of hours?**
 - We do offer 4-hour packages for every day except Saturday. However, the 4-hour packages cannot be booked until 45 days in advance of the desired date. Please keep in mind that 4-hour packages include set-up and clean up time.
- **What is your payment policy?**
 - Once you make a reservation, a contract will be sent to you. You will have two weeks to return your signed contract and initial payment, which will be 40% of your base rental cost. The balance of your payment and a refundable Security Deposit will be due at least 30 days prior to your event.
- **What is your cancellation policy?**
 - If a contract is canceled within 45 days of the reservation date, the entire initial payment is non-refundable.
 - If a contract is canceled more than 45 days prior to the reservation date, one half of the initial payment is retained as a fee.
 - Exceptions will be considered
- **Do you provide tables and chairs?**
 - Tables and chairs for indoor use are included in the rental fee which will be setup by the staff. Outdoor furniture can be provided for an additional cost. See the inventory of equipment on the rates document.
- **Can I rent outdoor furniture or a tent addition through the event center or do I have to use an outside vendor**
 - For an additional cost we can provide you with outdoor furniture, tents, dance floors, etc. Based on your requests we will provide you with an inclusive package at a reasonable cost. ***If you chose to use an outside vendor for your rentals an overnight storage fee will be applied if the rentals are not removed at the end of your event.***

- **Do you offer catering? What is the catering/food policy?**
 - At this time we do not offer catering. Clients are welcome to use any licensed, insured caterer of their choice. Caterers are responsible for disposing trash in outside bins and clearing the room of decorations. A list of caterers familiar with our venues is included with a confirmed booking
- **Is there a bridal room?**
 - Yes, there is a bridal room and a groom's room located in the Manor House.
- **Do you allow alcohol? What is the alcohol policy?**
 - Alcoholic Beverages are permitted by the drink to anyone at least 21 years old. A bar mat shall be used. "BYOB" functions are not allowed. For a cash bar or admission charge, a CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE must be obtained from the Board of Licenses, Commissioners of Montgomery County.
- **Do you allow outdoor music? Amplified music?**
 - Outdoor, amplified music is permitted Woodlawn Manor. Quiet time is 12:00am to 8:00am.
- **Can I burn candles?**
 - Yes, all flames must be enclosed in a hurricane glass. Votive candles in glass holders are permitted if the flame is below the rim of the glass.
- **Is there outdoor electricity in case I want to plug something in outside?**
 - yes
- **Can I drop off my decorations earlier in the day or even the day before?**
 - Arrangements may be made based on the venue event schedule
- **When can rentals be delivered and picked up?**
 - If an outside vendor is used, arrangements will have to be made based on the venue event schedule.
- **Is there someone from your staff on duty during my event?**
 - An event manager is assigned to all social events.
- **How can I make a reservation?**
 - You can make a reservation by calling our reservation office 301-299-5026.