TO THE CLIENT: Please read and initial each section. Please read indemnification clause and sign on page 7. Reservation is NOT SECURED until (1) initial payment is received and (2) this signed document is returned.

SECTION 1: RESERVATIONS
1.1 A down payment of 25% the total rental fee is required to secure a specific date.
1.2 The signed permit contract must be emailed within 7 days, or date will be released.
1.3 A reservation is confirmed and becomes binding upon receipt of 25% down payment and the receipt of a signed permit contract.
1.4 If a signed contract/permit is not received within 14 days, the account will be subject to a $200 cancellation fee.
1.5 The rental period as stated on the permit contract is the only period that the client, guests, and vendors, may occupy the spaces indicated on the permit contract.

SECTION 2: MAKING PAYMENTS
2.1 We prefer payments by credit card (Visa/MC/Discover/Amex).
2.2 Payment can be made through your Active Montgomery account or in person during Reservations Office hours.
2.3 Alternatively, checks must be made payable to ActiveMONTGOMERY.
2.4 For checks returned unpaid, the account will be debited for the original check amount, and electronically/via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 1-800-666-5222, ext. 2 to arrange payment for any outstanding checks and service fees due.
2.5 Cash/money orders are not accepted.

SECTION 3: PAYMENT SCHEDULE
3.1 A down payment of 25% the total rental fee is required to secure a specific date.
3.2 25% of the total rental fee is due 6 months prior to event date.
3.3 50% of the total rental fee is due 2 months prior to event date.
3.4 If a reservation is made 60 days to 30 days prior to the rental date, the full rental fee (100%) is due immediately at the time of booking. Reservations will not be accepted less than 30 days prior to rental date, with the exception of memorials and business meetings.

SECTION 4: CANCELLATIONS
4.1 The contract holder may cancel an event for any reason.
4.2 All cancellations/changes must be in writing by email to SenecaLodge@montgomeryparks.org by the contract holder.
4.3 If the contract holder cancels the event 180 days or more prior to the event date, a $200 cancellation fee will be assessed.
4.4 If the contract holder cancels the event between 179 days and 90 days prior to the rental date, the 25% deposit will be forfeited.
4.5 If the contract holder cancels the event within 90 days prior to the rental date, 100% of total paid will be
forfeited.
4.6 M-NCPPC and The Lodge at Little Seneca Creek follow Montgomery County weather closures and may close due to weather, accidental damage, or unanticipated crises that renders the facility unsafe for occupancy.
4.7 If at any time any element of the event is found to compromise the facility or M-NCPPC staff, M-NCPPC reserves the right to cancel the event immediately without reimbursement.
4.8 If The Lodge at Little Seneca Creek is unable to fulfill a contract/permit due to causes beyond the control of the event center, any payments, except for services already rendered, will be refunded in full or be applied to a future re-booking under the same terms and rates of the original agreement.

SECTION 5: DATE CHANGES BY CONTRACT HOLDER
5.1 A one-time date change is permissible if done 180 days or more prior to the event date within the same facility.
5.2 More than one reserved date change by the contract holder or changes made less than 180 days will be treated as a cancellation. Cancellation policy will be applied.

SECTION 6: HOURS OF RENTAL
6.1 The Rental Period and Rental Site(s) are stated on the permit contract.
6.2 All deliveries, set-up, decorating, caterer preparation, event, breakdown, and clean-up must be accomplished with the Rental Period.
6.3 The Rental Period is the only period that you, your guests, and vendors, may occupy the Rental Site.
6.4 Seneca Lodge Rental Periods may start as early as 8:00 AM and must end no later than 12:00 AM (midnight).
6.5 Event must end at least one hour before the Rental Period ending time to allow for vendor clean-up.
6.6 While most contract holders delegate clean up to vendors, ultimate responsibility for clean-up is upon the contract holder.
6.7 Contract Holder is responsible for communicating Rental Period and Rental Site information to all vendors.
6.8 If additional time is required, additional hours may be requested in writing and purchased up to 60 days prior to the event.

SECTION 8: CAPACITY
8.1 The maximum capacity of the Lodge at Little Seneca Creek is 120 guests. November to March, when only the indoor space is available, the maximum capacity is 100 guests with a dance floor or 120 with no dance floor.
8.2 65 Parking spaces are included. Parking is free.
8.3 M-NCPPC reserves the right to shut down any events which are over capacity.

SECTION 9: OUTDOOR FIREPLACE
9.1 The outdoor fireplace is available upon request April to October at a rate of $100 per hour.
9.2 Use of the outdoor fireplace must be requested and paid for no later than 7 days prior to the event date.
9.3 There are no refunds if the fireplace is not used during the event due to inclement weather or other circumstances.
9.4 The outdoor fireplace may not be used during the last 2 hours of the Rental Period.
9.5 Seneca Lodge provides the firewood, tools, and staff to tend the fire only. Additional items (such as s'mores ingredients) are the responsibility of the contract holder.

SECTION 10: REHEARSAL
10.1 A free, self-serve one-hour ceremony rehearsal for weddings only may be held subject to venue schedule.
10.2 Rehearsals may take place Monday – Friday between the hours of 9am and 5pm only.
10.3 Requests must be made in writing no earlier than 30 days prior to the event date.
10.4 M-NCPPC reserves the right to reschedule as necessary.
10.5 Rehearsals are scheduled on a first come, first served basis.
10.6 Decorations may only be dropped off during your rehearsal hour in a designated area if facility schedule permits. Decorating of the venue is not permitted during the rehearsal hour.
10.7 No food, drinks, alcohol, or fresh flowers may be dropped off prior to the Rental Period.
10.8 Seneca Lodge waives any responsibility for any items left overnight.

SECTION 11: FOOD & CATERING SERVICES

11.1 Seneca Lodge does not provide in-house catering services.
11.2 A Vendor Collection of licensed and insured full-service caterers who have provided services onsite will be provided, upon request, for your planning convenience.
11.3 Listing on the Vendor Collection is not an endorsement or referral.
11.4 All food for parties of 60 guests or more must be provided by a full-service licensed and insured caterer.
11.5 For parties of 60 guests or less, drop-off catering from a licensed caterer, restaurant or grocer is permitted.
11.6 Homemade food (except for baked goods) is not permitted.
11.7 Seneca Lodge must approve contract holder’s choice of caterer a minimum of 6 months prior to the event date. A representative from the catering company must participate in a walkthrough and sign the catering rules and regulations prior to providing services onsite. Seneca Lodge will inform the contract holder in writing if the caterer has been approved after the walkthrough.
11.8 The caterer must provide The Lodge at Little Seneca Creek with (a) a copy of the caterer’s Food Service Facility License, (b) a copy of their Food Manager License, and (c) a copy of the Certificate of Insurance with up to $1,000,000 per occurrence under general liability.
11.9 The catering agreement shall NOT include M-NCPPC as a party.
11.10 The insurance document shall name M-NCPPC as a certificate holder and additional insured as follows:
Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, MD  20737
11.11 If the contract holder reserves Seneca Lodge 6 months or less prior to the event date, then the contract holder is required to select a caterer that has already been approved by Seneca Lodge.
11.12 The contract holder is responsible for ensuring all vendors abide by the Seneca Lodge rules and regulations.
11.13 While most contract holders delegate clean up to vendors, ultimate responsibility for clean-up is upon the contract holder.
11.14 Events must end at least one hour prior to the end of the reservation time frame to allow for one full hour of clean-up.
11.15 All Rental Sites must be swept, spot mopped, and trash/recycling removed to dumpsters on site.
11.16 Kitchen equipment provided includes: 1 warming oven, and 1 refrigerator. Equipment is subject to change. Please verify prior to your event.
11.17 Seneca Lodge does not have an ice machine and does not provide ice. A freezer is located on the lower level for storage of ice provided by the contract holder or caterer.
11.18 Ice must be disposed of by the dumpsters or behind the storage shed in the parking lot. Ice may not be dumped on the lawn or in the garden beds.
11.19 No cooking may be done indoors.
11.20 Outdoor cooking is permissible outside in designated areas with caterer-provided equipment.
11.21 All outdoor cooking equipment must be set up and removed within the Rental Period.
11.22 All burned coals, smoked wood, and other waste from outdoor cooking may not be disposed of in dumpsters, and must be removed from premises.

SECTION 12: ALCOHOL

12.1 Seneca Lodge allows all types of alcohol to be served to anyone age 21 and older.
12.2 Shots (unmixed alcohol) are not allowed.
12.3 Contract holders may provide their own alcohol.
12.4 All alcoholic beverages must be served by the drink by a certified & insured bartender provided by the full-service caterer.
12.5 “Bring Your Own Bottle” as well as open bottles of wine at tables are not allowed.
12.6 Guests may never serve themselves.
12.7 Homemade brews or drinks mixed offsite are not permitted.
12.8 Last call must be at least 30 minutes prior to the end of the event, or 90 minutes prior to the end of the Rental Period.
12.9 If alcohol is provided for guests at no cost, no additional licensure is required.
12.10 If alcohol is served at a cash bar or contract holder sells admission tickets with alcohol included, a “Class C Special Alcoholic Beverage License” must be obtained from the Board of Licenses, Commissioners of Montgomery County a minimum of 14 days in advance.
12.11 Alcohol is not permitted to be consumed on the grounds outside of the Rental Sites, included areas that may be used for photography, such as the large field and creek, or in the parking lot.
12.12 Inappropriate behavior, damage to property, personal injury or other damaging activities may result in the closing of the bar at the discretion of the Park Event Staff onsite.

SECTION 13: MUSIC AND NOISE ORDINANCES
13.1 Amplified music of more than 55 DBA is not permitted outdoors from 9:00 PM – 7:00 AM weekdays, and 9:00 PM to 9:00 AM on weekends and holidays.
13.2 Park Event Staff reserve the right to monitor the volume of music and outdoor “noise” including loud conversation, based on regulations established by Montgomery County.
13.3 All music must end at least one hour before the end of the Rental Period to ensure one hour of cleanup time.
13.4 Violators of the noise ordinance may be subject to an additional charge, or asked to shut down event without refund.
13.5 All speakers must face inside away from exit doors.
13.6 All exit doors must remain closed while amplified music is played inside.

SECTION 14: FLOOR PLANS AND EVENT TIMELINES
14.1 Floorplans will be created for the contract holder based on a final walkthrough held no later 60 days prior to event date. Timelines are due no later than 30 days prior to event date.
14.2 Events involving outdoor areas must have a Plan B for inclement weather.
14.3 All tables and chairs provided by The Lodge at Little Seneca Creek will be set-up by Parks Event Staff according to a floor plan approved by the contract holder.
14.4 Unless notified 48 hours in advance by email, Plan A floor plans will be used.
14.5 Park staff is responsible for one initial set-up only according to the contract-holder-approved floor plan.
14.6 Any last minute changes by the contract holder, day-of contact, planner, caterer, or other designated party will not be completed by Parks Events Staff and should be completed by the licensed and insured caterer.
14.7 Blank and sample floor plans are also provided at LodgeatSeneca.org for planning purposes.

SECTION 15: WALKTHROUGH APPOINTMENTS
15.1 A walkthrough with the contract holder and park staff is required at least 60 days prior to your event.
15.2 Critical vendors including the planner, coordinator, day-of contact, and caterer should be present to review event details including the timeline and floor plan.
15.3 If the caterer has not worked onsite within the past 18 months, the caterer is required to attend the walkthrough.
15.4 Walkthroughs are scheduled through the Reservations Office.

SECTION 16: DECORATING
16.1 The contract holder is responsible for all decorating.
16.2 All decorating must be done within the Rental Period.
16.3 All décor items must be removed within the Rental Period.
16.4 No nails, glue, screws, push pins, metal hooks, damaging adhesive, or other material of such may be used.
16.5 Items may not be attached to light fixtures or fans.
16.6 All candles must be used with glass containers or vases taller than the flame with a base to catch the wax
drippings.
16.7 Open unprotected flames, including candelabras, are not permitted indoors or outdoors except for inside the stone fireplace.
16.8 Due to liability concerns, Seneca Lodge cannot provide ladders or step stools. Clients may provide their own.
16.10 To ensure the safety of our natural wildlife, we do not allow rice, confetti, glitter, birdseed, live animals, or any non-biodegradable items to be used or thrown on park property.
16.11 Balloons, lanterns, and other items made to release into the sky may not be used.
16.12 Bubbles may be blown outside only.

SECTION 17: DAY-OF CONTACT
17.1 The contract holder is required to designate a Day-of Contact (DOC) with full name, email, and cell phone 60 days prior to the event.
17.2 The DOC may be the contract holder, planner, caterer, family member, or friend.
17.3 The DOC is responsible for communication with park staff and vendors on the day of the event.
17.4 The DOC will check in with park staff upon arrival, and will complete an Event Completion Checklist with Park Event Staff at the end of the Rental Period.
17.5 The DOC must stay until the end of the Rental Period.

SECTION 18: PARK EVENT STAFF
18.1 Park Event Staff are assigned to work the duration of each event to ensure an excellent experience.
18.2 Park Event Staff does not assist with event-specific coordination or execution.
18.3 Park Event Staff manage the facility and grounds, parking, restrooms, adjusting HVAC and lighting, operating the fireplaces, and other venue-related tasks.
18.4 Park Event Staff will not assist with load in and load out, transport equipment or materials, or assist with decorating.
18.5 Park Event Staff will communicate with the day-of contact as necessary during events.

SECTION 19: CLEAN UP
19.1 Though clean up is typically delegated to the caterer, clean-up is the ultimate responsibility of the contract holder.
19.2 Clean-up must begin at least one hour before the end of the Rental Period.
19.3 The clean-up checklist is as follows:
   □ All event spaces must be cleared of all trash and debris including the removal of all items and decorations.
   □ Dumpsters for trash and recycling are provided onsite for your convenience.
   □ Kitchen surfaces will be wiped down, floors mopped.
   □ Event space floors will be swept and spot mopped.
   □ Refrigerator, freezer, and warming ovens will be left empty and wiped down as needed.
   □ Unopened bags of ice may be left in freezer.
   □ Ice and liquids must be disposed of in the sink. Nothing shall be dumped outside.
   □ Park Event Staff will provide trashcans, bags, brooms, dustpans and vacuums.
   □ Tables provided by Rockwood Manor may stay in place.
   □ All chairs must be stacked on top of the tables to no more than 5 high.
   □ All outside rental equipment (linens, tables, chairs, glassware etc.) must be removed by the end of the Rental Period.
19.4 Failure to clean up within the Rental Period will result in additional fees to the contract holder.
19.5 M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.
SECTION 20: EQUIPMENT PROVIDED

20.1 See Equipment Menu on rental rates sheet for an inclusive inventory of tables, chairs, and other equipment. Additional/special order equipment may be rented through Seneca Lodge for an additional fee.

20.2 All equipment provided by Seneca Lodge will be set up as indicated on floor plans created at the walkthrough.

20.3 Contract holders may rent additional equipment from a vendor.

20.4 All additional rental items from a vendor must be delivered, set-up, and removed from property within the Rental Period.

20.5 Additional hours may be purchased to accommodate deliveries.

20.6 Parks Event Staff are not responsible for loading in, setting up, or breaking down rented equipment.

20.7 A portable screen and projector is available upon request. No sound equipment is provided, however the contract holder or a vendor may provide speakers and microphones.

SECTION 21: TENTING

21.1 The Seneca Tent is included in all rentals April to October. It is generally installed April 1st and removed on November 1st or the closest weekday to those dates.

21.2 Pop-up tents no larger than 15’x15’ are permitted in designated areas and with prior permission at walkthrough.

21.3 Park Event Staff reserves the right to approve/revise placement of popup tents.

21.4 The flagstone Tent Pad may be tented November to March by an approved vendor. A $500 set up fee applies for any Seneca Lodge furniture to be set up outside November to March.

SECTION 22: PETS AND WILDLIFE

22.1 Pets must be leashed at all times on the property.

22.2 Pets are no permitted inside the Lodge with the exception of service animals.

22.3 The contract holder is responsible for any damages caused by animals and for cleaning behind any animals brought onto the property.

22.4 In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties.

22.5 Insect repellent applied to the body is permitted.

22.6 No plants or wildlife shall be fed or disturbed from their natural habitat.

22.7 To ensure the safety of our natural wildlife, we do not allow rice, confetti, glitter, birdseed, or any non-biodegradable items to be used on park property.

SECTION 23: AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

23.1 All of our event spaces have ramp access, and paved pathways are available around the property. There is no elevator inside the Lodge. The upper level and lower level are both accessed from the exterior.

23.2 A wheelchair is available for use during events upon request.

23.2 Individual questions regarding accessibility can be directed to the Reservations Office.

SECTION 24: SAFETY AND SECURITY

24.1 Park Police may be notified to be present at specific events when the safety, protection, or well-being of guests may be at risk.

24.2 If a contract holder wishes to ensure Park Police presence, the request should be submitted in writing 60 days or more prior to the event. Applicable fees apply and vary due to season and schedule.

24.3 Emergency exits must be accessible at all times.

24.4 Parking is permitted in designated spaces only. Do not block any driveways, sidewalks, or crosswalks.

25.5 Park Event Staff reserve the right to contact Park Police or a tow company at any time to ensure the safety of guests.
SECTION 25: FIRE SAFETY
25.1 The fireplaces at Seneca Lodge are operated by Park Event Staff only.
25.2 A live fire in the indoor stone fireplace is available November to March only. The outdoor fireplace is available April to October only at a rate of $100 per hour. The request to have the fire must be made in writing at least 7 days prior to the event date.
25.3 If a live fire is requested, no decorations may be hung on the face of the stone fireplace.
25.4 The last log will be added to the fire no later than 3 hours prior the end of the Rental Period to allow the fire die out completely by the end of the Rental Period.
25.5 Candles must be enclosed in glass containers that are higher than the flame with a base to catch the wax drippings, with the exception of the stone fireplace where open flame is permitted.
25.6 Grills provided by the caterer may be used in designated areas only.
25.7 Sterno may be used both indoors and outdoors, but not on the wooden decks.
25.8 Fireworks, including sparklers, are illegal in Montgomery County, MD and strictly prohibited on all Park properties.

SECTION 26: TRANSPORTATION AND PARKING
26.1 There are 65 spaces provided onsite.
26.2 Spaces are first come, first served.
26.3 If the contract holder wishes to designate reserved parking for specific guests, the contract holder is responsible for placement and removal of signs.
26.4 Charter and shuttle buses are permitted, though space is limited.
26.5 If cars are to be left in parking lot overnight, a list of the license plate numbers must be provided to Park Event Staff so they can be reported to the Park Police. Otherwise cars may be subject to towing.

INDEMNIFICATION: The contract holder agrees to indemnify and hold harmless the Maryland-National Capital Park & Planning Commission (M-NCPCC) 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.

I, ______________________________________________________________, the contract holder, have read, understood, and initialed each section of the Lodge at Little Seneca Creek Permit Contract.

Email ______________________________________________________________________________________

Signature _______________________________________________________________________________ Date ________________

FOR STAFF USE ONLY

Received Date ______________ Received by Facility Manager ______________

Permit # __________________