TERMS OF USE- WOODLAWN MANOR HOUSE RENTAL

PLEASE READ CAREFULLY!
Receipt of your initial payment constitutes understanding of, and responsibility to comply, with the policies listed in this Rental Terms of Use. It is the responsibility of the contract holder to ensure that all participants, vendors and anyone helping with the event are aware of the Park policies and rules governing your rental contract.

QUESTIONS/REQUESTS: mcp-woodlawnrentals@montgomeryparks.org or 301-929-5989

HOURS OF RENTAL:
Your rental period is stated on the reservation permit. THIS IS THE ONLY PERIOD THAT YOU, YOUR GUESTS AND VENDORS MAY OCCUPY THE RENTAL SITE. You should plan to have all set-up, deliveries, caterer prep, your event and clean-up strictly within the times on your rental permit. The purchase of additional rental time must be requested at least 5 days in advance of your event date.

ACCESS TO THE PREMISES:
Staff will provide access to the Manor House 10 minutes prior to your rental time. A 10-minute grace period is provided at the conclusion of your rental period. Occupancy after this grace period will result in additional charges.

The purchase of additional rental access (earlier/later) access must be requested at least 5 days in advance and will be charged accordingly. Requests for additional time the day of your rental will not be granted without prior authorization by the Park Manager or designated staff.

EVENT STAFF: Staff will be available to answer questions, restock restrooms, pointing vendors in the right direction, adjust heat/air conditioning, and ensure compliance with the Terms of Use. Parks Staff is not responsible for your event’s set-up/break-down, clean-up or activities.

SPACE/CAPACITY:
Your rental includes use of the 1st floor of Woodlawn Manor House only. Access to the 2nd floor or other buildings for you and your guests is not included in your rental contract without prior permission from WMCP staff.

The Commission strictly upholds the facility’s capacity restrictions. The maximum capacity for Woodlawn Manor House is 32 seated/60 standing.

TABLES/CHAIRS:
All tables/chairs supplied by Woodlawn Manor Cultural Park are meant for use indoors. Please do not remove any furniture or items from the house without prior approval by WMCP staff.

MEETING SUPPLIES/AV EQUIPMENT:
Woodlawn Manor does not provide power cords, step stools or other tools. Table linens, audio-visual equipment and some meeting supplies are available at an additional charge. Please refer to the Business Rental Fee sheet for details.
**DECORATIONS/WALL USE:** All set-up preparations or decorating must be done within the rental time. Additional rental time may be purchased in advance if you need additional time to set-up/decorate.

In order to preserve the historic building, the following guidelines will be enforced:
- No Post-It memo sheets can be secured to walls or glass windows. We suggest using easels, chairs, tables or other portable items to hang chart paper or other items.
- No tape, push pins, tacks, screws, nails, metal hooks or damaging adhesives can be used to secure any item to the walls or windows.
- No open/unprotected flames are permitted. All candles must be within glass containers or vases taller than the flames.
- Avoid overloading the limited outlets in the rooms. Please check with WMCP staff for guidance.
- Clients must provide their own step stool or other tools for their preparations.
- All items must be removed at the end of the event.

**FOOD & CATERING:** All food must be provided by a licensed and insured caterer, restaurant or grocer (i.e. pre-made platters). Homemade food is not permitted. Woodlawn Manor Cultural Park does not provide in-house catering services. A list of local restaurants that deliver is available from WMCP.

If a full-service caterer is not used, the contract holder is responsible for all aspects of service and clean-up of the facility. The contract holder is responsible for ensuring that the caterer abides by the WMCP Rules and Regulations and completes the clean-up after the event.

If you contract with a full-service caterer, they must remain onsite throughout the event and are responsible for clean-up of the facility.

If using a caterer:
- **No later than 14 days prior to the event** the caterer must provide Woodlawn Manor Cultural Park with a copy of the caterer’s Food Service License, Food Manager License and Certificate of Insurance.
- The catering agreement shall NOT include the Commission/Woodlawn Manor Cultural Park as a party.
- The insurance document shall name the Commission/WMCP as a Certificate Holder and additional insured as follows:
  
  Maryland-National Capital Park and Planning Commission  
  6611 Kenilworth Avenue  
  Riversdale, MD 20737

**ALCOHOL:** Woodlawn Manor Cultural Park must strictly uphold Maryland State and Montgomery County laws concerning alcohol serving and consumption. No alcohol can be served without prior acquisition and approval of all required Montgomery Parks permits.

To have alcohol served at your event:
Woodlawn Manor Cultural Park must submit a Special Use Permit 60 days prior to your event date for approval by Montgomery Parks. **Please notify the Woodlawn of your request upon making your reservation.**
- Alcoholic beverages may only be served to guests 21 years or older.
- All alcohol must be served by a licensed and insured bartender. Woodlawn must have on file the certification prior to the beginning of the event. If no certification has been received before the event starts, WMCP staff may prevent alcohol being served during the event.
- Contract holders may provide their own alcohol however it may only be served by a licensed and insured full-service caterer or bartending service. All alcohol must arrive unopened.
- Guests may not serve themselves.
- Home-brewed beer and alcoholic drinks mixed offsite are not permitted.
- Alcohol service must end at least 30 minutes prior to the end of the event.
PUBLIC SAFETY: Driveways, corridors and emergency exits must always be accessible. At the contract holders’ cost, WMCP may require M-NCPPC Park Police to be present when the safety, protection or well-being of the guests or facility is needed.

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS: Woodlawn Manor House (first floor) and the Woodlawn Museum (stone barn) are ADA accessible. If you require additional accommodations, please contact the Montgomery Parks Program Access Office:

  Program Access Office
  Office: 301-495-2477/ Email: ProgramAccess@montgomeryparks.org

POST-EVENT CLEAN-UP: The contract holder is responsible for cleaning-up all trash left in the rental space and kitchen ensuring all items are placed in the designated trash or recycling receptacles. Floors and furniture should be free from all debris. While the client may delegate this to the caterer, it is the client’s responsibility to ensure the clean-up is completed.

  Clean-up Equipment is Provided (trashcans, brooms, dustpans, mop, etc.)
  o  The rental site must be restored to its original condition or better
  o  Remove any decorations, trash, debris and equipment brought by the client or vendors
  o  If food service is provided:
    -  Sweep (mop if necessary) kitchen floors and wipe down kitchen surfaces.
    -  Dispose of trash in garbage containers. Park staff can direct to appropriate location.
    -  Kitchen should be free of all leftovers and debris.

PETS, HORSES & WILDLIFE: No animals are allowed inside Woodlawn Manor House or the Woodlawn Museum, except for service animals. Leashed pets are allowed on Woodlawn Manor Cultural Park grounds.

All visitors are prohibited from going behind fences or other barricades on the property. Feeding of Park Police horses is strictly prohibited. Please use caution when taking pictures near the fences and horses- an electrical wire surrounds each fence line.

In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties. Insect repellant applied to the body is permitted. No plants or wildlife shall be fed or disturbed from their habitat.

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.

COMMERCIAL ACTIVITY: As per M-NCPPC Rules and Regulations, no person shall solicit or otherwise undertake any Commercial Activity on Park Property, except as authorized by Permit.

A facility rental permit only allows the contract holder to utilize public facilities for private use. Please notify WMCP staff immediately if you wish to sell or have vendors solicit, display or conduct commercial activity of any kind on WMCP property.
Each vendor must submit for approval:
- A completed Temporary Concession Permit Request Form and provide a copy of the vendor’s Maryland State Tax & Use License and Certificate of Insurance
- All paperwork must be received and approved by the WMCP Manager at least 3 weeks PRIOR to your event date

**TERMS OF USE AGREEMENT:**
A signed Terms of Use is required at the time of the Initial Payment. Your reservation becomes binding upon receipt of the Initial Payment AND Signed Terms of Use. Failure to provide Initial Payment within the required timeframe will result in a loss of the rental reservation date.

**PAYMENT SCHEDULE:**
ALL RENTAL FEES MUST BE PAID IN FULL BEFORE THE DAY OF YOUR RENTAL.
- **Initial Payment:** 50% of total rental due within 30 days of Permit creation. If no Initial Payment is received within 30 days, your reservation is not confirmed, and the date will become available for other customers to rent. No exceptions will be made without prior authorization from WMCP staff.
- **Final Rental Payment:** Remaining balance due 30 days prior to the rental date. No exceptions will be made without prior authorization from WMCP staff.
- **Reservations Less Than 30 Days Before Rental Date:** Full rental fee payment is due at the time of booking.
- **Payment Plans:** Must be arranged with staff PRIOR to Final Payment Deadline and available for online payments only.
- **Reservations Including Add-on Admission Fees (Group Tours/Museum Admission):** Group Tour/Admission fees can be paid separately from rental fees. Tour/Admission fees are calculated per person participating the day of your visit and are itemized on your invoice. Payment is due the day of your tour in one lump sum for the total amount of participants.

**PAYMENT:**
Your reservation permit creates an online account in ActiveMontgomery. Upon booking, the initial Reservation email will provide information on how to complete your account set-up in ActiveMontgomery to pay online.

For Reservation problems/questions contact Woodlawn: 301-929-5989
For ActiveMontgomery problems/questions: 301-495-2580

**Credit cards:** Visa/MC/Discover/American Express are accepted. Customers can pay online via ActiveMontgomery.org. With prior arrangement, onsite credit card payments can be completed at the Visitor Center.

**Cash or check:** In-person cash payment with prior arrangements with WMCP Staff during office hours. Do not mail cash.

Checks payable to ActiveMontgomery
Mail to: Woodlawn Manor Cultural Park Attn: Reservations 16501 Norwood Rd. Sandy Spring, MD 20860

Returned checks: Your account will be debited for the original check amount, and electronically or via paper, charged 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 applied.

**DATE CHANGES BY THE CONTRACT HOLDER:** Staff will make every effort to find a suitable alternative date for your event. As a public facility, priority is given to previously scheduled events, group tours and public open hours.

One date-change request will be accommodated with no extra fees charged. More than one reservation date change by the contract holder will be treated as a cancellation. All cancellation policies apply.
CANCELLATIONS & REFUNDS: The client may elect to cancel for any reason. All changes/cancellations must be submitted via email or in writing to Woodlawn Manor Cultural Park. Email: MCP-WoodlawnRentals@montgomeryparks.org
  - 30 days or more prior to the event date: 50% of the fees paid as of that date will be refunded.
  - 29 days or less prior to the event date: 0% (zero) total fees paid will be refunded.

CANCELLATION BY THE COMMISSION: Maryland- National Capital Park & Planning Commission/Montgomery Parks strive to provide the best rental experience for all customers. If at any time any element is found to compromise the facility or the Commission Staff, the Commission reserves the right to cancel the even without reimbursement.

If Woodlawn Manor Cultural Park is unable to fulfill a contract/permit due to causes beyond the control of the Park, any payments, except for services already rendered, will be refunded in full or applied to a future re-booking, which will be done under the same terms and rates of the original agreement.

I have read and understand these policies, rules and guidelines. My signature constitutes a contract to abide by these rules. I understand the contract holder will be charged accordingly should Woodlawn Manor Cultural Park staff determine any of these rules were not followed.

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Signature ____________________________ Print Name ____________________________ Date
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OFFICE USE ONLY:
Date Rec’d: ________________________ Staff Name: ________________________________