DOCUMENTATION: If a Caterer has not recently provided services at Rockwood Manor, they must schedule a walk through with management at least 60 days prior to the event and sign a copy of the Catering Rules and Regulations. The caterer is obligated to provide Rockwood Manor with a copy of their Food Service Facility License, Food Manager License and Certificate of Insurance (up to $1,000,000 per occurrence under general liability) no later than 60 days prior to the event. The catering agreement shall NOT include the Commission as a party. The insurance document shall name the Commission as a Certificate Holder and Additional Insured as follows:

Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, MD 20737

FULL SERVICE CATERER: The contract holder MUST select a licensed and insured full service caterer for events with 60 or more guests. As a full service caterer, the caterer and staff must remain onsite throughout the event until the end of the reservation time frame. The caterer is also required to provide the licensed and insured bartender. All food brought in for events with fewer than 60 guests must also be provided by a licensed and insured caterer, restaurant or grocer but does not require a full-service caterer to be onsite during the entire event. Food Trucks are not permitted.

PARKING: Caterers and vendors may park on the paved driveway outside of the catering kitchen for load in and clean-up. Driving on any grass area is strictly prohibited. Catering trucks may park on the asphalt areas as long as entrances and/or driveways are not blocked.

MANOR HOUSE CATERING KITCHEN AMENITIES: Warming ovens, commercial refrigerator, freezer, ice machine, microwave, sinks and prep space. When using the warming oven(s) please make sure the cord is plugged firmly into the back of the unit. Failure to do so could create a fire hazard. Do not move the warming ovens. If you need assistance with the warming ovens a Rockwood staff member will assist you. Equipment is subject to change. Please verify prior to your event.

SET-UP & FLOOR PLANS: All tables and chairs provided by Rockwood Manor will be set-up by Rockwood staff members according to the floor plans submitted by the contract holder. Please note that Rockwood staff is only responsible for one initial set-up (this means if tables or chairs need to be moved during the event, this will be the responsibility of the caterer who has provided their liability insurance).

COOKING: Cooking may not be done onsite, with the exception of outdoor grilling by a full service caterer, in designated areas, with their own equipment.

OPEN FLAMES and GRILLS: Grills may be used on the property in designated areas by a full service caterer with their own equipment; Rockwood Manor does not supply grills. It is the client’s responsibility that all burning materials used for grilling must be removed and disposed of OFF the venue premise and NOT left onsite. Sternos may be used both indoors and outdoors. Open, unprotected flames, including candelabras, are not permitted indoors or outdoors. Rockwood Manor encourages the use of battery-operated candles inside the Manor House.
RENTALS: Any additional items, including but not limited to linens, dishware, table decorations and flatware that are being provided directly from the caterer or through outside vendors must be delivered and removed from the property within the client’s rental period. For example - if the client has contracted an 8 hour event, and reserved Rockwood Manor from 3pm to 11pm, all items must be delivered NO EARLIER than 3pm and removed from the property NO LATER than 11pm. Items that arrive prior to the contracted time will not be permitted in the Manor House or on the property until the rental period start time. If the client has contracted a weekend retreat, items to be placed in the Manor House must arrive during the Manor House Access Hours. Items used outside of the Manor House must also arrive during the weekend retreat contracted rental period. 

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

ALCOHOL: Rockwood Manor allows all types of alcohol to be served by the drink (no shots) to anyone age 21 and older. Contract holders may provide their own alcohol. However, all alcoholic beverages must be served by the drink by a professional (certified & insured) bartender (normally provided by the full service caterer). “Bring Your Own Bottle” functions are not allowed and guests may NEVER serve themselves. Homemade brews or drinks mixed offsite are not permitted. Last call is always set at least 30 minutes prior to the end of the event. A bar mat is required under your bar table if your bar is set-up inside venue (bar mat will be provided by the venue). 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.

Alcohol is not permitted to be consumed on the grounds of the Park Event Center or in the Manor House, except for when the full service caterer and bartender open the bar during the permitted Manor House event hours. Inappropriate behavior, damage to property, personal injury or other such activities will result in a closing of bar by the Rockwood staff members onsite.

ELECTRIC: Standard electric receptacles are provided in the Manor House, gazebo garden, flagstone patio, and on the side (closest to the gazebo garden) and back of the Manor House. Please pay close attention to the placement of electric sources and be aware of the distance that may be required to run extension cords. Caterers must provide extension cords for their equipment as needed.

POST EVENT CLEAN-UP: If the client has contracted an 8 hour rental, the clean-up must begin at least one hour before the end of the rental period stated on the contract. If the client has contracted a weekend retreat, the clean-up must begin at least one hour before the end of the Manor House hours selected by the client for that day stated on the contract.

- Chairs must be stacked and pushed to the sides of the room. Tables will stay in place. All carpeted event space used by the caterer in the Manor House must be vacuumed (vacuum provided by Rockwood Manor).
- Brooke Hall & Great Falls rooms must be swept. (NO mopping).
- The event space (indoors or outdoors) used by the caterer for food or beverage service must be cleared of all trash and debris. All trash must be taken out to the dumpsters and recycling bins located outside of the catering kitchen. Dumping is prohibited anywhere on the property. Rockwood Manor is in a residential neighborhood and caterers are requested to refrain from slamming the dumpster lids.
- The catering kitchen countertops must be wiped down.
- The catering kitchen floor must be swept and mopped.
- Leftover ice and liquids must be disposed of in the catering kitchen sinks (no food is to be dumped in the sinks). Sinks must be clear of debris. Ice shall not be dumped in the gardens or grass areas.
- Rockwood Manor will provide trashcans, bags, brooms, vacuum cleaners, mop, bucket and dustpans. Please see Park Staff if items need to be restocked.
- All outside rentals arranged by the contract holder (linens, tables, chairs, glassware etc.) through vendors must be removed before the end of the contracted rental period. Contract holders and vendors are prohibited from leaving any items after the contracted rental period.
- Failure to comply with post-event cleanup requirements will result in a fee being assessed to the contract holder.

A representative from _____________________________ (Print Catering Company Name) has read and agrees that all staff working on-site at Rockwood Manor will abide by the policies in place.

_______________________________________________________
Signature

_______________________________________________________
Name

_______________________________________________________
Date