To The Client: Please read and initial each section. Please read indemnification clause and sign on page 7.
Reservation is NOT SECURED until (1) $750 down payment is received, (2) this signed document is returned, and (3) signed ActiveMontgomery permit.

SECTION 1: RESERVATIONS
1.1 A $750.00 down is required to secure an event date.
1.2 The signed permit contract must be returned within 2 business days.
1.3 A reservation is confirmed and becomes binding upon receipt of:
   (1) $750.00 down payment;
   (2) This signed Rules and Regulations document.
   (3) signed permit contract;

SECTION 2: MAKING PAYMENTS
2.1 For your convenience, we accept Visa, MasterCard, Discover, and Amex.
2.2 Checks must be made payable to ActiveMONTGOMERY.
   2.3 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.
2.4 money orders must be exact change.

SECTION 3: PAYMENT SCHEDULE
3.1 To reserve a date: $750.00 down payment is required
3.2 Three months after down payment of deposit: 50% of the total rental fee is due.
3.3 Three months before event date: 50% of the total rental fee is due.
3.4 If a reservation is made 60 days to 30 days prior to the rental date, and 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 must be in writing by email to SenecaLodge@montgomeryparks.org by the contract holder.
4.3 If the contract holder cancels the event after making the reservation, the A $200 cancellation is assets.
4.4 If the contract holder cancels the event 3 months after making the reservation to 3 months prior to the event date, $200 cancellation fee is assets, and 50% of payments made to date will be forfeited.
4.5 If the contract holder cancels the event less than 3 months prior to the rental date, 100% of total paid will be

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forfeited.
4.6 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.
4.7 If at any time the Venue Manager finds that the event compromises the venue, safety to guests, or M-NCPPC staff, M-NCPPC reserves the right to cancel the event immediately without reimbursement.

SECTION 5: DATE CHANGES BY CONTRACT HOLDER
5.1 A one-time reservation date change within the same venue is acceptable up to 6 months prior to the event date. Any further date changes will be treated as a cancellation.
5.2 Transfers between M-NCPPC-owned facilities will be treated as cancellations.

SECTION 6: CAPACITY
6.1 The maximum capacity of the Lodge at Little Seneca Creek April to October is 120 guests. Use of the tent does not increase the capacity. 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.
6.2 M-NCPPC strictly upholds the maximum capacity and reserves the right to shut down any events which are over capacity.

SECTION 7: RENTAL PERIOD
7.1 The Rental Period and Rental Site(s) are stated on the permit contract.
7.2 Rental Periods may start as early as 8:00 AM and must end no later than 12:00 AM midnight.
7.3 Due to liability, all deliveries, set-up, decorating, caterer preparation, event, breakdown, and clean-up must be accomplished within the Rental Period.
7.4 The final hour of the Rental Period is exclusively for clean-up.
   • Example: If your Rental Period is 3:00 PM to 11:00 PM
   • 3:00 PM is the earliest your vendors can enter the Venue.
   • Your invitations to your guests should list 5:00 PM as the event start time.
   • The event must end completely by 10:00 PM so that clean-up can take place between 10:00 PM and 11:00 PM.
   • You must check with your caterer and vendors about their required set up time and plan accordingly within the Venue’s Rental Period.
7.5 Contract Holder is responsible for communicating Rental Period and Rental Site information to all vendors.
7.6 Additional hours may be requested in writing and purchased no later than 30 days prior to the event.

SECTION 8: REHEARSAL
8.1 A free, one-hour ceremony rehearsal for weddings is available, but not guaranteed.
8.2 The rehearsal may not be scheduled on the same day as the event, and is held subject to venue schedule.
8.3 Requests must be made in writing no earlier than 30 days prior to the event date.
8.4 M-NCPPC reserves the right to reschedule as necessary.

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8.5 Decorating of the venue is not permitted during the rehearsal hour.
8.6 No food, drinks, or alcohol may be served or consumed.
8.7 Moving chairs and tables are not allowed.

SECTION 9: M-NCPPC PARK EVENT STAFF
9.1 Park Event Staff are assigned to work the duration of each event to uphold the rules and regulations, and to ensure an excellent experience.
9.2 Park Event Staff does not assist with event-specific coordination or execution.
9.3 Park Event Staff manage the facility and grounds, parking, restrooms, adjusting HVAC and lighting, operating the fireplaces, and other venue-related tasks.
9.4 Park Event Staff will not assist with load in and load out, transport equipment or materials, or assist with decorating.
9.5 Park Event Staff will communicate with the day-of contact as necessary during events.

SECTION 10: DAY-OF CONTACT
10.1 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.
10.2 The DOC may be the contract holder, planner, caterer, family member, or friend.
10.3 The DOC is responsible for communication with Park Event Staff and vendors on the day of the event.
10.4 The DOC will check in with Park Event Staff upon arrival, and will complete an Event Completion Checklist with Park Event Staff at the end of the Rental Period.
10.5 The DOC must stay until the end of the Rental Period.

SECTION 11: FOOD & CATERING SERVICES
11.1 The Venue does not provide in-house catering services.
11.2 All weddings, as well as all events with 50 – 120 people must contract a full-service (bartender, wait staff, and cleanup staff), licensed and insured caterer approved by the Venue Manager.
11.3 A list of licensed and insured full-service caterers who have provided services onsite will be provided, upon request, for your planning convenience.
11.4 Inclusion on the list is not an endorsement or referral. Services by these vendors is not guaranteed by the venue.
11.5 For parties of 49 guests or fewer, drop-off catering from a licensed caterer, restaurant or grocer is permitted. If alcohol is served a full-service caterer is required no matter the guest count.
11.6 Homemade food is not permitted.
11.7 A representative from the catering company must participate in a walkthrough and sign the catering rules and regulations prior to providing services onsite.
11.8 The caterer must provide The Lodge at Little Seneca Creek with (a) a copy of the caterer’s Food Service Facility License, OR a copy of their Food Manager License, and (b) a copy of the Certificate of Insurance with up to $1,000,000 per occurrence under general liability.
11.9 Any agreement between the permit holder and a vendor shall NOT include the venue or 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 The contract holder is responsible for ensuring all vendors abide by the Seneca Lodge rules and regulations.
11.12 While most contract holders delegate clean up to vendors, ultimate responsibility for clean-up is upon the contract holder.
11.13 The final hour of the rental period is exclusively for clean-up. See SECTION 17: CLEAN-UP for details.
11.14 Kitchen equipment provided includes: 1 warming oven, and 1 refrigerator. Equipment is subject to change. Please verify prior to your event.
11.15 Seneca Lodge does not have an ice machine and does not provide ice. A freezer is located on the lower

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level for storage of ice provided by the contract holder or caterer.
11.16 Leftover 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.
11.17 No cooking onsite, unless inside a licensed food truck.
11.18 All catering equipment must be set up and removed within the Rental Period.
11.19 All burned coals, smoked wood, and other waste from outdoor cooking must be removed from premises. Do not dispose of in dumpsters.

SECTION 12: ALCOHOL
12.1 The venue allows all types of alcohol to be served to anyone age 21 and older.
12.2 Shots (unmixed alcohol) are not allowed. However, shot glasses may be used to serve mixed drinks.
12.3 Contract holders may provide their own alcohol.
12.4 All alcoholic beverages, including champagne, must be served by the drink by a certified & insured bartender.
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 M-NCPPC 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 have their event shut down without refund.

SECTION 14: FLOOR PLANS AND EVENT TIMELINES
14.1 Floorplans will be created based on a final walkthrough held no later 60 days prior to event date. Timelines are due no later than 60 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 Park Event Staff according to a floor plan approved by the contract holder.
14.4 Unless notified 48 hours in advance by email contract holder, Plan A floor plans will be used.
14.5 Park Event 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.

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.

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15.3 Walkthroughs are scheduled through the Reservations Office.
15.4 Documents finalized at the time of walkthrough include the floorplan, timeline, vendor contact list, and Day-of-Contact.

SECTION 16: DECORATING
16.1 The contract holder is responsible for all decorating.
16.2 Winter holiday wreaths are provided on the outside of the venue from the week after Thanksgiving to the second week of January.
16.3 All decorating must be done within the Rental Period.
16.4 All décor items must be removed within the Rental Period.
16.5 No nails, glue, screws, push pins, metal hooks, damaging adhesive, or other material of such may be used.
16.6 Items may not be attached to light fixtures or fans.
16.7 All candles must be used with glass containers or vases taller than the flame with a base to catch the wax drippings.
16.8 Open unprotected flames, including candelabras, are not permitted indoors or outdoors.
16.9 Due to liability concerns, Seneca Lodge cannot provide ladders or step stools. Permit holders 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 Balloons used indoors must be weighted and popped and properly discarded or taken off premises.
16.13 Bubbles may be blown outside only.
16.14 Bounce houses and inflatable equipment are prohibited.
16.15 Fog machine or similar equipment are prohibited.

SECTION 17: CLEAN UP
17.1 Though clean-up is typically delegated to the caterer, clean-up is the ultimate responsibility of the contract holder.
17.2 Guests must leave and clean-up must begin at least one hour before the end of the Rental Period.
17.3 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 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 Seneca Lodge 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.

17.4 M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.

SECTION 18: EQUIPMENT PROVIDED
18.1 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.
18.2 All equipment provided by Seneca Lodge will be set up as indicated on floor plans created at the walkthrough.
18.3 Contract holders may rent additional equipment from a vendor, per manager approval.

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18.4 Vendors contracted by the permit holder must be listed on the vendor contact form.
18.5 All additional rental items from a vendor must be delivered, set-up, and removed from property within the Rental Period.
18.6 Additional hours may be purchased to accommodate deliveries.
18.7 Parks Event Staff are not responsible for loading in, setting up, breaking down, or signing for rented equipment.
18.8 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 19: TENTING**

19.1 The Seneca Tent is included in all rentals approximately April to October. It is generally installed April 1 and removed on November 1 or the closest weekday to those dates.
19.2 Pop-up tents no larger than 10’x10’ are permitted in designated areas and with prior permission at walkthrough.
19.3 Park Event Staff reserves the right to approve/revise placement of popup tents.
19.4 A $500 set up fee applies for any Seneca Lodge furniture to be set up outside November to March.

**SECTION 20: PETS AND WILDLIFE**

20.1 Pets must be leashed at all times on the property.
20.2 Pets are not permitted inside the Lodge with the exception of service animals.
20.3 The contract holder is responsible for any damages caused by animals and for cleaning behind any animals brought onto the property.
20.4 In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties.
20.5 Insect repellent applied to the body is permitted.
20.6 No plants or wildlife shall be fed or disturbed from their natural habitat.
20.7 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 21: AMERICANS WITH DISABILITIES ACT ACCOMODATIONS**

21.1 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.
21.2 Individual questions regarding accessibility can be directed to the Reservations Office.

**SECTION 22: SAFETY AND SECURITY**

22.1 Park Police may be notified to be present at specific events when the safety, protection, or well-being of guests may be at risk.
22.2 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.
22.3 Emergency exits must be accessible at all times.
22.4 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 23: FIRE SAFETY**

23.1 The fireplaces at Seneca Lodge are operated by Park Event Staff only.
23.2 A live fire in the indoor stone fireplace is available November to March only.
23.3 If a live fire is requested, no decorations may be hung on the face of the stone fireplace.
23.4 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.
23.5 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.
23.6 Grills provided by the caterer may be used in designated areas only if food handler license is provided.

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23.7 Sterno may be used both indoors and outdoors, but not on the wooden decks.
23.8 Fireworks, including sparklers, are illegal in Montgomery County, MD and strictly prohibited on all Park properties.

SECTION 24: TRANSPORTATION AND PARKING

24.1 There are 65 spaces provided onsite.
24.2 Spaces are first come, first served.
24.3 If the contract holder wishes to designate reserved parking for specific guests, the contract holder is responsible for placement and removal of signs within the rental period.
24.4 Charter and shuttle buses are permitted, though space is limited.
24.5 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-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.

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

Email ________________________________________________________________

Signature __________________________________________________________________________ Date __________

FOR STAFF USE ONLY

Received Date ____________ Received by Facility Manager ____________

Permit # ________________

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