

# Seneca Lodge Park Event Center

## *Social Event Rules & Regulations*

*\*Effective for all reservations created after October 10<sup>th</sup> 2015*

**HOURS OF RENTAL:** Your rental period is stated on the reservation contract. This rental period includes your deliveries, set-up, decorating, caterer prep, event, breakdown and clean-up. This is the only period that you, your guests, and vendors may occupy the rental site. Reservations may be booked between 8am and 12am. The reservation time frame must start a minimum of 2 hours prior to guest arrival to allow for a minimum of two hours of caterer set-up and/or decorating. Events must end and guests must depart at least one hour before the contract ending time to allow a minimum of one hour for clean-up. Please check with your caterer and other vendors regarding the amount of time needed for set-up and breakdown. Additional hours can be added to your rental period if more time is required for decorating or setup. Seneca Lodge requires the purchase of at least one additional hour if décor items are being hung in the tent. The purchase of additional hours must be requested in writing (e-mail) to the reservations office at least 60 days prior to the event date.

**Example:** If your contracted hours were 3pm to 11pm, 3pm would be the earliest that you, your caterer or other vendors could enter the property. This means your guests arrive and your event would start no earlier than 5pm. The event would end and guests would depart by 10pm so that cleanup could take place between 10pm and 11pm.

**CAPACITY:** The Commission strictly upholds the facility's capacity restrictions:

- The maximum capacity for rental of Seneca Lodge is 120 (including guests and wedding party).
- The Seneca Lodge Tent (onsite April through October) is often used as a place for a covered outdoor ceremony or cocktail hour. Rental of the tent does not increase the capacity of the event center. Seneca Lodge does not permit more than 120 guests per event.
- Seneca Lodge provides a small warming kitchen only. Buffet and food station catering services are recommended. If you wish to have your caterer provide a plated meal, Seneca Lodge will permit no more than 60 guests.

**REHEARSAL:** If your ceremony is being held at the venue, a free, one hour wedding rehearsal may be held, subject to venue schedule. Requests for a rehearsal must be made in writing no earlier than 30 days prior to the event date. M-NCPPC reserves the right to reschedule as necessary. Rehearsals are scheduled on a first come, first served basis and never on Saturdays, Sundays, holidays or the same day as your contracted event. Decorations may only be dropped off during your rehearsal hour in a designated area if facility schedule permits (no food, drinks or alcohol to be dropped off) however, decorating is NOT allowed during the rehearsal hour and storage space is limited. Due to the busy private event schedule, desired time frames or dates are not guaranteed, alternative offsite plans are recommended.

**FOOD & CATERING SERVICES:** Seneca Lodge does not provide in-house catering services. The contract holder must select an outside, licensed and insured full service caterer of their choice. A list of licensed and insured caterers who have provided services onsite several times will be provided, upon request, for your planning convenience. Please note that the list of caterers is not an endorsement or referral. All food must be provided by a licensed and insured caterer, restaurant, or grocer (i.e. pre-made platters). Homemade food is not permitted. As a full service caterer, the company must remain onsite throughout the event until the end of the reservation time frame. The full service caterer must provide the professional (certified & insured) bartender to serve any alcohol. Please see "Catering Rules & Regulations" at [LodgeAtSeneca.org](http://LodgeAtSeneca.org) for more details. A representative from the catering company must participate in a walkthrough with park staff and sign the Seneca Lodge Catering Rules and Regulations prior to providing services onsite. The contract holder is responsible for ensuring the caterer abides by the Seneca Lodge rules and regulations:

- If the caterer has not recently provided services at Seneca Lodge, they must schedule a walk through with management at least 60 days prior to the event. Contract holders may check with the reservation office to see if a walk-through is required for the caterer.

- The caterer is obligated to provide Seneca Lodge with a copy of the caterer’s 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

- The caterer is responsible for full clean-up of the facility. It is the client’s responsibility to ensure the clean-up is completed. The event must end at least one hour prior to the end of the reservation time frame to allow for a minimum of one full hour of clean-up. Please see the post clean-up section of the rules and regulations on page
- Kitchen equipment provided includes: Warming oven, refrigerator and freezer. Available equipment is subject to change. Please verify prior to your event. *\*Please note Seneca Lodge provides only a “warming kitchen” –cooking onsite is not permitted, with only the exception of outdoor grilling.*

**ALCOHOL:** Seneca Lodge allows all types of alcohol to be served by the drink (no shots) during all social reservations to anyone at least 21 years old. Contract holders may provide their own alcohol to be served however; alcoholic beverages must be served by the drink by a professional (certified & insured) bartender provided by the full service caterer. “Bring Your Own Bottle” functions are not allowed and guests may not serve themselves. Home brews and alcoholic drinks mixed offsite are not permitted. All alcohol should arrive to the venue unopened. A Bar Mat is required under your bar table if your bar is set-up inside the Lodge (bar mat will be provided by Seneca Lodge). 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. The bar must close at least 30 minutes prior to the end of the event (i.e. if reservation is scheduled 3pm to 11pm, last call is at 9:15pm, bar closes at 9:30pm, guests depart by 10pm and clean-up takes place 10pm to 11pm).

**SET-UP & FLOOR PLANS:** All tables and chairs provided by the Park Event Center will be set-up by the Park Set-up crew according to a floor plan submitted by the contract holder. Please note that Park Staff is only responsible for one initial set-up (this means if tables or chairs need to be moved/repurposed during the event, this will be the responsibility of the caterer who has provided their liability insurance). Floor plan diagrams must be submitted by the contract holder for all areas of the property that will be used at least 30 days prior to the event date. Two separate floor plans should be provided for all areas that may be altered due to weather - “Plan A” for fair weather and “Plan B” for inclement weather. All floor plans must indicate the placement and size of tables and chairs. Park staff will automatically set up floor plan A, unless otherwise notified by 9am the day prior to the event via email to [SenecaLodge@MontgomeryParks.org](mailto:SenecaLodge@MontgomeryParks.org) to set up Plan B. Please work with your caterer, coordinator and/or other vendors as well as park staff to ensure the floor plan you design will work for your event. For instructions, samples and blank templates please see the essential information section of [LodgeAtSeneca.org](http://LodgeAtSeneca.org).

**DECORATING:** All decorating is the responsibility of the client and must take place the day of the event within the rental period stated on the reservation contract. Decorating any part of the property may not take place prior to the rental period and all items must be removed before the end of the rental period. No nails, glue, screws, push pins, metal hooks, damaging adhesive or other material of such may be used for decorating (string, twine, fishing line, etc., is recommended for decorating fireplace or hanging items). Hooks are provided around the perimeter of the inside of the Lodge and on the fireplace for decorating needs such as string lights (string lights may be hung against walls only and not across room). Items may not be attached to light fixtures, fans or ceiling. All candles outside of the fireplace must be used within glass containers or vases taller than the flame. Open, unprotected flames, including candelabras, are not permitted indoors or outdoors (with the exception of inside the fireplace). Candles inside the fireplace must have something placed beneath them to catch the wax (candle plates, mirrors, etc., are recommended). Seneca Lodge will not provide ladders or step stools however, clients may provide their

own. To ensure the safety of our natural wildlife we do not allow rice, confetti, decorative glitter, birdseed or any items of such nature to be used or thrown on park property. Real flower petals are the only exception to this rule and are acceptable only for outdoor wedding ceremonies. Novelty items including balloons and lanterns made specifically for release into the sky, may not be released anywhere on Park property. Bubbles may be blown outdoors only. Tent liners are not permitted in the Seneca Lodge Tent. Décor may be hung in the tent using string or such material and items may be attached only to metal tent poles and provided hooks. Additional lighting may not be hung inside the tent, free standing lighting is permitted and most often provided by DJ's (tent is equipped with chandeliers and perimeter lights). Décor inside tent may not be attached to fans or perimeter lights. Seneca Lodge will not provide ladders or step stools however, clients may provide their own.

**MUSIC, PHOTOGRAPHY & A/V EQUIPMENT:** Seneca Lodge does not provide A/V equipment. Clients may bring their own sound equipment if amplification is desired. All types of music are permitted at Seneca Lodge however; Park Staff reserves the right to monitor the volume since several neighborhood communities surround the property. The entire event including music should end at least one hour before the end of the rental period to ensure a minimum of one hour of cleanup time. Electricity is available in the Lodge, Lawn area, outside deck, and the Tent. The client and/or vendors are responsible for providing appropriate length extension cords. Quiet time is 12am (midnight) through 8am (11pm Monday through Thursday). The maximum allowable noise level is 55 DBA from 9pm – 7am on weekdays and 9pm – 9am on weekends and holidays. Please keep in mind that if you are planning to hire a band, that event space in the tent will be limited. If a band is desired a capacity of no more than 80 guests is recommended. Microphones are normally provided by DJ's or other music vendors.

**FIRE SAFETY:** The Seneca Lodge stone fireplace is a working fireplace November through March only. During these months, the fireplace opening will be covered by a screen and is not to be removed. Only Park Staff will tend to the fire. The request to use the fireplace must be noted on the submitted floorplan at least 30 days prior to an event date. To ensure the fire is properly out before the building is closed, the fire will be tended no later than 3 hours prior to the end of your reservation time frame. If a client chooses to have a fire in the fireplace, décor is not permitted anywhere on the stone fireplace. April through October, the fireplace screen is removed and the interior may be decorated as desired. Candles inside the fireplace must have something placed beneath them to catch the wax (candle plates, mirrors, etc., are recommended). All candles outside of the fireplace must be used within glass containers or vases taller than the flame. Open, unprotected flames, including candelabras, are not permitted indoors or outdoors (with the exception of inside the fireplace). Grills are not permitted on wooden decks, but may be used in designated areas. Sterno may be used both indoors and outdoors, but not on the wooden decks. Heaters are not permitted on the wooden decks. Tent Heaters may be rented through the park event center for an additional fee. Fireworks, **including sparklers**, are illegal in Montgomery County, MD and strictly prohibited on all Park properties. Park Police will be notified if any fireworks or sparklers are used on the property.

**ADDITIONAL TABLES & CHAIRS:** Each rental includes a specific inventory of tables and chairs. Please refer to the online "Rental Pricing & Information" and "What's Included with my Social Reservation" under the essential information section at [LodgeAtSeneca.org](http://LodgeAtSeneca.org) for a complete list of what is included with your rental. Supplementary tables and chairs will be provided for an additional fee, if needed. The "Additional Tables and Chairs Order Form" is due 30 days prior to the event date (order form at [LodgeAtSeneca.org](http://LodgeAtSeneca.org) for more details and pricing). Clients may use tables and chairs from an outside rental company. Please note that all outside rental items must be delivered, set-up and removed from the property within the contracted rental period, which may require the purchase of additional hours to allow additional time for delivery, set-up, break down and pick-up. Absolutely no items may be left at the venue overnight. All tables and chairs provided by Seneca Lodge will be set-up prior to the start of the reservation time frame according to floor plan diagrams submitted by client and may stay in place at the end of the rental period unless otherwise informed by park staff.

**ADDITIONAL TENTING:** Seneca Lodge does not permit contract holders to contract for the installation of additional tenting on the property from outside vendors, with the exception of pop-up tents brought by caterers and approved by the Venue Manager. Park Staff reserves the right to approve placement of pop-up tents.

**POST EVENT CLEAN-UP:** The caterer is typically responsible for clean-up of the facility. It is the client's responsibility to ensure the clean-up is completed:

- The event must end and clean-up must begin a minimum of one hour before the end of the rental period stated on the contract.
- The entire event space must be cleared of all trash and debris including removal of all decorations and items brought in by the vendors and contract holder (Lodge, Decks, Tent, and additional outdoor grounds).
- All floor surfaces should be swept free of all trash and event debris (Lodge, Tent Pad, Grounds)
- Lodge floor and tent pad should be spot mopped as needed (any spills or messes should be cleaned-up)
- Dumpsters and recycling bins are located onsite.
- All surface areas of the kitchen should be wiped down
- The fridge, freezer and warmer should be free of all leftovers and debris
- Leftover ice and liquids must be disposed of carefully in approved areas so as not to kill the plantings, grass and groundcover on the property
  - Lodge – dispose of extra liquids in kitchen sink (no food or grease to be dumped in sinks)
  - Tent area – dispose in drainage areas distance from tent (no garden beds)
  - Dumping is strictly prohibited in all garden beds
  - Please check with Park Staff before disposing elsewhere on the property or if uncertain
  - Left over bags of ice should be removed from property or disposed of in dumpster
- Seneca Lodge will provide trashcans, trash bags, brooms and dustpans as well as a mop if needed. Please see Park Staff if items need to be restocked.
- Indoor chairs provided by Seneca Lodge should be stacked (no more than 6 high) at the end of the rental period unless otherwise informed by park staff working the event.
- All outside rentals arranged by the caterer or contract holder (linens, tables, chairs, glassware etc.) must be removed before the end of the rental period. Contract holders and vendors are strictly prohibited from leaving any items overnight.
- Failure to comply with post-event cleanup requirements will result in additional charges.

**DAY OF CONTACT:** The contract holder is required to designate a “Day-of-Contact” via email (including full name and cell phone) to the reservations office [SenecaLodge@MontgomeryParks.org](mailto:SenecaLodge@MontgomeryParks.org) at least 60 days prior to the event. This person will be responsible for communication with Park Staff and vendors the day of the event, will check-in with Park Staff upon rental period start time and also be required to complete an “Event Completion Checklist” at the end of the rental period. The Day-of-Contact will do a walk-through of the entire property, sign off on the checklist to confirm all items are removed from the property and assess any issues. The Day-of-Contact may be the contract holder, Planner/Coordinator, family member, etc. (typically not the wedding couple) and must be available on the property during the entire rental period. It is strongly recommended that the “Day-of-Contact” accompany the contract holder and all other vendors on a walkthrough with Park Staff at least 60 days prior to the event.

**WALKTHROUGH & EVENT TIMELINE:** To help ensure your needs are met, a walkthrough with Park Staff is required at least 60 days prior to your event. The Bride and/or Groom as well as your Day-of-Contact or Planner/Coordinator should be present on this walkthrough to go over event details including your basic timeline, floor plan, rental needs, etc. It is strongly recommended that your caterer participate in this walkthrough but is only *required* if they have not provided services onsite recently at Seneca Lodge. Please email the Reservations Office to schedule this walkthrough and to confirm if your caterer is required to attend. Walkthrough appointments are offered during weekday business hours only and never on weekends. Weekday office hours vary based upon event schedule. Your basic event timeline must be emailed to the Seneca Lodge Reservations Office at least 30 days prior to your event date. Timeline samples are available online.

**SENECA PUBLIC PARK:** Seneca Lodge Park Event Center resides within Seneca Camp Park, a M-NCPPC public park property. The park includes a small covered picnic area, small playground, basketball court, open field and hiking trails. While the Park Event Center's rental site (Lodge, Tent, immediate surrounding grounds) is closed to

the public during all private reservation time frames, the areas outside the Park Event Center's rental site are shared with the public between sunrise and sunset. All onsite parking is shared with public park patrons. Alcohol is not permitted to be carried outside of the Park Event Center rental site boundaries including the time any photography may be taken within the public park areas.

**LODGE:** The Lodge is complete with one wedding party room for ceremony preparations, a warming kitchen, 2 sets of restrooms (one men's and women's on both the first and second level) and one large event room. The Lodge is climate controlled with heat and air conditioning. The event center is fully accessible. Decorations may not be connected to the ceiling, light fixtures or ceiling fans. Electrical outlets are available throughout Lodge. The maximum capacity of the Lodge is 120 guests seated or standing.

**DESIGNATED GROUNDS:** The lawn area adjacent to the tent pad is the most common location for wedding ceremonies and may also be used for cocktail hour. Playing in the gardens or picking of the flowers is strictly prohibited. Electrical outlets are provided near the ceremony site on the outside of the Lodge and on the Tent pad. The lower field is public park space and is not included as part of the rental site. Tables and chairs may only be set-up within the designated grounds. Wedding parties are welcome to take pictures anywhere within the public park, but alcohol should remain within the rental site at all times. The surrounding grounds must be cleared of all event items, trash and debris prior to the end of the rental period. Décor and signage may not be placed anywhere in garden beds or mulched areas and may be set-up on grass areas or paved areas only. Lawn games involving water are not permitted. Walkways and entrances/exits may not be blocked off and must be accessible at all times.

**TENT:** The 30X60 Seneca Lodge Tent is installed April through October and is most often used as an area for an outdoor cocktail hour or covered ceremony. Weddings normally hold a wedding ceremony on the lawn, followed by a cocktail hour in the tent, followed by a reception inside the lodge. The tent remains onsite April through October and will not be removed. Saturday reservations, April through October, require the rental of the *Lodge, Tent and Grounds*. Decorations may be hung in the tent using string, rope, fishing line, etc. Decorations may not be connected to light fixtures inside the tent. Nothing may be affixed directly to the tent walls or ceiling. Tent liners are not permitted. Tape may be used on the meatal support structure of the tent, but must be removed by the end of the rental period. Please discuss your decorating plans with reservation office staff during your walkthrough appointment for assistance. Use of the tent area may be weather dependent. If décor items are to be hung inside the tent, Seneca Lodge requires the purchase of at least one additional hour.

**PARK STAFF:** Park staff is assigned to work each Seneca Lodge event to ensure a positive event experience. Park staff do not assist with event specific coordination or decorating but are onsite to manage the facility and grounds, ensure that Seneca Lodge rules and regulations are followed and assist as needed including: restocking restrooms, assisting with parking direction, pointing guests and vendors to the right location, opening and closing the tent sidewalls, dimming the lights, adjusting heat/air conditioning in the Lodge, operating/adjusting rented tent heaters and finalizing event completion checklist at the conclusion of events. Park Staff communicate with the "Day of Contact" during events.

**PARKING:** 65 parking spaces are provided at Seneca Lodge with some overflow. Please specify on your timeline if buses, shuttles or limousines will be arriving on the property so Park Staff onsite can direct them to the appropriate drop off and holding locations. If a vehicle is to be left overnight, Park Staff must be notified prior to the end of the event and be provided with the vehicle model and tag number. Park staff will contact Park Police to provide this information to prevent vehicle from being towed.

**PETS, HORSES & WILDLIFE:** Leashed pets are allowed to attend events at Seneca Lodge if you clean-up after them, but not inside the Lodge (with the exception of service animals). In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties. Insect repellent applied to the body is permitted. No plants or wildlife shall be disturbed from their habitat or fed. To ensure the safety of our natural wildlife we do not allow rice, confetti, decorative glitter, birdseed or any items of such nature to be used or thrown

on park property. Real flower petals are the only exception to this rule and are acceptable only for outdoor wedding ceremonies.

**RESERVATIONS:** A \$750 security deposit must be paid to secure a specific date for a social event. Once the security deposit is paid, a rental/permit contract will be sent to the prospective renter. A signed contract/permit shall be returned to the Commission within 14 days. A failure to return the signed contract/permit within 14 days will result in a loss of the rental reservation date. A reservation is confirmed and becomes binding upon payment of the security deposit **AND** the Commission receipt of a fully signed contract/permit within 14 days of delivery to the customer. If the signed contract/permit is not received within 14 days, then the prospective renter will be subject to a cancellation fee. Permitted hours are the only period that you, your guests and vendors may occupy the facility.

We accept payments by credit card (Visa/MC/Discover/Amex), checks made payable to ActiveMONTGOMERY (if your check is returned unpaid, your account will be debited for the original check amount, and electronically or 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), cash or money orders.

**PAYMENT SCHEDULE:**

- \$750 security deposit to secure a specific date
- **INITIAL PAYMENT** - 50% of total rental fee due 180 days (6 months) prior to the rental date
- **FINAL BALANCE PAYMENT** - 50% of total rental fee minus security deposit payment due 60 days (2 months) prior to the rental date

If a reservation is made less than 60 days prior to the rental date OR the rental fee is less than \$750, then the full rental fee payment is due immediately at the time of booking.

**CANCELATIONS:**

**Cancellations by the Contract Holder:** All cancellations/changes must be **in writing** (e-mail, mail or fax) by the contract holder and sent directly to the Park Event Center's Reservation office.

- **180 days or more prior to the event date:** If the contract holder cancels the event 180 days (6 months) or more prior to the event date, a \$200 cancellation fee will be assessed.
- **179 - 91 days prior to the event date:** If the contract holder cancels the event between 179 days and 91 days (between 6 - 3 months) prior to the rental date, the \$750 deposit will be forfeited.
- **90 days or less prior to the rental date:** If the contract holder cancels the event 90 days or less prior to the rental date, the \$750 deposit will be forfeited plus 50% of the total rental fees paid.

**Cancellations by the Commission:** It is the Commission's mission to ensure an extraordinary rental experience. If at any time any element of the event is found to compromise the facility or the Commission staff, the Commission reserves the right to cancel the event without reimbursement.

If the Event Center 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, which will be done under the same terms and rates of the original agreement.

**Date Changes by the Contract Holder:**

- A one-time reserved date change done at least 180 days (6 months) prior to the event date within the same facility is acceptable with the original deposit applied to the new date.
- 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.

**RENTAL INFORMATION & PRICING:** Please refer to the online “Rates & Rental Information” and “What’s Included with my Social Reservation” under the Essential Information section at [LodgeAtSeneca.org](http://LodgeAtSeneca.org)

**DISABILITY ACCOMMODATIONS:** Arrangements may be made through the Reservation office 2 weeks in advance.

**PUBLIC SAFETY:** Driveways, corridors and emergency exits must be accessible at all times. At the contract holders cost, the Venue Manager may require M-NCPPC Park Police to be present when the safety, protection or well-being of the guests or facility is needed.

**DISPERSING INFORMATION:** It is the responsibility of the contract holder to ensure that all outside vendors, as well as any family or friends who may be assisting with the event, are aware of the Park rules and regulations.

**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.

Seneca Lodge ~ [www.LodgeAtSeneca.org](http://www.LodgeAtSeneca.org)  
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