

Seneca Lodge Park Event Center Social Event Catering Rules and Regulations

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. 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.
- 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).

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.

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 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.

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

- 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)
- 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.
- All trash should be removed from the event spaces and disposed of offsite or in the dumpsters and recycling bins that are located onsite. Please DO NOT drag trash bags across the ground. Trash cans on wheels are available for use.
- 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.

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 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 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. At the end of the event, indoor chairs should be stacked. All other tables and chairs 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.

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.

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.

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.

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.

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.

This document is created specifically for catering companies to ensure they are familiar with our rules and regulations prior to providing onsite services. For complete "Social Event Rules & Regulations" and additional reservation details please visit www.LodgeAtSeneca.org.

Name of Catering Company: _____

Company Representative's Full Name: _____ Date: _____

Signature below indicates that the catering company listed above has read and agrees to abide by the Seneca Lodge catering rules and regulations when providing onsite services:

Representatives Signature: _____ Date: _____

Park Staff Signature: _____ Date: _____

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SenecaLodge@MontgomeryParks.org
Reservations 301-528-6010 (M-F)
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