



For Office Use Only

Date Received \_\_\_\_\_ Rental #: \_\_\_\_\_

Please type or print legibly. Completed applications should be sent via email, fax or mail with a copy of driver's license.

Contract Holder's Name \_\_\_\_\_

Organization/Business Name \_\_\_\_\_

501 © (3)?  Yes  No

\*If Yes, provide a copy of 501 © (3) with application

Organization/Business Address \_\_\_\_\_

County where organization/business is located \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

County \_\_\_\_\_

Day phone # \_\_\_\_\_

Cell phone # \_\_\_\_\_

Fax # \_\_\_\_\_

E-mail address \_\_\_\_\_

Type of Event: (Private/invitation only; public; fundraiser) \_\_\_\_\_

Event date \_\_\_\_\_ Event time \_\_\_\_\_ Contract time \_\_\_\_\_

Outdoor set-up? (additional fee)  Yes  No Stage set-up? (additional fee)  Yes  No # of guests anticipated \_\_\_\_\_

Will tickets be sold for this event?  Yes  No

Note: Advanced ticket sales, exchange of money activities requires Manager's approval and Park Police presence at the contract holder's expense.

Entertainment:  Live Band  DJ  Other (explain): \_\_\_\_\_

Caterer's Name \_\_\_\_\_

Caterer's Phone # \_\_\_\_\_

Caterer's E-mail \_\_\_\_\_

\* I understand selection is required from the Elegant Settings exclusive list of caterers, and notification of my selection is required 90 days prior to the event. See caterer's responsibilities and guidelines in the Rules and Regulation packet.

How did you hear about Prince George's Ballroom?  Word of Mouth

Magazine? (which one):  Washington/Maryland Bride  I Do-  The Knot

Maryland Life  Other

Web Site?  Unique Venues.com  Brides.com  Wedding Channel.com  Party Spot.com

pgparks.com  Other

I have received a copy of the Rental Rules and Regulations and will comply with the terms within. I take full responsibility for damages and injuries.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contract Holder

Mail/fax complete Rental Application with copy of driver's license/proof of residency to: Prince George's Ballroom, 2411 Pinebrook Avenue, Landover, MD 20785. Fax # 301-322-8021.

The Department of Parks and Recreation encourages and supports the participating individuals with disabilities. Register at least a minimum of two weeks in advance of the event start date to request and receive a disability accommodation.

Rental fees include venue, tables and chairs. You are required to select from the exclusive list of caterers, but may choose an event planner/decorator of your choice. M-NCPPC is a bi-county agency of which bi-county residents (Prince George's and Montgomery County) receive discounted rates.

Billingsley House Museum  
6900 Green Landing Road  
Upper Marlboro, MD 20772  
(301) 627-0730; Fax# (301) 627-7085  
billingsley@pgparks.com

Newton White Mansion  
2708 Enterprise Road  
Mitchellville, MD 20721  
(301) 249-2004; Fax (301) 249-8009  
nwmansion@pgparks.com

Oxon Hill Manor  
6901 Oxon Hill Road  
Oxon Hill, MD 20745  
(301) 839-7782; Fax (301) 839-4867  
ohmanor@pgparks.com

Prince George's Ballroom  
2411 Pinebrook Avenue  
Landover, MD 20785  
(301) 341-7439; Fax (301) 322-8021  
pgballroom@pgparks.com

Snow Hill Manor  
13301 Laurel-Bowie Road/Route 197  
Laurel, MD 20708  
(301) 725-6037; Fax (301) 498-2053  
Snowhill.manor@pgparks.com

Dorsey Chapel  
10704 Brookland Road  
Glenn Dale, MD 20769  
(240) 264-3416; Fax (301) 446-3233  
pg-historic-rental@pgparks.com

### **CONCISE INFORMATION**

1. **Reservations:** A 10 calendar day hold can be placed on a specific date with a non-refundable \$50 application fee and completed rental application. The \$50 application fee will be applied to the final 50% rental payment, due 90 days prior to the event date.
2. **Security Deposit:** The security deposit must be paid within the 10 day calendar hold.
3. **Security:** Park Police is required for all social events including those involving advance ticket sales and/or the sale of alcohol, teen parties, and school proms. Payment is payable by cash to the officer on site on the day of the event.
4. **Ticket Sales:** Tickets may not be sold on venue premises.
5. **Force Majeure:** The Commission shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God or inclement weather. The Commission shall not be liable for failure of the participants to appear, present or perform if such failure is caused by or due to a natural disaster. If the Contract Holder or the Commission exercises their right and cancels the event before it has begun, the Commission shall refund all monies previously paid, except for monies used to pay for service invoices or service contracts including un-cancellable commitments.
6. **Cancellation by the Contract Holder :** All cancellations must be in writing, signed by the contract holder, and addressed to the venue manager. Telephone cancellations will not be accepted. If the contract holder cancels the event: within 90 days after making the reservation, the security deposit and application fee are forfeited. If the contract holder cancels the event 91 days after making the reservation to 90 days prior to the event date, the security deposit, application fee and 50% of the rental fee will be forfeited. If the contract holder cancels the event less than 90 days before the event date, the security deposit, application fee, and entire rental fee are forfeited.
7. **Cancellation 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 venue or the Commission staff (i.e., schedule conflict, number of participants or spectators, event agenda, etc.), the Commission reserves the right to cancel the event without reimbursement.
8. **Date Changes:** A one time only reserved 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.
9. **Transfers:** Transfer of an event between Commission owned venues will be treated as cancellations. The policies for cancellation by the contract holder will apply. See policy #6, above (Cancellation by the Contract Holder).
10. **Rehearsals:** Rehearsals are not guaranteed and are scheduled on a first-come, first served basis. Rehearsals may only be scheduled 30 days or less in advance of the wedding date. Rehearsals are not scheduled on Saturdays, Sundays, holidays, or the hour before the contracted time.
11. **Caterer Guidelines:** Caterers must submit a copy of their liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability), venue permit (the caterer's name must be linked to the venue permit) issued by the Health Department in their county and an individual food handler's permit of the catering supervisor who will be on site 90 days prior to the event date. All caterers must comply with the Commission's rules and regulations regarding food service, set-up, break-down, and clean up at an event.
12. **Set Up, Break Down:** Only the insured caterer is allowed to set up and break down tables and chairs.
13. **Alcohol and Smoking:** The sale of alcoholic beverages requires 501 (C) (3) status, written request to the Director's Office, M-NCPPC, Prince George's County, Department of Parks and Recreation, 6600 Kenilworth Avenue, Riverdale, MD 20737 and Park Police presence at the contract holder's expense. Smoking is prohibited inside the venue. Ash urns are provided outside.

**Note: The contract holder is responsible for notifying the venue staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed and made payable to the address and person listed on the contract.**