

# Rockwood Manor Park Event Center

## Social Events Rules and Regulations

11001 MacArthur Boulevard  
Potomac, MD 20854  
Office: 301.563.7510

**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 your guests, vendors, and you 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/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. **This** 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**

**HOURS OF RENTAL:** Your rental period is stated on the reservation contract. This rental period includes your deliveries, set-up, decorating, caterer preparation, event, breakdown, and clean-up. This is the **only** period that your guests, vendors, and you may occupy the rental site. Reservations may be booked between 8am and 11pm. As a standard, caterer set-up and decorating for an 8-hour event typically requires 2 hours. The reservation time frame should start a **minimum of 2 hours** prior to guest arrival. All events must end **at least one hour** before the contract ending time to allow for vendor clean-up. Please check with your caterer and vendors regarding the amount of time required for set-up and breakdown. If more time is required, the purchase of additional hours towards your rental period must be requested in writing at **least 60 days** prior to the event.

**Example:** If your contracted hours were 3pm to 11pm; 3pm would be the earliest that your caterer, vendors, or you may enter the property. This means your guests should arrive at your event for a 5pm start. The event would need to end and guests should leave by 10pm, so that cleanup can take place between 10pm and 11pm.

**MANOR HOUSE ACCESS HOURS FOR WEEKEND RETREATS** - These are the hours the Manor House Event Staff is onsite and contract holders have full access to the Manor House. Fridays: 3pm – 9pm. Saturdays: choose any consecutive 8 hour period between 8am and 11pm (additional consecutive hours may be purchased a minimum of 30 days prior to the event). Sundays: 9am – 12pm. Please submit your Saturday Weekend Retreat Manor House Access Hours 30 days prior to the event date. (Weekend Retreat Manor House Access Hours form is available on the website)

**FACILITY CAPACITY** - The Commission strictly upholds the facility's capacity restrictions. The capacity of Rockwood Manor is 120 guests in any one combined/adjoining space (2 rooms). Comfortable venue capacity is 80 guests (seated capacity in 1 room). The Commission reserves the right to shut down any events which are over capacity.

**EVENTS FOR YOUTH:** Youth events (over 50% of the attendees under 18 years old) may be booked between 8am – 10pm. Ten youth to one adult chaperone is required for all events for youth while onsite.

**FIRE PIT/AMPHITHEATER:** The outdoor fire pit and amphitheater area is available for use free of charge during contracted rental hours (only between 8am and 8pm), upon request on the floorplan. Rockwood Manor provides the wood and water only. Additional items are the responsibility of the contract holder. The firepit may not be reserved and is available to all clients booked on the property. Outdoor amplified music is not allowed in this area.

**REHEARSAL:** If your ceremony is being held at our venue, a free one hour wedding rehearsal may be held subject to venue schedule (for 8 hour reservations). 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, alcohol, or consumables to be dropped off). In addition, decorating is NOT allowed during the rehearsal hour and storage space is very limited. Rockwood Manor waives any responsibility for any items left overnight.

**FOOD & CATERING SERVICES:** Rockwood Manor does not provide in-house catering services. 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 **never** permitted. The contract holder **MUST** select an outside, licensed, and insured full service caterer of their choice 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. Food Trucks are not permitted for any events. All food brought in for events with fewer than 60 guests must also be provided by a licensed and insured caterer, restaurant or grocer. Please see “Catering Rules & Regulations” at RockwoodManor.org for more details. A representative from the catering company must participate in a walkthrough and sign the rules and regulations prior to providing services onsite. The contract holder is responsible for ensuring the caterer abides by the Rockwood Manor rules and regulations:

- If the caterer has not recently provided services at Rockwood Manor, they must schedule a walk through with the reservation office 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 their caterer.
- The caterer is obligated to provide the Rockwood Manor 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 typically responsible for the 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 one full hour of clean-up. All designated areas must be properly cleaned and left the way you found it.
- Kitchen equipment provided includes: Warming oven, refrigerator, ice maker and freezer. Equipment is subject to change. Please verify prior to your event. *\*Please note our venue provides only a “warming kitchen”*

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

**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 Park Event Staff onsite.

**OVERNIGHT RENTALS:** Our overnight rooms (subject to availability) include 10 hotel-style bedrooms with private bathrooms, a three bedroom bungalow with a shared bathroom, and three bunkhouse cabins. The overnight accommodations can be rented with or without a Manor House reservation (with the exception of Carolyn Cottage which requires the rental of the manor house). All of our overnight accommodations are included with weekend retreats. Accommodations within the bunkhouse cabins do **NOT** include sheets, pillows, or blankets. A description of the rooms can be found on our website at [RockwoodManor.org](http://RockwoodManor.org) under “Essential Information”. Check in time is 3pm and check out time is 11am. All guests staying overnight must adhere to the noise ordinances established by Montgomery County (see information under Music/Noise ordinance below).

Overnight Room Assignment and Bunkhouse Cabin Assignment Forms for weekend retreats are due 30 days prior to the event date and are available on our website. The screened pavilion in the cabin area is for all to share. Amplified music is not allowed in the pavilion. A lost key charge will be assessed if keys are not returned at the end of the rental time block.

**LINEN FOR OVERNIGHT ACCOMMODATIONS:** One set of bed linen is provided per overnight room capacity (sheets, pillowcases) in the French House, Skyview Lodge and Carolyn Cottage. One hand towel, one wash cloth, and one bath towel is provided per person. Additional towels are available at an extra cost based upon availability. Linens may not be taken off of the property of Rockwood Manor at any time. Charges will be incurred for all missing linen. Linen and pillows are NOT included for the Bunkhouse cabins – bring your own sleeping bag and pillow.

**MUSIC/NOISE ORDINANCES:** Amplified music is not permitted outdoors however; acoustic music may be played outdoors as a part of an outdoor ceremony only. Park Staff reserves the right to monitor the volume of music inside the Manor House and outdoor “noise” including loud conversation, based on regulations established by Montgomery County. Music inside the Manor House should end at least one hour before the end of the rental period to ensure one hour of cleanup time. The client and/or vendors are responsible for providing appropriate length extension cords. Rockwood Manor is situated in a residential area therefore the maximum allowable noise level is 55 DBA from 9pm – 7am on weekdays and 9pm – 9a on weekends and holidays. Violators of the noise ordinance are subject to being assessed additional charges. We encourage all amplified music to be played in the Rapidan Room with dancing on the brick floor. Speakers must face towards the inside of the Manor House not towards the exit doors. All doors leading outdoors must remain closed when amplified music is being played from the inside. Amplified music is not allowed in the firepit/amphitheater area or in the Cabin Pavilion.

**FLOOR PLANS & EVENT TIMELINES:** Event timelines and floor plans for all areas being used for the event (the manor house, gazebo, flagstone patio) are due 30 days prior to the event date. 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. Both floor plans must indicate the placement of tables and chairs. As a standard park staff will automatically set up floor “Plan A”, unless otherwise notified by **8am the day before your event** via email to [RockwoodManor@MontgomeryParks.org](mailto:RockwoodManor@MontgomeryParks.org) to set up “Plan B”. Please work with your caterer, coordinator, and vendors to ensure the floor plan you designed will work for your event. For instructions and ideas please see the online “Floor Plan Examples” under the essential information section of [RockwoodManor.org](http://RockwoodManor.org). Blank templates are also provided online for your convenience.

**WALKTHROUGH APPOINTMENTS:** To help ensure your needs are met, a walkthrough with park staff is required at least 60 days prior to your event. The presence of the Contract Holder is **mandatory** for all walkthroughs on the property. The Bride and/or Groom, Day-of-Contact, Planner/Coordinator, and Caterer should be present on this walkthrough to go over event details including your basic timeline, floor plan, rental needs, etc. The presence of a caterer is **required** if they have not provided services onsite recently at Rockwood Manor. 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 the event schedule and availability.

**DECORATING:** All decorating is the responsibility of the contract holder 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. Contract holders are not permitted to remove items from the shelves, mantelpieces, or walls without the prior approval of the Facility Manager. No nails, glue, screws, push pins, metal hooks, damaging adhesive, or other material of such may be used for decorating (string, twine, fishing line, “command” style hooks etc., are recommended for hanging items). Items may not be attached to light fixtures or fans. All candles must be used within glass containers or vases taller than the flame with a base to catch the wax drippings. Rockwood Manor encourages the use of battery operated candles. Open unprotected flames, including candelabras, are not permitted indoors. Due to liability concerns, Rockwood Manor cannot 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 outside the facility only.

**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 60 days prior to the event. This person will be responsible for communication with park staff and vendor(s) the day of the event, will check-in with park staff upon rental period start time, and will also be required to complete an “Event Completion Checklist” with an event manager 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 that may result in security (damage) deposit forfeiture. The Day-of-Contact may be the contract holder, Planner/Coordinator, family member, etc. (typically not the bride or groom) and **must** be available on the property during the entire rental period (or during the Saturday Weekend Retreat Manor House Access Hours). 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.

**PARK STAFF:** Park staff is assigned to work the duration of each event (and Manor House Access Hours for Weekend Retreats) to ensure a positive event experience. Park staff does not assist with event specific coordination and execution. They are onsite to manage the facility and grounds, ensure that the Rockwood Manor rules and regulations are enforced, and assist with the maintenance of the property. This includes restocking restrooms, assisting with parking direction, pointing guests and vendors to the right location, dimming the lights, adjusting heat/air conditioning, operating the fireplace, and finalizing event completion checklist at the conclusion of events. Park staff will communicate with the “Day of Contact” during events.

**POST EVENT CLEAN-UP:** The caterer is typically responsible for clean-up of the facility. Ultimately, it is the responsibility of the contract holder to ensure that all designated areas are properly cleaned and left the way you found it.

- Clean-up must begin **at least** one hour before the end of the contracted rental period stated on the reservation contract/permit.

- The entire event space must be cleared of all trash and debris including the removal of all decorations and items brought in by the contract holder
- Dumpsters and recycling bins are provided onsite for your convenience.
- The kitchen should be cleaned and wiped down
- All items left in the refrigerator and freezer must be removed at the conclusion of the rental period
- Event Space Carpet must be vacuumed
- Leftover ice and liquids must be disposed of in approved areas to protect the plantings, grass, and groundcover on the property. Catering staff should check with Park Event Staff to determine best place to dispose of ice. Ice should NEVER be dumped on live grass/gardening.
- The staff will provide trashcans, bags, brooms, dustpans and vacuums. Please see park staff if items need to be restocked. Tables provided by Rockwood Manor may stay in place but chairs need to be stacked.
- All outside rentals arranged by the contract holder (linens, tables, chairs, glassware etc.) through vendors must be removed before the end of the rental period. Contract holders and vendors are prohibited from leaving any items overnight.

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

**ADDITIONAL TABLES & CHAIRS:** Each Rockwood Manor rental includes a specific inventory of tables and chairs. Please refer to the “equipment” list on the “Rental Pricing & Information” document under the essential information section at RockwoodManor.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 Rental Equipment Order Form” is due 30 days prior to the event date. 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 or Manor House Access Hours; which may require the purchase of additional hours to allow time for delivery, set-up, breakdown, and pick-up. Absolutely no items may be left at the venue overnight. All tables and chairs provided by Rockwood Manor will be set-up prior to the start of the reservation time frame according to floor plan diagrams submitted by the client.

**TENTING:** Tenting is not permitted. Rockwood Manor does not allow permit holders to contract for the installation of tenting on the property from outside vendors, with the exception of pop-up tents brought by caterers and approved in advance by the venue manager. Park staff reserves the right to approve placement of pop-up tents.

**AUDIO/VIDEO:** A/V equipment is not provided by Rockwood Manor.

**PETS AND WILDLIFE:** Dogs must be on a leash at all times on the property. Pets are not permitted in the manor house and overnight accommodations. Working or therapy animals are permitted in the manor house and overnight accommodations. The client is responsible for any damages caused by and for cleaning behind any animals brought onto the property. 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 natural 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 wedding ceremonies.

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

**SAFETY/SECURITY:** The Park Police may be present at specific events as determined by the facility manager when the safety, protection, or well-being of the guests may be at risk. The need for their presence will be

determined by the type of activities scheduled on the event timeline submitted 30 days prior to the event and applicable fees will be charged to the contract holder.

Emergency exits must be accessible at all times for public safety. Do not block any entrance or exit doorways. Parking is only permitted in designated parking spaces. Do not block any driveways.

**FIRE SAFETY:** The gas fireplaces at Rockwood Manor are only operated by park staff. The request to use a fireplace must be noted on the submitted floor plan. Candles for decoration must be enclosed in containers that are higher than the flame with a base to catch the wax drippings. Portable grills are not permitted on the property. Sternos may be used both indoors and outdoors. Fireworks, including sparklers, are illegal in Montgomery County, MD and strictly prohibited on all Park properties.

**TRANSPORTATION/PARKING:** Rockwood Manor provides onsite parking. It is the responsibility of the contract holder to inform Rockwood Manor if a bus is contracted by submitting the Charter and Shuttle Bus Form due 30 days prior to the event date (available on the website). Buses contracted during the rental period may not idle for more than five consecutive minutes when the vehicle is not in motion, with the exceptions of, 1) the vehicle is stopped due to mechanical or traffic conditions; 2) the engine is operating heating and cooling or auxiliary equipment; 3) to bring the engine to the manufacturer's recommended operating temperature or 4) to accomplish the intended use of the vehicle.

**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.