



The Mansion at Strathmore

This turn-of-the century Georgian mansion has been a warm and welcoming host to thousands of private events for 36 years. The primary purpose of Strathmore Hall Foundation, Inc., is to provide the public with art exhibits, concerts, and arts education programs. Private Event clients, guests, and vendors must respect, and not infringe upon, the art exhibited, or the equipment required to support the Foundation's programs.

BOOKING INFORMATION

Private Event Tours

Personalized, private tours of the Mansion are scheduled around our private and programmed events within your scheduling needs. Tours are by appointment only and can be scheduled through our online appointment scheduler.

Appointments

Due to the Mansion schedule, appointments to view the Mansion or visit with your caterer, florist, etc. should be made in advance with the Private Events Office. Appointments are available on weekdays between 10:00 am – 4:00 pm. Please call before visiting.

Hold Policy

Holding an available date in The Mansion is on a first-come, first-served basis for a maximum of 5 business days at no charge with the confirmed receipt of a completed Application to Rent. Failure to request a License Agreement before the close of business on the 5th business day will result in the date becoming immediately available.

To Secure a Date

Your event date is secured when your License Agreement is signed and returned to the Private Events Office with the payment of 50% of the Rental Fee and the full Security Deposit. The License Agreement balance, and any other outstanding fees, must be paid in full no later than 90 days prior to the date of the event. If your event is held within 90 days, the full rental fee and security deposit is due with your signed license agreement.

License Agreements and Amendments

All License Agreements for a Full Mansion Rental include the exclusive use of The Mansion at Strathmore public spaces, the Back Portico and Garden, and Gazebo within the times outlined in your License Agreement and/or Amendment. Once the License Agreement is fully executed, extra hours may be added to the rental through an Amendment. However, no hours can be removed once a License Agreement and/or Amendment is executed. Any changes to the License Agreement or Amendment must be acknowledged by the Private Events Office by 10:00 am fourteen (14) days before the event date.

For Non-Company/Non-Organization Social Events (weddings, birthdays, anniversaries, etc.):

The PRIMARY name and contact information is the individual who paid the Security Deposit and is considered the account holder in our financial system.

For Company/Organization Social Events (corporate events):

The organization name must appear on the License Agreement and/or Amendments. The PRIMARY name and contact information is the individual who paid the Security Deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the License Agreement and/or Amendments must work directly for the company or organization. They must also have the authority to execute a License Agreement and/or Amendment on behalf of the company or organization. The License Agreement down payment, License Agreement balance and Amendments must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, money order or credit card.

Security Deposit:

A Security Deposit must be paid as part of the License Agreement execution. Funds will be withheld from the Security Deposit for any property, grounds, furnishings, or equipment damages; arrival or departure outside of License Agreement hours; unexpected clean-up of the property by the Strathmore Staff or its vendors; and/or violation of any of The Mansion at Strathmore policies are not followed. The Private Events Office determines the appropriate fees.

If the Security Deposit is paid by check or money order, the Security Deposit, if refunded, will be a check issued to the PRIMARY name and contact information on the License Agreement since this individual paid the Security Deposit. The company or organization name will also appear on the check, if applicable. If the Security Deposit is paid by credit card, the Security Deposit, if refunded, will be credited back to the credit card used to make this payment.

Cancellations:

Change of date requests are also considered cancellations. See table below:

Timeframe	Rental Fee	Security Deposit
Up to 180 days prior to event date	Refunded	Retained
Between 90 to 179 days prior to event date	Retained (1/2 of rental fee)	Refunded
Less than 90 days prior to event date	Retained (full rental fee)	Refunded

Change of date/cancellations must be received by the Private Events staff in writing from the person(s) whose name(s) appears on the signature line of the License Agreement. The cancellation date is the date on which written and signed notification is received in the Private Events Office. We will accept an e-mail as a written cancellation request only if a Private Office staff member responds to the e-mail. Be sure to follow up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours.

Forms of Payment

Acceptable forms of payment include MasterCard, Visa, Discover, American Express, cash, money order, bank transfer or personal check payable to "Strathmore Hall Foundation, Inc." Credit card is the preferred method of payment and does not incur any additional fees.

EVENT INFORMATION

Mansion Event Manager

At least one (1) Mansion Event Manager will be on-site during the licensed time of the event and ensures that guests, vendors, and License Agreement holders follow all rules and regulations while on-site. The Mansion Event Manager will be on duty during the licensed hours to assist with house concerns, monitor restrooms, answer vendors' and License Agreement holders' questions, and ensure that the renter and all auxiliary services vacate the property by the end of the licensed time. **The Mansion Event Manager is not an event coordinator, nor should they be expected to assist in set-up, clean-up, or any other logistical aspect of the event.**

Final Walkthrough

All License Agreement holders must schedule a final walk through of The Mansion to determine set-up and clean-up needs for event tables/chairs, tent and/or structures. A final walk-through must be scheduled through the Private Events Office. The caterer, tent and/or structure representative, License Agreement holders, event coordinator, and Mansion staff must all be present. The final walk through should take place no less than 30 days prior to the event.

What does the **Rain Plan** mean? We define the Rain Plan as the alternative event table/chair set-up strategy using the inside of the Mansion if the outdoor spaces will no longer be used for the ceremony and/or reception for any reason. During the final walk through, a Rain Plan set-up for the interior of The Mansion will be created with the License Agreement holders, caterer, event coordinator, and tent and/or structure provider representative. If the License Agreement holders

decide to go with the Rain Plan set-up, the Private Events Office must be informed of this decision and acknowledge the change **6 hours prior to the Licensed event date or by the caterer's preset deadline, whichever is first.**

Any other changes to the final walk-through documents or set-ups must be sent to the Private Events Office and acknowledged by the Private Events Staff at least **fourteen (14) business days before the Licensed event date.** The Private Events Office staff will acknowledge the changes through an e-mail response to the License Agreement holders.

Wedding Ceremony Rehearsal

A one (1) hour rehearsal can be scheduled through the Private Events Office, based on availability. Rehearsals are included in a Full Mansion Rental and can be added for an additional \$300 to any other private event. We typically schedule rehearsals the day before from 3:00pm - 4:00pm. For Sunday events, rehearsals will be scheduled the day before at the discretion of the Private Events Office.

Only the Music Room, Back Portico, or Gazebo can be used during the rehearsal. Rehearsal use does not include permission to set up for your event or serve food and/or beverages. Rentals of other areas within The Mansion or on the grounds may be occurring at the same time as your rehearsal. To respect all user groups and the facility, please check-in with staff upon your arrival. Please arrive on time and complete your rehearsal within one hour.

Dressing Spaces for Wedding Ceremonies

For all weddings that include the full mansion, the Lockheed Martin Conference Room is set with a sectional, large mirror, hanging rack, dressing screen and assorted tables and chairs. A second space will be made available in one of our four upstairs galleries. The space available will be dependent upon the current exhibition and will be furnished with banquet chairs, table(s), and a mirror. Following their use for preparation space, they will be locked to keep your personal possessions safe. Your Mansion Event Manager can give you access during the event should you wish to retrieve an item, but these spaces are not to be used for a private party or any outside alcohol consumption.

Set Up and Clean Up

Set-up and clean-up time for events is required and is included in the License Agreement and/or Amendment with no exceptions. Two (2) hours of set-up is required for all 8-hour events, one and a half (1 ½) hours of set-up is required for all 6-hour events plus one (1) hour of clean-up/breakdown. All parties, including the License Agreement holders and vendors, are only permitted on-site during licensed hours, except for guests, who should not be present during set-up and clean-up. An exception is made for the installation and removal of tents. Please see **Tent and Structure Policy** for details.

Deliveries, Pick-ups, and Storage

All deliveries and pick-up of event supplies and rental equipment must be completed during the Licensed rental time. Mansion Staff will not sign for any deliveries or pick-ups and are not responsible for the set-up or breakdown of rented items or License Agreement holders' belongings.

Due to our limited secure storage space, we cannot store items ahead of an event. If any items are stored on our property after the event ends **without prior arrangement**, the Security Deposit will be forfeited. If the Security Deposit is not enough to cover the full amount of the incidentals, the License Agreement holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

Vendor Load-in/Load-out

For any type of load-in, please come inside the Front Entrance of the Mansion and check in with the Mansion Event Manager to gain elevator access.

1) West Entrance Ground Floor Load-in: The Mansion at Strathmore has one elevator that accesses all levels. The ramp to the ground floor is located on the west side of the Mansion. There is an intercom button outside the entrance that will call the Mansion's phone system and access can be given remotely.

2) Hand Carried Items Only: Hand carried items may be brought in through the Front Entrance. The driveway in front of the Mansion is a fire lane and vehicles may only remain there while actively loading/unloading. Keys must remain in the vehicle while in this loading zone.

3) Oversized Items: Delivery of items that cannot be accommodated in the elevator can be made through the double doors on the west side of the Sun Porch.

Parking and Directions

The Mansion is located at 10701 Rockville Pike, North Bethesda, MD 20852-3224.

Parking for private events in the Mansion at Strathmore is free in the Mansion lot on a space available basis. There are up to 74 spaces in the lot.

Enter the Mansion lot at 10701 Rockville Pike.

Additional parking, if needed, is available in the Grosvenor-Strathmore Metro Garage. A fee of \$5.20 is required Monday–Friday and may be paid using a credit card or Smart Trip card. Currently, parking on Saturdays and Sundays in the Metro Garage is free.

Limited short-term parking also is available at meters along Tuckerman Lane.

Metro Accessibility:

Strathmore is located immediately adjacent to the Grosvenor-Strathmore Metro station, on Metro's Red Line.

Follow the walkway out of the Metro station to the left entrance of the Metro Garage.

Take the stairs or elevators to the 4th level and walk across the sky bridge and up the hill to the Mansion

Event Overtime

License Agreement holders will be charged for all overtime incurred outside of licensed hours by occupant and their guests, vendors, support/service staff, caterer, tent and/or structure and its providers, etc.

Tenting and Structure Policy

If a structure (non-tent), such as a wedding altar, is larger than 5 feet by 5 feet and/or a contractor/subcontractor needs to access the Mansion at Strathmore grounds for set-up and take-down, additional rental time is required. Tents and/or structures for social events at Mansion at Strathmore are welcome if they comply with the following rules and procedures:

Tents and/or structures may be set up in the Back Garden, Sculpture Garden, and front Gazebo area. Tents and/or structures are not allowed on the Back Portico

All tents and/or structures in the Back Garden must be water barreled to ensure no damage occurs to the lawn, tree roots or underground electrical conduit. No staking of the ground or plantings is allowed.

Tents and/or structures must be placed in a manner that has no impact on existing trees, bushes, flower beds, etc. Tent and/or structure companies may not trim any of the campus trees, bushes, or flower beds.

Tents and/or structures must be set up on the day of the event and either removed on that same day or early the next morning. The complete removal must be accomplished at least two hours prior to the next event's set-up time. The Private Event Office, without exception, must approve tent and/or structures, set-ups and take-downs that do not fall within these parameters. Additional fees may be incurred.

The tent and/or structures set-up and take-down must be coordinated with the set-up needs for what is going under the tent (tables, chairs, dance floor, décor items, etc.). The Private Events Office must be informed of this coordination plan before or at the time of the final walk through.

Tents and/or structures may not be set up earlier than 7am or taken down after 9pm. Tent and/or structures set-up and take-down must be done within local noise ordinances.

If a tent and/or structure is removed when it is dusk or dark outside, the company must provide the work lights needed to assist with a safe take-down of the tent and equipment.

Other service providers under the tent and/or structures, such as catering, musical entertainment, bartender, etc. may need to provide a generator for extra electrical power.

Lighting inside the tent and/or structures is required for an evening event. Lighting outside of the tent and/or structure is suggested.

Due to health and safety requirements, any food or beverage set-ups must be placed either under the big tent or a smaller tent (catering tent) that is large enough to accommodate food and beverage preparation and service.

All musical entertainment must be placed under the main tent (not the catering tent) to comply with the local noise ordinance of 55 decibels after 9pm. This noise ordinance equates to two people standing 10 feet from each other having a quiet conversation.

A hard floor must be installed for dancing to preserve the lawn.

The lawn in the tent and/or structure areas is easily damaged by the event of rainy weather. The condition of the lawn is not guaranteed for any tent rental use.

License Holders, guests, and vendors are required to abide by all applicable Federal, State, and Montgomery County public laws and ordinances when using Strathmore facilities and property.

MANSION INFORMATION

Venue Capacity and Dimensions by Room

Music Room: 46 ft x 19 ft

Seated at tables: 50

Seated theater style: 100

Dining Room: 29 ft x 19 ft

Seated at tables: 40

Library: 22 ft x 14 ½ ft

Seated at tables: 20

Main Hall: 36 ft x 20 ft less the space for staircase

Seated at tables: 40

Small Gallery: 15 ½ ft x 17 ft.

Seated at Tables: 10

Chairman's Lounge: 15 ½ ft x 11 ½ ft

Seated at table: 6-8

Lockheed Martin Conference Room: 30 ft x 19 ft

Seated at tables: 30

Seating and Food Arrangements

Seated Meals: We can accommodate up to 100 guests between the Dining Room, Library, and Main Hall.

Buffet or Food Stations: For events choosing a buffet or food station format, the caterer will set this up in the Dining Room, Small Galleries or Sun Porch. Please be aware that the space required for buffet or food stations may affect the ability to seat guests at our full capacity of 100.

Passed Food & Beverages: Servers walking with trays of passed food and beverages, such as hors d'oeuvres or champagne, throughout an event are welcome. There are no restrictions on red wine or colored food and beverages.

Dancing: The Music Room is converted to your dance space following the ceremony, as the caterer will move all ceremony chairs to the preset tables in the other spaces. Your DJ or band should bring all the equipment they need to fulfil their contract with you.

Main Foyer: The publications table and front desk can both be cleared for use as space for favors, escort cards, guest books, photo displays and/or gift table. If you plan to use one or both, please be sure to include linens for these tables in your order with your caterer.

No Exceptions Apply

If your event attendance exceeds our maximum capacity, penalty fees will be incurred, and the event may be terminated immediately. If the Security Deposit is not enough to cover the full amount of the incidentals, the License Agreement holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

Event Tables and Chairs

The caterer is responsible for the set-up, take down and return to designated storage of the Mansion event tables and chairs. Gold Chiavari chairs must be stacked 5 tall with cushions up and returned to the west storage area. Mansion chairs may not be used in the grass. If you will not have a caterer on-site for your event, then a \$100 set-up fee will be charged for the Private Events Staff to set up your tables and chairs.

If tables, chairs, and/or ceremony chairs are rented through an outside provider, it is the responsibility of the vendor to complete the set-up and breakdown of all rented furniture within the licensed hours. No outdoor rental furniture is permitted to be brought inside The Mansion, especially during inclement weather. For any rented tables and chairs that are larger than the Mansion owned event tables and chairs, the Private Events Office must give approval to ensure they can fit inside our first-floor spaces and do not block any entrances and/or exits.

In-House Equipment*

130 Blue Banquet Chairs
135 Gold Chiavari Chairs w/Gold Cushions
6 Plastic 6' x 30" tables
4 Wooden 6' x 30" tables
3 Plastic 6' x 18" seminar table
11 2.5' wooden round tables
12 3' wooden round tables
2 3.5' wooden round tables
4 4' plastic round tables

2 4' wooden round tables
3 5' wooden round tables
8 5.5' wooden round tables
10 extended poles to create high tops from 2.5' tables
1 wooden podium with built-in speaker
1 Wireless mic for overhead announcements
2 42" LCD TV Monitors
14 black music stands
Steinway Grand B piano in the Music Room only
**Equipment subject to change. All equipment usage must be confirmed prior to the event.*

Other Important Information about The Mansion

The Mansion has heating and air conditioning. Temperature settings in each room of The Mansion are pre-determined by the County and cannot be adjusted by on-site staff. Doors and windows should not be propped open to protect the artwork and maintain the internal temperatures.

The County has installed MERV-13 filters into the Mansion HVAC unit and has programmed the unit to exchange inside air with outside air 4 times per hour.
Wi-Fi is provided inside the Mansion as well as several hardwire ports.

Audiovisual equipment we have available includes two 42" LCD screens, laptop, projector, projector screen, and podium with microphone and built-in speaker.

Flying a drone without FAA authorization is prohibited and all drones are required to be registered with the FAA.

The Mansion has a built-in sound system for overhead background music, and a playlist may be planned to run continuously throughout your event. The Mansion Event Manager will not operate equipment on a specific schedule due to the location of the system controls in the Gift Shop. If timed music is desired, a wireless, Bluetooth speaker can be provided for use in a single space. A separate A/V vendor is recommended for more extensive music needs.

A wireless microphone can be provided for toasts and speeches but is not sufficient for performances.

The Strathmore Campus is completely smoke-free in accordance with Montgomery County Guidelines.

Exhibition Restrictions

Strathmore Exhibitions take place year-round and last 6-8 weeks at a time. Consideration is given to the private events' use of the same spaces when artwork is placed, but the integrity of the exhibition is the priority. The Main Hall, Dining Room, Small Galleries and Chairman's Lounge are all 1st floor gallery spaces. Artwork must not be moved, rearranged, or covered. No adjustments of spotlights are allowed. Room lights may be dimmed if desired. It is highly recommended that the current placement of the artwork and equipment be closely reviewed in the walkthrough.

Any buffet, heated station or food prep must be placed at least 3 feet away and not below artwork.

Special Note About Elevator Refurbishment

The entire Strathmore campus, which includes the Mansion at Strathmore, is owned by Montgomery County government. The County is planning the refurbishment of the Mansion elevator for January 2022 for an estimated period of 3-4 months. At this point in time, these plans are still being developed, we wanted you to be aware of this potential work.

During the refurbishment process, the Mansion will remain open and operating. This proposed work is to be undertaken within the elevator shaft and will not disturb public spaces on the 1st and 2nd floors, only the ground floor basement area. All refurbishment work will be coordinated to ensure that you will have access to all spaces, but special arrangements will need to be made and considered for load-in/load-out of equipment. While access will be fully available via several staircase options, elevator access to any floor of the Mansion will not be available during this period. We will make every effort to accommodate accessible patrons to the 1st floor only via temporary, alternative means.

We will work closely with the Montgomery County Contractors and provide them with all event schedules. We will ensure that these Contractors discontinue any noise making activity by the start-time of an event. The Mansion Event Manager(s) will have the necessary contact information for appropriate on-site Contractor personnel should they need to reach them for any reason.

DECOR RESTRICTIONS

Decorating time is factored in to the "licensed hours."

Decorations are prohibited on the artwork, grand piano, Dining Room buffet and in the chandeliers, fountains, window boxes, and outdoor plantings. The use of nails, tacks, tape, glue, or similar materials to affix decoration to any surface is prohibited. Coated wire, string or command hooks may be used to hold decorations to handrails or banister. All decorations must be removed from the space at the end of the event, within the specified cleanup times.

The members of the District IV Garden Clubs install holiday decorations throughout the Mansion after Thanksgiving, and they remain through January 1; holiday decorations are not to be removed.

No open flame or tapered candles are permitted. Pillar and votive candles are permitted if they are placed within a container with a bottom and sides that are at least 1 ½ inch higher than the flame. Every effort must be made to prevent wax damage and to prevent injury by such items from occurring to guests.

Decorations that threaten the safety or integrity of the artwork, facility or the safety of its occupants are prohibited.

Use of confetti, glitter, silly string, sparklers, mist, haze, helium balloons, or fireworks are prohibited on the property.

Due to safety concerns, runners and are not permitted indoors.

Fresh petals may be used to line the ceremony aisle. Due to safety and environmental concerns, artificial petals are not permitted.

Both the outdoor and foyer fountains must remain free of decoration.

Prior approval of questionable décor is advised to ensure acceptability.

Bannister & Fireplace measurements:

Main Hall Banister

7ft long across the top

18ft down to the first floor, including the spiral

Music Room Fireplace

7ft wide

7in deep

83in tall

5ft x 5ft interior

Dining Room Fireplace

68in wide

9in deep

69in tall

48in x 48in interior

Library Fireplace

87in wide

7in deep

54in tall

51in x 36 interiors

CATERING

Clients must contract with one of these Preferred Caterers for all food, beverage, and alcohol needs.

- Catering by Seasons/La Prima Catering
- Chops by Rera
- Corcoran Caterers
- High Point Events
- Medina Cuisine
- Ridgewells
- Simply Fresh

- Spilled Milk

Catering Responsibilities:

A catering representative will be designated and on site for the duration of each event and contact information must be provided in advance to the Private Events Office. This representative will check in with the Mansion Event Manager upon arrival and will also check out upon departure.

Caterer agrees to comply with all Montgomery County regulatory directives and protocols in response to COVID-19 that are in effect on the date of each event.

The caterer is responsible for providing all TIPS-certified service staff and must confirm that they hold a Montgomery County liquor license. All state and local laws must be adhered to, and guests must be at least 21 and have a valid ID to drink alcohol. **Alcohol service must cease 30 minutes prior to guest departure or at the time required by law, depending on the day of the week.** Alcohol may not be served for more than 5 consecutive hours at any event. No alcohol is permitted on a self-serve basis. This includes bottles of wine left on tables, and self-serve punch bowls. Alcohol is never permitted to be consumed outside the Mansion at Strathmore or beyond the Back Portico and Garden. Care must be taken to prevent guests from walking outside the building or Back Portico and Garden with an open container. The bar/catering staff must take every precaution not to over serve and/or serve alcohol to visibly intoxicated guests. Shots/shot bars home brewed/fermented alcoholic beverages, grain alcohol, and liquor over 100 proof may not be served. Drinking games, beer bong, flaming drinks, and shot luges are also prohibited. It is the caterer's responsibility to enforce these rules. No deliveries of alcohol will be permitted in the Mansion at Strathmore.

The primary bar should be located on the Sun Porch. Exceptions to this must be pre-approved with the Private Events office at the final walkthrough. A waterproof mat must be used under all bar areas, or areas where leakage may occur. Only leak-proof containers or coolers may be used, and all containers holding liquid, or ice must be placed on a waterproof mat. The Mansion at Strathmore does not have ice machines on site. Caterers should plan to bring their own ice into the facility. Ice remaining at the conclusion of an event should not be dumped on the grounds.

Unless otherwise noted in advance, the Mansion at Strathmore will be empty of all equipment except those soft furnishings that are in the Library, Main Hall, and Galleries for the comfort of our patrons. It is the responsibility of the caterer to remove and store in designated locations any house furniture that will not be used for their event and to return it to the same location at the conclusion of the event. Exceptions to this requirement will be on a case-by-case basis and determined by the Private Events Manager and detailed to the caterer at the final walkthrough.

- All serving and table ware is disposable if the caterer is not returning for clean-up.
- Caterer must set up catering for the event within the Licensed event set-up time.

Catering staff is responsible for setting up and putting away all furniture used/rented for the event unless specific arrangements are made. Mansion furnishings may not be moved without permission and/or supervision by the Mansion Event Manager. All furnishings that have been moved with

permission must be returned to their original placement under the supervision of the Mansion Event Manager.

Client and/or caterer must either rent linens, tableware, kitchen equipment, etc. from a reputable rental company or provide their own.

Caterer oversees clean-up after the event and may not allocate this responsibility to any other entity. The designated catering representative may not leave before the event has concluded, and clean-up has been performed to the satisfaction of the Mansion Event Manager. The Mansion Event Manager will confirm that all policies and procedures have been followed and the facility has been left in a satisfactory condition before both parties sign the Event Checklist. Clean-up must take place during the Licensed rental time. The client will be charged for all overtime incurred outside of Licensed hours by any guest, vendor, License Agreement holders, support/service staff, caterer, and its providers, etc.

For parties of 25 guests or fewer, drop-off catering is permitted with the following conditions:

- Only room temperature foods are permitted.
- All food must be delivered within the terms of your License Agreement.
- A fee of \$150 will be accessed for set-up and clean-up services.

A final walkthrough must be scheduled through the Private Events Office at least thirty (30) days but no less than fourteen (14) days prior to the event to review timelines, logistics, equipment, and space usage. Representatives of the caterer and client are required for this walk-through. It is recommended that any additional License Agreement holders attend as well.

Set-up and Delivery Information

Access to the Mansion at Strathmore begins precisely at the time specified in the License Agreement. Two (2) hours of setup and one (1) hour of cleanup is included for 8-hour events and one and one half (1 ½) hours and one (1) hour of cleanup for 6-hour events. If additional load-in or load-out time is needed by the caterer, it must be recommended to the client and communicated to the Private Events Office for approval. All decorating, setup, cleanup, and equipment load-out must be accomplished within the Licensed time of the event (including in-house furniture set up and strike).

All deliveries and pick-ups must occur during the licensed time of the event utilizing the ground level entrance and elevator. The Mansion at Strathmore is not responsible for the timeliness or accuracy of deliveries made by the client, and/or their vendors. Any special delivery occurring at any other time must be arranged in advance with the Private Events Office. A fee may be charged for special deliveries. Additional time incurred for deliveries and pick-ups will be charged to the client. The Mansion Event Manager will not sign for any deliveries or pick-ups and is not responsible for the set-up or breakdown of rented items or the License Agreement holders' belongings.

Any rented furniture or décor items must come with felt bottoms or furniture pads. Nothing may be dragged across the floor at any time; all items must be carried or brought in on wheels.

All items brought into the Mansion at Strathmore for an event must leave the facility at the conclusion of the event. Items may not be left overnight, or for later pick-up. The Mansion at Strathmore does not have storage space for such items. Items remaining after an event will be disposed of within 24 hours.

Clean-up Requirements

Furniture must be folded, stacked, and put away in the appropriate area. Photos are posted in equipment storage spaces to provide a guideline for proper return and positioning. Any rental items being picked up should be neatly stacked in the basement. Floors must be swept of any visible debris. The kitchen must be mopped and checked to ensure no moisture remains. Any clarification on this can be found in the Mansion at Strathmore Event Checklist.

All trash must be removed from the facility. The Mansion at Strathmore participates in the Montgomery County Recycling program, and you are free to use the receptacles/dumpsters adjacent to the Mansion's east side for disposing of the trash and recycling generated at the event. All cardboard must be broken down and placed in the cardboard only dumpster. All other recycling should be placed in the indicated recycling containers behind the main dumpsters. All landfill trash must be bagged before being placed in the dumpster. Leaving un-bagged food waste in the dumpster or on the ground in the parking lot is prohibited. If trash is not properly separated or disposed of, it is the caterer's responsibility to re-sort the trash properly, otherwise a \$250.00 fee will be charged to the client for any caterer who improperly disposes of trash.

All food and beverages must be removed from the public and private spaces. Absolutely no garbage or grease is allowed in the sinks or toilets. The strainer basket must be used in the sink to prevent debris for washing down the sink drain.