

# Wedding Ceremonies and Receptions & Social Events

**Glenview Mansion at Rockville Civic Center Park  
603 Edmonston Drive | Rockville, MD 20851**



**Glenview Mansion**, located in the 153-acre Rockville Civic Center Park, is perfect for weddings, receptions, mitzvahs, birthdays, anniversaries, and other social events. Our elegant 1926 home is included on the National Register of Historic Places because of its significant architecture and Formal Gardens. Glenview Mansion was built to entertain and is still the perfect location for celebrations. The first floor of Glenview Mansion is where the social rooms are located. The second floor is home to the Glenview Mansion Art Gallery. Every rental includes the use of the entire home and Formal Gardens, in addition to a customized set-up to support the unique needs of your event. Whether you host an event here, come to discover an art gallery exhibit, or visit the beautiful Formal Gardens, we hope you will return again and again.

Owned and operated by the City of Rockville, Maryland.

## **ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS**

Monday through Friday 8:30am – 5pm  
Closed for staff lunch from 1pm – 2pm

## **RENTAL TOURS**

Personalized tours of Glenview Mansion are scheduled around our private events and to meet your scheduling needs. Tours are by appointment only and can be scheduled through the Rockville Civic Center Business Office at 240-314-8660 or [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

**All times listed within this information packet are Eastern Standard Time  
All information in this packet is subject to change.**

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**WEDDING AND SOCIAL EVENT RENTAL RATES: Valid July 1, 2023 to June 30, 2024**

( ) = Rental rate for each additional hour.

You can only add one (1) additional hour onto the 6-hour base rental rate to bring the total contracted rental time up to seven (7) hours. If you require an 8-hour rental, you must use the 8-hour base rental rate.

You can only add one (1) additional hour onto the 8-hour base rental rate to bring the total contracted rental time up to nine (9) hours. If you require a 10-hour rental, you must use the 10-hour base rental rate.

All contracted rentals that are using tents and/or structures are required to use the 10-hour base rental rate.

<u>MONDAY – THURSDAY</u>	<u>8-hour rental</u>	<u>10-hour rental*</u>	<u>6-hour rental</u>
Rockville	\$3,000 (\$300)	\$4,500 (\$300)	\$1,950 (\$200)
Non-Rockville	\$3,400 (\$300)	\$5,000 (\$300)	\$2,250 (\$200)
<u>FRIDAY &amp; SUNDAY</u>	<u>8-hour rental</u>	<u>10-hour rental*</u>	
Rockville	\$4,000 (\$400)	\$5,500 (\$400)	
Non- Rockville	\$4,400 (\$400)	\$6,000 (\$400)	
<u>SATURDAY</u>	<u>8-hour rental</u>	<u>10-hour rental*</u>	
Rockville	\$4,700 (\$500)	\$6,500 (\$500)	
Non-Rockville	\$5,400 (\$500)	\$7,000 (\$500)	

**OFF-SEASON DISCOUNT:** January, February and March wedding and social events receive 30% off the rental rates listed above.

**\*TENTING AND/OR STRUCTURES** at your event requires a 10-hour rental.

**NON-PROFIT SOCIAL EVENT RENTAL RATES: Valid July 1, 2023 to June 30, 2024**

Special rates are available for non-profit organizations hosting social events that directly benefit the organization. A \$500 refundable security deposit is required, and the entire contract balance is due at contract initialing and signing. No discounts apply for the non-profit rates.

( ) = Rental rate for each additional hour.

You can only add one (1) additional hour onto the 8-hour base rental rate to bring the total contracted rental time up to nine (9) hours. If you require a 10-hour rental, you must use the 10-hour base rental rate.

All contracted rentals that are using tents and/or structures are required to use the 10-hour base rental rate.

<u>MONDAY – FRIDAY</u>	<u>8-hour rental</u>	<u>10-hour rental*</u>
	\$2,000 (\$200)	\$3,650 (\$300)
<u>SATURDAY – SUNDAY</u>	<u>8-hour rental</u>	<u>10-hour rental*</u>
	\$2,600 (\$200)	\$4,250(\$300)

**\*TENTING AND/OR STRUCTURES** at your event requires a 10-hour rental.

**HOLIDAY SURCHARGE:** There is a \$1,000 surcharge added to any rental rate at the Glenview Mansion and Cottage on a holiday, regardless of the number of hours contracted. Holidays are Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day. Rentals on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Day depend upon staff availability.

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**DOWN PAYMENT:** 50% of rental rate

**SECURITY DEPOSIT:** \$750

**INDOOR WEDDING CEREMONY:** Complimentary (use of Glenview Mansion’s white resin garden chairs indoors for ceremony)

**GARDEN CEREMONY:** \$500 (use of Glenview Mansion’s white resin garden chairs outdoors for ceremony)

**RED WINE & PURPLE/RED BEVERAGE FEE:** \$500

**EVENT TABLES:** Complimentary

**CUSHIONED NAVY BLUE BANQUET CHAIRS WITH SILVER FRAME:** Complimentary

**CHAMPAGNE CHIAVARI WOOD CHAIRS WITH IVORY HARD CUSHION:** \$7.00 per chair

**CHAMPAGNE CHIAVARI WOOD BAR STOOLS WITH BACK AND IVORY HARD CUSHION:** \$9.00 per bar stool

**THE GET READY PACKAGE:** \$250 per hour (minimum of one hour)

**THE VENDOR PACKAGE:** \$375 per hour (minimum of one hour)

**COTTAGE RATES:** For \$250 total, the Glenview Mansion Cottage can be rented during your contracted time when you book a 6-hour minimum social event at Glenview Mansion. For 10-hour rentals, the Cottage is complimentary during the hours of your contracted rental times.

**ROCKVILLE RESIDENCY**

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The contract must be in the name of the Rockville resident(s). Proof of residency is required at contracting and includes driver’s license, lease agreement, deed to house, utility bill, and homeowner or renter’s insurance. Rockville resident rental rate is only available at the time of booking.

**TO RENT WITH US**

All rental contract holders must:

- Be at least 18 years old of age
- Have a valid form of photo ID
- Ensure the name on the valid form of ID matches the name(s) on the contract

The contract and/or addendum holder is the main point of contact during the contracted rental period and is the only person who can make changes to an existing contract and/or addendum. With a request made in writing, the contract holder may grant City of Rockville staff permission to discuss by telephone or e-mail the contract, addendum, or rental details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.). Please send all requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

**MAXIMUM CAPACITIES**

The maximum capacity for Glenview Mansion and its grounds is 225 people, which means up to 200 guests and 25 support staff/vendors. The maximum capacity for the Cottage is 24 people.

**HOLD POLICY**

Contracting an available date at Glenview Mansion is on a first-come, first-served basis. An available date may be put on hold for five (5) calendar days. Failure to initial and sign a contract and present the down payment before the close of business on the fifth day will result in the date becoming available to the public effective immediately.

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## **ACCEPTABLE FORMS OF PAYMENT**

Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to “City of Rockville.” We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

## **CONTRACTS & ADDENDUMS**

All contracts include the entire use of Glenview Mansion, The Mall (a.k.a. front lawn), and Formal Gardens for a social event restricted to the times indicated in the contract and/or addendum. Events can be contracted between the hours of 7:00am and 1:00am. A contract or addendum cannot start earlier than 7am or end past 1:00am. Once contracted, extra hours may be added to the rental through an addendum. However, no hours can be removed once a contract and/or addendum is executed.

### **Set-up and Clean-up**

Set-up and clean-up time for the contract holders and all vendors are required for all events and must be included in a contract and/or addendum with no exceptions. Two (2) hours of set-up is strongly suggested, and one (1) hour of clean-up/breakdown is required. All parties, including the contract holders and vendors, are only allowed on-site during contracted hours. Guests should not be present during set-up and clean-up. We allow tents and/or structures to be set-up and broken down outside contracted hours; please see **TENT AND STRUCTURE POLICY** for details.

### **Event Overtime**

If you go into overtime for whatever reason, the absolute cut off time for the event is 2:00am, which includes clean-up. City of Rockville staff will shut down Glenview Mansion and Cottage at 2:00am and no guest, vendor, contract holders, support/service staff, caterer, tent and/or structure and its providers, etc. can remain on the property. The contract holders will be charged for all overtime incurred outside of contracted hours by any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure and its providers, etc.

### **Deliveries and Pick-ups**

All deliveries and pick-up of event supplies and rental equipment must be completed during the contracted rental time. City of Rockville staff will not sign for any deliveries or pick-ups and are not responsible for the set-up or breakdown of rented items or contract holders’ belongings.

**NO EXCEPTIONS WILL APPLY:** If any items are stored on our property after the event ends, the entire security deposit will be forfeited. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

### **Change of Plans to Contract and/or Addendum**

Any changes to the contract or addendum must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by 10am eleven (11) business days before the contracted event date. Please send all requests and changes to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

### **To Secure a Date**

A contract must be initialed, signed and returned to the Civic Center Business Office with the down payment of 50% of the rental rate. Only for non-profit contracts and/or addendums is the entire contract balance is due at contract signing. The contract balance, security deposit, red wine & purple/red beverage fee, get ready package, vendor package, chair fees, and any other outstanding fees must be paid in full no later than 120 days prior to the date of the event. Any contract and/or addendum being executed at or after the 120-day mark must be paid in full at the time of contracting.

### **For Non-Company/Non-Organization Social Events (i.e. 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 (i.e. corporate events)**

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The organization name must appear on the contract and/or addendums. 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 contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendum on behalf of the company or organization. The contract down payment, contract balance and addendums 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 \$750 security deposit must be paid as part of the contract balance at least 120 days prior to the event date. Money can be withheld from the security deposit if any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure, subcontractor, etc. cause any property, grounds, furnishings, or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville, Civic Center or Glenview Mansion policies and rules are not followed. The Civic Center Business Office determine fees. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

If the security deposit is paid by check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the contract 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 MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

**NOTE:** Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the contract by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

**HOLIDAY SEASON AT GLENVIEW MANSION**

Glenview Mansion will be minimally decorated for the holiday season the week before Thanksgiving through the first week in January. The type of decorations, decoration locations, color schemes, and length of time the decorations are installed may change each year and are not determined until decorating begins. Decorations are located throughout the 1<sup>st</sup> floor, 2<sup>nd</sup> floor, Art Gallery, and façade of Glenview Mansion. The decorating schedule and décor cannot be changed or moved to accommodate your rental. In addition, all decorations and decorated locations are subject to change. The City of Rockville reserves the right to alter our decoration schedule within the window of the week before Thanksgiving through the first week in January each year and to remove, add, and alter decorations as we see fit. Please ensure that you are satisfied with these restrictions before you book with Glenview Mansion during this timeframe. Please contact the Civic Center Business Office at 240-314-8660 or [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) for more information.

**CANCELLATIONS**

Change of date requests are considered cancellations.

Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business 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. Please send e-mail cancellations to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

If the contract is cancelled more than 120 days prior to the event, Glenview Mansion retains the entire down payment, which is 50% of the rental rate.

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If the contract is cancelled fewer than 120 days prior to the event, Glenview Mansion retains the entire rental rate. If Glenview Mansion receives a new social event on the contracted date for the same number of contract hours and the social event takes place, the entire down payment is retained, and the remaining fees and security deposit are returned to the contract holders. If the contract is cancelled and no new social event contract is received for the contracted date, the contract holders is responsible for payment of the entire contract balance.

## **INDEMNIFICATION**

Contract holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Contract holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the contract holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Contract holders, guests, and vendors waives all rights and claims against the City of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental contract and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of contract holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the contract holder, its agents, servants, employees or invitees. All personal property of contract holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its (their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of contract holders', guests', and vendors' business.

City of Rockville 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. If Glenview Mansion cancels the contract and/or addendum for any unforeseen reason, the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

## **CITY OF ROCKVILLE STAFF**

At least one (1) City of Rockville staff member will be on-site during the contracted time of the social event and ensures that guests, vendors, and contract holders follow all rules and regulations while on-site. City of Rockville staff will be on duty during the contracted hours to assist with house concerns, monitor restrooms, answer vendors' and contract holders' questions, and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time. City of Rockville staff are not event coordinators, nor should they be expected to assist in set-up, clean-up, or any other logistical aspect of the event.

## **SPECIAL PACKAGES**

### **The Get Ready Package – \$250 per hour with a one (1) hour minimum**

We offer The Get Ready package to allow members of the wedding party to get hair/make-up and dressed in the following locations: Art Gallery (Dressing Room, Gallery Room 5, and Gallery Room 6) and Cottage. No guests, deliveries, vendors and/or set-up of the inside of Glenview Mansion, Cottage or the grounds are allowed during this timeframe. Glenview Mansion and/or the Cottage will be open for the wedding party to get ready only and then closed again after arrival. All other services must take place during your contracted rental period.

### **The Vendor Package - \$375 per hour with a one (1) hour minimum**

We offer The Vendor Package to allow vendors and deliveries to arrive on-site before the contracted rental period only to begin set-up and decoration of Glenview Mansion, Cottage and/or grounds. Our event tables and chairs (banquet or Chiavari chairs/bar stools) will be set-up by the time package begins. No guests, formal events, cocktail hour, wedding

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ceremony and/or reception activities are allowed inside Glenview Mansion, Cottage, and/or the grounds during this timeframe. In addition, the wedding party is not allowed to get ready on-site during this timeframe.

**NO EXCEPTIONS APPLY:** Not adhering to The Get Ready Package and The Vendor Package policies will result in the packages defaulting to the appropriate per hour rental rate fee. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

### **FINAL WALK THROUGH**

All contract holders must schedule a final walk through at Glenview Mansion to determine set-up and clean-up needs for event tables/chairs, wedding ceremony chairs, and tent and/or structures. A final walk through must be scheduled through the Civic Center Business Office. The caterer, tent and/or structure representative, contract holders, event coordinator, and Glenview Mansion staff must all be present. The final walk through should take place no less than 30 days prior to the event. The final walk through must take place Monday through Thursday between the hours of 9am – 4pm and are available by appointment only.

What does Plan B mean? We define Plan B as the alternative event table/chair set-up strategy using the inside of Glenview Mansion if the Formal Gardens will no longer be used for the wedding and/or reception for any reason. During the final walk through, a Plan B set-up for the interior of Glenview Mansion will be created with the contract holders, caterer, event coordinator, and tent and/or structure provider representative. If the contract holders decide to go with the Plan B set-up, the Civic Center Business Office must know this decision and acknowledge the change through an e-mail response to the contract holders by 10am one (1) weekday before the contracted event date. If the contract holders decide to go with the Plan B set-up after this deadline, the caterer and/or support staff is responsible for turning over the space to the Plan B set-up and putting our event tables and chairs away in the proper locations in Glenview Mansion. Please send Plan B requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

Any other changes to the final walk through documents or set-ups must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by 10am eleven (11) business days before the contracted event date. Civic Center Business Office staff will acknowledge the changes through an e-mail response to the contract holders. Please send all requests and changes to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov). If changes are made after this deadline, the caterer and/or support staff is responsible for turning over the space and putting our event tables and chairs away in the proper locations in Glenview Mansion.

### **WEDDING CEREMONY REHEARSAL**

A one (1) hour rehearsal can be scheduled through the Civic Center Business Office or at your final walk through appointment through Glenview Mansion staff for no additional cost based on availability. Glenview Mansion reserves the right to reschedule or cancel a rehearsal at any time if an event is booked during the chosen rehearsal date and time. We do not schedule rehearsals on Fridays due to our private event schedule. A rehearsal can be held on:

- Monday – Wednesday                    9am – 4pm
- Thursday                                    9am – 8:30pm

Only the Conservatory, Formal Gardens and The Mall 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 Glenview 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. There can easily be two rehearsals on the same day/evening. Please keep your rehearsal to your allotted time.



## **WEDDING CEREMONY**

### **Allowable Locations for Outdoor Wedding Ceremonies**

- **The Mall (a.k.a. front lawn):** This area can accommodate up to 200 chairs. Electricity is accessible from the front porch outlets.
- **Level 2 of Formal Gardens:** This area can accommodate up to 150 chairs. Electricity is accessible from the utility box hidden in the boxwood shrubs.
- **Bowling Green:** This area can accommodate up to 200 chairs. Electricity accessible in the basement of the Cottage.

### **Indoor Wedding Ceremony – \$0 to use Glenview Mansion’s white resin garden chairs indoors for ceremony**

Your caterer and/or support staff is required to set-up the Conservatory for an indoor wedding ceremony with up to 75 folding white resin garden chairs (complimentary) or up to 75 Chiavari chairs/bar stools (per chair/bar stool fee). City of Rockville staff will be on-site to show your caterer and/or support staff where to find and store the white resin garden chairs or Chiavari chair/bar stools. You can also rent your own chairs through an outside provider. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand. Your catering and/or support staff is also required to put the chairs away in the Conservatory closet immediately after the ceremony ends (the Chiavari chairs/bar stools must be recovered with the chair protectors before they are put away). These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor wedding ceremony.

### **Garden Ceremony – \$500 fee to use Glenview Mansion’s white resin garden chairs outdoors for ceremony**

Glenview Mansion offers a maximum of 200 folding white resin garden chairs for outdoor wedding ceremonies in our Formal Gardens. Your caterer and/or support staff is required to set-up the ceremony chairs in one of the three allowable locations for outdoor wedding ceremonies. Immediately following the ceremony, your caterer and/or support staff is also required to remove the chairs and properly store them in the same location from which they came. City of Rockville staff will be on-site to show your caterer and/or support staff where to find and store the white resin garden chairs. These chairs cannot be used anywhere else in the home or property for any other activity other than the outdoor wedding ceremony. Glenview Mansion’s Chiavari chairs/bar stools are **not** available for outdoor use except for on the porches. You can also rent your own outdoor ceremony chairs through an outside provider.

### **Change of Plans to Use Glenview Mansion’s White Resin Garden Chairs Outdoors for Ceremony**

- If the use of Glenview Mansion’ white resin garden chairs for outdoor ceremonies is added to the contract 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard).
- Any changes to your indoor or outdoor wedding ceremony set-up must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by 10am eleven (11) business days before the contracted event date. Please send changes to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).
- If the contract holders decide to cancel the garden ceremony and go with the Plan B set-up, the Rockville Civic Center Business Office will refund the contract holders the Garden Ceremony fee and must know this decision and acknowledge the change through an e-mail response to the contract holders by 10am one (1) weekday before the contracted event date. After this deadline, the Garden Ceremony fee payment is final. Please send cancellation requests to [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov).

**NO EXCEPTIONS APPLY:** There is a \$750 charge if your caterer and/or support staff do not properly remove and put away the white resin garden chairs. Any damaged or missing white resin garden chairs will be charged to the contract holders. These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor or outdoor wedding ceremony. Glenview Mansion’s Chiavari chairs/bar stools are not available for outdoor use except for on the porches. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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**Pets**

- No pets are allowed inside Glenview Mansion or Cottage except for ADA service animals.

**More Information about the Formal Gardens**

- Electricity is not guaranteed on The Mall, Level 2, or Bowling Green. If you require electricity for your event in these areas, please rent a generator from an outside provider.
- Want to tent in the Formal Gardens? Please see the Tenting and Structure Policy section.
- Lighting illuminates the walkway from Glenview Mansion to the fountain, from the fountain area to the Bowling Green behind the Cottage as well as the walkway from the Bowling Green back up to main sidewalk between the Mansion and the Cottage. These lights are on a timer and will automatically be part of every evening event.
- The fountain in lowest level of the Formal Gardens operates daily via a timer and runs morning through evening events. Weather permitting, the fountain typically operates mid-March through late October.
- The grounds of Glenview Mansion are not sprayed for insects. Individuals may spray/fog the Formal Gardens and The Mall during the contracted hours of an event.
- Maintenance of the Civic Center grounds, including the Formal Gardens and The Mall, includes weekly grass mowing as well as routine care for plantings throughout the year. There is also a transition period when the plantings through the grounds are changed out, resulting in no visible plants or blossoms. The Civic Center grounds are a public park and poor weather, and/or other factors can damage the fountain, lawns, ground, trees, boxwoods shrubs, flowers, and plantings. Therefore, their condition is not guaranteed for any rental use.
- All music will be monitored to ensure compliance to decibel levels stated in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All guests contract holders, and vendors must comply if requested to lower their volume by City of Rockville staff. By 9pm, decibel levels must be 55 decibels or lower. Any compliant received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event. When in doubt, turn it down.

**Maximum Allowable Noise Levels in Montgomery County, Maryland**

	<b>Daytime</b> Weekdays: 7am - 9pm Weekends & Holidays: 9am - 9pm	<b>Nighttime</b> Weekdays: 9pm - 7am Weekends & Holidays: 9pm - 9am
Non-Residential	67 dBA	62 dBA
Residential	65 dBA	55 dBA

Source: <https://www.montgomerycountymd.gov/DEP/contact/noise.html>

dBA = A-weighted decibels, which are an expression of the relative loudness of sounds in air as perceived by the human ear.

**NO EXCEPTIONS APPLY:** There is a \$300 charge if your event violates the City of Rockville Noise Ordinance and/or results in a citation by police. City of Rockville staff will monitor all noise levels and guests, contract holders, and vendors must comply immediately with staff requests to reduce the decibel levels or stop the noise completely. Non-compliance may result in outdoor music or other noise being turned off by City of Rockville staff. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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## **ON-SITE EQUIPMENT INVENTORY**

### **Kitchen Accommodations**

The kitchen of Glenview Mansion is licensed for heating and warming only, there is absolutely **no cooking** permitted. Preparing food in any way that extends beyond heating and warming is not permitted. Open flame food containers or equipment that promotes “Cook-to Order” are strictly prohibited. Chafing dishes are acceptable. Approval to accommodate outdoor grills will be made on a case-by-case basis by the Civic Center Business Office. Grills, if used, must be set-up on pavement at least 50’ feet from the rear of Glenview Mansion.

True: Refrigerator (2 doors)  
Traulsen: Upright freezer (1 door)  
AltoShaam: Electric warming cabinets (2 independent units)  
Bunn: Coffee maker (brews 549 cups per hour)  
Manitowoc: Ice machine (produces 500 to 775 pounds of ice in 24 hours; ice shape is diced)  
Sinks: 1 deep washing station with 3 compartments (one spray nozzle)  
1 deep single sink  
1 hand washing station

### **Event Tables and Chairs**

City of Rockville staff is responsible for setting up the Glenview Mansion-owned event tables and chairs. Glenview Mansion-owned tables and chairs for inside the mansion and Cottage will be completed before the contract start time.

The caterer is responsible to take down and properly put away chairs after indoor and outdoor wedding ceremonies. City of Rockville staff will be on-site to show your caterer and/or support staff where to find and store the white resin garden chairs. The Chiavari chairs/bar stools must be recovered with the chair protectors.

The caterer is responsible to set-up, breakdown, and move back inside Glenview Mansion-owned event tables and chairs used on the Living Room, Dining Room, and Front Porches. The Chiavari chairs/bar stools must be recovered with the chair protectors. Glenview Mansion’s Chiavari chairs/bar stools are not available for outdoor use except for on the porches.

If tables, chairs, and/or ceremony chairs are rented through an outside provider, it is responsibility of the vendor to complete the set-up and breakdown of all rented furniture within the contracted hours. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be brought inside Glenview Mansion or Cottage, especially during inclement weather. For any rented tables and chairs that are larger than the Glenview Mansion-owned event tables and chairs, the Civic Center Business Office must give approval to ensure they can fit inside our first-floor social rooms and do not block any entrances and/or exits.

### **Chairs**

Qty. 230 Banquet chairs  
Qty. 453 Folding white resin garden chairs  
Qty. 252 Chiavari chairs  
Qty. 38 Chiavari bar stools

### **Rectangular event tables**

(allowed inside Glenview Mansion and on first-floor porches)

Qty. 15	6’ x 30” tables with 30” drop	Seats 6 people
Qty. 7	6’ x 18” tables with 30” drop	Seats 6 people
Qty. 2	8’ x 30” tables with 30” drop	Seats 8 people

### **Round event tables**

(allowed inside Glenview Mansion and on first-floor porches)

Qty. 15	22”w x 42”h cabaret tables	For 2 people standing
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Qty. 8	3' tables with 30" drop	Seats 4 people
Qty. 14	4' tables with 30" drop	Seats 6 people
Qty. 23	5' tables with 30" drop	Seats 8-10 people

**Specialty event tables**

(allowed inside Glenview Mansion and on first-floor porches)

Qty. 6	Serpentine buffet tables with 30" drop
Qty. 2	60" half-round buffet tables with 30" drop

**NO EXCEPTIONS APPLY:** There is a \$750 charge if your event violates our maximum capacities, and the event may be terminated immediately. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**SEATING & FOOD ARRANGEMENTS AT GLENVIEW MANSION**

**Seated Meals:**

We can accommodate up to 110 guests between the Dining Room and Living Room. For larger events, a tent on Level 1 can host a seated meal for up to 100 guests and a tent in the Bowling Green can host a seated meal for up to 200 guests.

**Buffet or Food Stations:**

For events choosing a buffet or food station format, the caterer will set this up in the Dining Room and/or Arcade. Small cold stations are permitted in certain areas of Glenview Mansion upon approval by the Civic Center Business Office or Superintendent of Community Facilities.

**Passed Food & Beverages:**

Servers walking with trays of passed food and beverages, such as hors d'oeuvres or champagne, throughout an event are welcome.

**Guest Seating:**

The Mall is strictly prohibited to guest seating except for outdoor wedding ceremonies. Guest seating is only allowed on:

- **First-floor of Glenview Mansion:** Includes the first-floor porches
- **Level 1:** Right outside the Living Room and Dining Room Porches
- **Level 2:** Located in the Formal Gardens where outdoor wedding ceremonies can also be held
- **Bowling Green:** Grassy area behind the Cottage

Below is a list of the number of guests, event tables, and various set-ups allowed for each first-floor space. Civic Center Business Office staff makes the final determination for what set-ups can be accommodated on the property. We are happy to work with contract holders and vendors on re-imagining the spaces. Fire code and safety must be prioritized before maximum capacity.

**Main Foyer & Lower Foyer – No guest seating is allowed**

- No guest seating is allowed in the Main Foyer or Lower Foyer due to fire safety.
- Hors d'oeuvres, cake/dessert tables, gift tables or the guestbook may be placed in this area.

**Conservatory – Seats up to 50 guests at event tables and up to 75 guests for an indoor ceremony**

- Accommodates indoor wedding ceremonies and dancing.
- Seats up to 75 guests using our folding white resin garden or Chiavari chairs/bar stools for an indoor ceremony.
- Dancing must take place in the Conservatory; no other social rooms can be used for dancing.
- Seats up to 50 guests at event tables. If there is dancing in the Conservatory, no seating can be set-up in this space.

- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- No beverage stations, buffet and/or food stations are allowed.

**Library – Seats up to 18 guests at event tables**

- Accommodates up to 18 guests seated at event tables.
- For seating, up to three (3) 4’ round event tables, two (2) 5’ round event tables, or three (3) 6’ rectangle tables are allowed in this space – 5’ round event tables are preferred for aesthetics.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- Buffet and/or food stations are not allowed.
- Large photo booths and other specialty entertainment are nicely accommodated in this room.

**Arcade – Seats up to 8 guests at event tables**

- An inside beverage station must be set-up in this area.
- Up to 8 guests can be seated at event tables.
- For seating, up to four (4) 3’ round event tables are allowed in this space.
- Up to four (4) cabaret tables can be placed in the space at which guests can stand.
- Self-served buffet and/or food stations are allowed in this area. If using this area for food service, no seating is allowed.

**Dining Room – Seats up to 50 guests at event tables**

- Accommodates buffet and/or food stations.
- Up to 50 guests can be seated at event tables.
- For seating, up to eight (8) 4’ round event tables or six (6) 5’ round event tables are allowed in this space – 5’ round event tables are preferred for aesthetics.
- Between 18 and 32 guests can be seated at event tables with a buffet and/or food stations.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- The sideboard (buffet cabinet) cannot be removed from the space.

**Living Room – Seats up to 60 guests at event tables**

- The Living Room can accommodate up to 60 guests seated at event tables.
- For seating, up to eight (8) 4’ round event tables or six (6) 5’ round event tables are allowed in this space – 5’ round event tables are preferred for aesthetics.
- For each specialty table that you add into this space (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.

**First-Floor Porches (Front, Living Room, Dining Room) – Seating depends on porch location and set-up**

- Outdoor seating is allowed on the three (3) porches on the first floor.
- Our complimentary banquet chairs are not allowed on the porches.
- Our folding white resin garden and Chiavari chairs/bar stools are allowed on the porches for a per chair fee.
- Rentals from outside providers are welcome.
- Any tables and chairs on the porches must be set-up and taken down by your caterer.
- Up to 16 guests can be seated on the front porch.
- For seating, up to two (2) 3’ event tables, two (2) 4’ event tables, or two (2) 5’ round event tables are allowed on the front porch.
- Up to 12 guests can be seated on the Living Room porch. If a beverage station is set-up on the Living Room porch, then up to 6 guests can be seated.
- Up to 12 people can be seated on the Dining Room porch.

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- For each specialty table that you add into these spaces (cake table, sweetheart table, DJ station, etc.), an event table for seated guests must be removed to maintain fire code.
- No 5’ round event tables are allowed on the Living Room or Dining Room porches for food/beverage set-up or seating.

**Cottage – Accommodates up to 25 guests**

- The space can be used as a dressing room, play area for adult-supervised children or headquarters for your event team.
- Up to four (4) 4’ round tables with six (6) chairs each can be placed in this space, plus up to two (2) 6’ rectangle tables in the sunroom for food.

**Other Important Information about Glenview Mansion and Cottage:**

- Glenview Mansion and the Cottage has heating and air conditioning. Each year, weather permitting, the City of Rockville typically turns on the heat on November 1 and the air conditioning on April 1. Temperature settings in each room of Glenview Mansion and Cottage are pre-determined by the City of Rockville and cannot be adjusted by on-site staff.
- Wi-Fi is provided inside Glenview Mansion, Cottage, as well as some areas in the Formal Gardens. The Wi-Fi connection is not strong enough to download or stream data.

**RED WINE & PURPLE/ RED BEVERAGES**

Red wine and purple/red beverages are allowed in Glenview Mansion, Cottage, and Formal Gardens only if the \$500 non-refundable fee has been added to your contract and paid through the Civic Center Business Office. If the red wine and purple/red beverages fee is added to the contract 30 days or less from the contracted event date, it must be paid immediately by credit card (Visa or MasterCard). Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.

**NO EXCEPTIONS WILL APPLY:** If red wine and purple/red beverages are served on the property and grounds and the fee has not been paid, then a \$500 charge will apply. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**SPECIAL ALCOHOL AND FOOD PERMITS (MONTGOMERY COUNTY)**

**Montgomery County Class C One-Day Special License**

A Montgomery County Class C One-Day Special License is required and must be displayed on-site for all events where the user group sells alcohol or for all events that charge admission and alcohol is provided at no additional charge. Class C One-Day Special License requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict alcohol service.

**Montgomery County Temporary Food Service License (Special Event)**

A Temporary Food Service License (Special Event) is required and must be displayed on-site for all events where the public is invited, and food is offered, regardless of if food is free, donation-based, or sold. Food permit requests will be granted at the discretion of Montgomery County and must be on file with the Civic Center Business Office at least two (2) weeks prior to event date. A Montgomery County food inspector may visit the site to ensure food service rules are being enforced. If the event does not have a valid Montgomery County permit, City of Rockville staff may restrict food service.

**VENDOR INFORMATION**

There are no preferred caterers at Glenview Mansion or Cottage. Caterers and contract holders are responsible for all food, beverage, and alcohol related services, in addition to set-up and clean-up of the facility and grounds. Tent providers,

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caterers, support staff, live music (bands, trios, harpists, etc.) and DJs who work on City of Rockville property are required to have a valid certificate of insurance during the contracted timeframe of the event. The business name must match the certificate of insurance. A copy of insurance must be on file with the Civic Center Business Office by the date of the final walk through and must meet the requirements (please see the **INSURANCE REQUIREMENTS** section for specifics). Below are the responsibilities of all vendors who work event at Glenview Mansion and Cottage. In addition, your caterer will be asked to sign the Caterer Responsibilities Agreement before or during your final walk through as a reiteration of these policies.

**Alcohol/Beverage Service**

- Alcohol must only be served, consumed, and handled by individuals 21 years of age or older – there are no exceptions to this policy. It is the responsibility of the bartender/caterer to ensure all guests being served meet this age restriction.
- For all events at Glenview Mansion where alcohol is served, a licensed bartender/caterer must be present and serving the alcohol at each beverage station throughout the event. Bring Your Own Bottle (BYOB) and self-served alcohol stations are strictly prohibited.
- Alcohol bar service and/or passing by wait staff is prohibited 30 minutes before the end of the event. Non-alcoholic beverages can be served anytime to guests during the event.
- For private events held free of charge for guests where alcohol is provided as an optional beverage served at an open/free of charge bar, no alcohol permit is required.
- Red wine and/or purple and red beverages are allowed only if the \$500 red wine fee has been paid. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited in Glenview Mansion, Cottage, and Formal Gardens.
- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.
- Due to potential spills making Conservatory floors slippery, beverages are not welcome on the dance floor.

**Food Service**

- Vendors must provide all goods, services, equipment, and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.
- Glenview Mansion is a warming facility only. No cook-to-order, frying, grilling or cooking in the kitchen.
- Any false fire alarm caused by contract holders, vendors or guests during your rental period will result in a \$250 fee.

**Set-up/Breakdown and Cleaning:**

- Vendors must check-in and check-out with City of Rockville staff at the time of arrival and departure.
- Caterers must support the event and must stay on-site during the entire duration of the event – absolutely no food or beverage drop-offs are allowed.
- Caterer and/or support staff is required to set-up the Conservatory for an indoor wedding ceremony with up to 75 folding white resin garden chairs (complimentary) or up to 75 Chiavari chairs/bar stools (per chair/bar stool fee). Catering and/or support staff is also required to put the chairs away in the Conservatory closet immediately after the ceremony ends (the Chiavari chairs/bar stools must be recovered with the chair protectors before they

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are put away). City of Rockville staff will be on-site to show the caterer and/or support staff where to find and store the white resin garden chairs or Chiavari chair/bar stools. These chairs cannot be used anywhere else in the home or property for any other activity other than the indoor wedding ceremony.

- Caterer and/or support staff is required to set-up a maximum of 200 white resin garden chairs in one of the three allowable locations for outdoor wedding ceremonies. Immediately following the ceremony, the caterer and/or support staff is also required to remove the chairs and properly store them in the same location from which they came. City of Rockville staff will be on-site to show the caterer and/or support staff where to find and store the white resin garden chairs. These chairs cannot be used anywhere else in the home or property for any other activity other than the outdoor wedding ceremony. Glenview Mansion's Chiavari chairs/bar stools are **not** available for outdoor use except for on the porches. You can also rent your own outdoor ceremony chairs through an outside provider.
- Caterer must wipe off all counters and mop all floors in the kitchen and restore the house to its original condition.
- Vendors must move all event trash and recycling to bins located on all level of Glenview Mansion and Cottage, in addition to cleaning up trash located on the grounds and in the gardens. Trash and recycling must be taken to the dumpster and recycling bins, respectively, located in the rear of the mansion.
- Vendors are responsible for removing all items and equipment brought onto City of Rockville property by the end of the contracted rental period.
- The breakdown of all equipment must be done in the last hour of the contracted time. Failure of vendors to clean-up and breakdown at the end of the contracted time will result in additional overtime or excessive clean-up fees to the contract holders.
- Only insured vendors can set-up and breakdown the tables and chairs throughout the facility and porches. If the caterer is not able to set-up and breakdown the tables and chairs, they are not permitted to cater at Glenview Mansion.
- Caterer is responsible to take down and put away chairs in the Conservatory after indoor wedding ceremonies. The Chiavari chairs/bar stools must be recovered with the chair protectors.
- Caterer is responsible to set-up, breakdown, and move back inside Glenview Mansion event tables and chairs used on the Living Room, Dining Room, and Front Porches. The Chiavari chairs/bar stools must be recovered with the chair protectors.
- Glenview Mansion-owned outdoor wedding ceremony chairs are used for the wedding ceremony only and cannot be used for other portions of the event, such as cocktail hour, reception, etc.
- No rental furniture for the Formal Gardens is permitted to be brought inside Glenview Mansion or Cottage.
- Tenting and event table/chair set-ups on The Mall is prohibited – outdoor wedding ceremonies are allowed on The Mall.

**NO EXCEPTIONS APPLY:** Excessive cleaning by City of Rockville staff will result in a \$300 charge. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.



**Entertainment Licenses**

- Artists, vendors, and contract holders shall obtain all necessary licenses and/or approvals for use of copyrighted or other protected materials prior to the date of the event. The artists, vendors, and contract holders shall indemnify and hold the City harmless in the event it violates a copyright or similar law or fails to obtain the appropriate license(s).

**More Information**

- No open flame or tapered candles. Candles are restricted to votives, floaters and lanterns. Candles are allowed in Glenview Mansion and the Formal Gardens if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container. No candles are allowed in the Cottage.
- The City of Rockville storm policy will be enforced by City of Rockville staff and must be adhered to for all events taking place outdoors, including tents and/or structures.
- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.
- No staking of equipment, lights or decorations is allowed on the property.
- No posting of outside signs on light poles, street signs, trees, etc. Any signs indoors must be posted using special painter’s tape that will not cause damage to our walls or ceilings.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.
- Real or silk flower petals, birdseed, glitter, confetti, sparklers are not permitted inside the Mansion or outside on the property during any part of your event.

**PARKING**

There are two (2) large and free parking lots available at Rockville Civic Center Park. The first parking lot is directly behind the F. Scott Fitzgerald and Social Hall and is shared with events at the Theatre and Social Hall. The second parking lot is to the left when entering Civic Center Park (this parking lot is considered the main parking for Glenview Mansion and Cottage). In addition, there is also a small parking lot for ADA parking and vendor pick-up/drop-off located right behind Glenview Mansion near the Arcade (please see attached floor plan). In this parking lot, there are also three (3) guest parking spaces. Illegal parking anywhere in Civic Center Park is subject to parking enforcement regulation by Rockville City Police.

**CITY OF ROCKVILLE STORM POLICY**

The safety of all user groups in City of Rockville parks is the top priority. If the weather includes thunder, lightning or high winds, all guests must remain inside a secure building until the conditions change and safe use of the outdoor areas is appropriate. To learn more about outdoor lightning safety tips, please review these resources when planning your picnic: U.S. Golf Association, National Weather Service, and National Lightning Safety Institute.

If you can see lightning, flee it. If you can hear thunder, clear the area. For every five seconds after seeing lightning, before hearing the associated thunder, the lightning is one mile away. Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard. Extreme winds easily blow event equipment out of place and tree branches off the trees. Picnic shelters are not a safe environment during lightning storms or high winds.

## **TENTING AND STRUCTURE POLICY**

If a tent or structure such as a wedding altar is larger than 5 feet by 5 feet, and/or a contractor/subcontractor will need to access the Glenview Mansion grounds for set-up and take-down, a 10-hour rental is required. Tents and/or structures for social events at Glenview Mansion are welcome if they comply with the following rules and procedures:

- Tents and/or structures may be set-up only in two (2) locations in the Formal Gardens: 1) Bowling Green behind the Cottage or 2) Level 1 of the Formal Gardens (just off the Living Room and Dining Room porches). Tents and/or structures are not allowed on The Mall.
- Tents and/or structures in the Bowling Green behind the Cottage cannot exceed 60 feet by 90 feet maximum. Tents and/or structures on Level 1 of the Formal Gardens (just off the Living Room and Dining Room porches) cannot exceed 20 feet by 60 feet maximum.
- Tents and/or structures must be installed the same day of the contracted event date.
- Tents and/or structures may not be set-up earlier than 6am or taken down after 9pm.
- A tent and/or structures must be removed the day after your contracted event by 11am sharp, if there is not another contracted rental for another client already scheduled. If there is another contracted rental the day after your event, the complete removal of the tent and/or structure must be accomplished at least two (2) hours prior to the next event's set-up time. The Rockville Civic Center Business Office and Superintendent of Community Facilities, without exception, must approve tent and/or structures set-ups and take-downs that do not fall within these perimeters.
- Tents and/or structures set-up and take-down needs to be respectfully done within compliance to the noise ordinance. Quiet times are 9pm to 9am.
- 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 and/or structure (tables, chairs, dance floor, décor items, etc.). The Rockville Civic Center Business Office must be informed of this coordination plan before or at the time of the final walk through. All set-ups and equipment associated with the tent must arrive with the tent and leave with the tent. Storage on City property is strictly prohibited – **NO EXCEPTIONS ALLOWED.**
- If tables, chairs, and/or ceremony chairs are rented through an outside provider, it is responsibility of the vendor to complete the set-up and breakdown of all rented furniture within the contracted hours. No outdoor rental furniture for the Formal Gardens and/or grounds is permitted to be bought inside Glenview Mansion or Cottage, especially during inclement weather.
- All tents and/or structures 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 Glenview Mansion trees, bushes, or flower beds.
- 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.
- Electrical power for tenting and/or structures Level 1 runs from the power box located on Level 2 of the Formal Gardens. Electrical power for tenting the Bowling Green runs from the basement of the Cottage. Please see "Electric Supply in Formal Gardens" for specifics.

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- Tent and/or structure companies must provide a generator with tent set-up for any electrical services, such as lighting, heating, cooling, fans, catering tent etc.
- Other service providers under the tent and/or structures, such as catering, musical entertainment, bartender, etc. may also need to provide a generator for extra electrical power.
- Lighting inside the tent and/or structures is required. 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 City of Rockville 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 hardwood dance floor is required and must be placed under the tent (preferably with a honeycomb subfloor barrier to prevent lawn damage).
- Tents and/or structures behind the Cottage in the Bowling Green have no ADA access. Guests in wheelchairs are best driven to the site using the service drive from the theatre parking lot to this garden area. The restrooms in the basement of the Cottage are not ADA compliant.
- 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.
- The contract holders shall be fully responsible for, and shall indemnify and hold the city harmless, from any damage to or loss of objects or property belonging to the City of Rockville, and for any personal injury incurred during or because of such use.

**NO EXCEPTIONS APPLY:** Installing tents and/or structures on The Mall (a.k.a. front lawn) or using Glenview Mansion-owned tables and chairs outside of permitted areas will result in the retention of the entire security deposit. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Electric Supply in Formal Gardens**

**Cottage Basement (Tent and/or structures level behind cottage):** The power is accessible through a locked doorway on back side of the cottage; you must arrange for access to the key lock box to access the basement in advance and the key must be returned to the lock box promptly.

There are four (4) separate 20-amp circuits available for event use located in the basement of the Cottage. There are three (3) heavy power cords available to assist with running this power to tents and/or structures on the lawn. There is one cable run to be used on the sidewalk where the power cords must cross to support the tent and/or structure. Each 20-amp circuit is capable of 2400 watts of power total. Please plan to distribute your load between these circuits.

This is very limited power for most event needs. Typically, one line supports the lights in the tent and/or structures, one provides power to a DJ/music, and the third can assist with catering needs. If the event needs exceed this minimal power access, contract holders should plan to supply a generator to support their total needs. NOTE: Often a single coffee Urn will take all the power for a single 2400-watt (20amp) circuit, so it goes very quickly.

**Level 2 of Formal Gardens:** There is additional access to electricity via the power box in the Formal Gardens near Level Two. You must have a key to access the pad lock on the green power box or ask a facility supervisor to unlock the box for

access. This location is to provide power to ceremonies on Level Two or musicians on Level Two or activities planned on the outdoor porch.

**INSURANCE REQUIREMENTS**

**A certificate of insurance is required for both private and public events in Glenview Mansion and Cottage.** For non-company/non-organization events, the PRIMARY name must be the insured party on the valid certificate of insurance during the contracted timeframe of the event. For company/organization events, the company/organization name must be the insured party on the valid certificate of insurance during the contracted timeframe of the event. Tent providers, caterers, support staff, live music (bands, trios, harpists, etc.) and DJs who work on City of Rockville property are required to have a valid certificate of insurance during the contracted timeframe of the event. The business name must match the certificate of insurance. A copy of insurance must be on file with the Civic Center Business Office by the date of the final walk through and must meet the requirements indicated below.

These requirements are mandated by the City of Rockville, Maryland Department of Human Resources, Risk Management.

Prior to the execution of the contract by the City, the User must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The User’s insurance shall be primary. The User must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful User will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

**Mandatory Requirements for Insurance**

User’s insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the User’s insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
<b>1. Workers’ Compensation</b>  <b>2. Employers’ Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement must be signed and dated.
<b>3. Commercial General Liability</b> a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.  CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

**Policy Cancellation**

The User shall furnish a new certificate prior to any change or cancellation date. The failure of the User to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

**Additional Insured**

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the User’s Commercial and Excess/Umbrella Insurance for liability arising out of User’s products, goods, and services provided under this contract. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

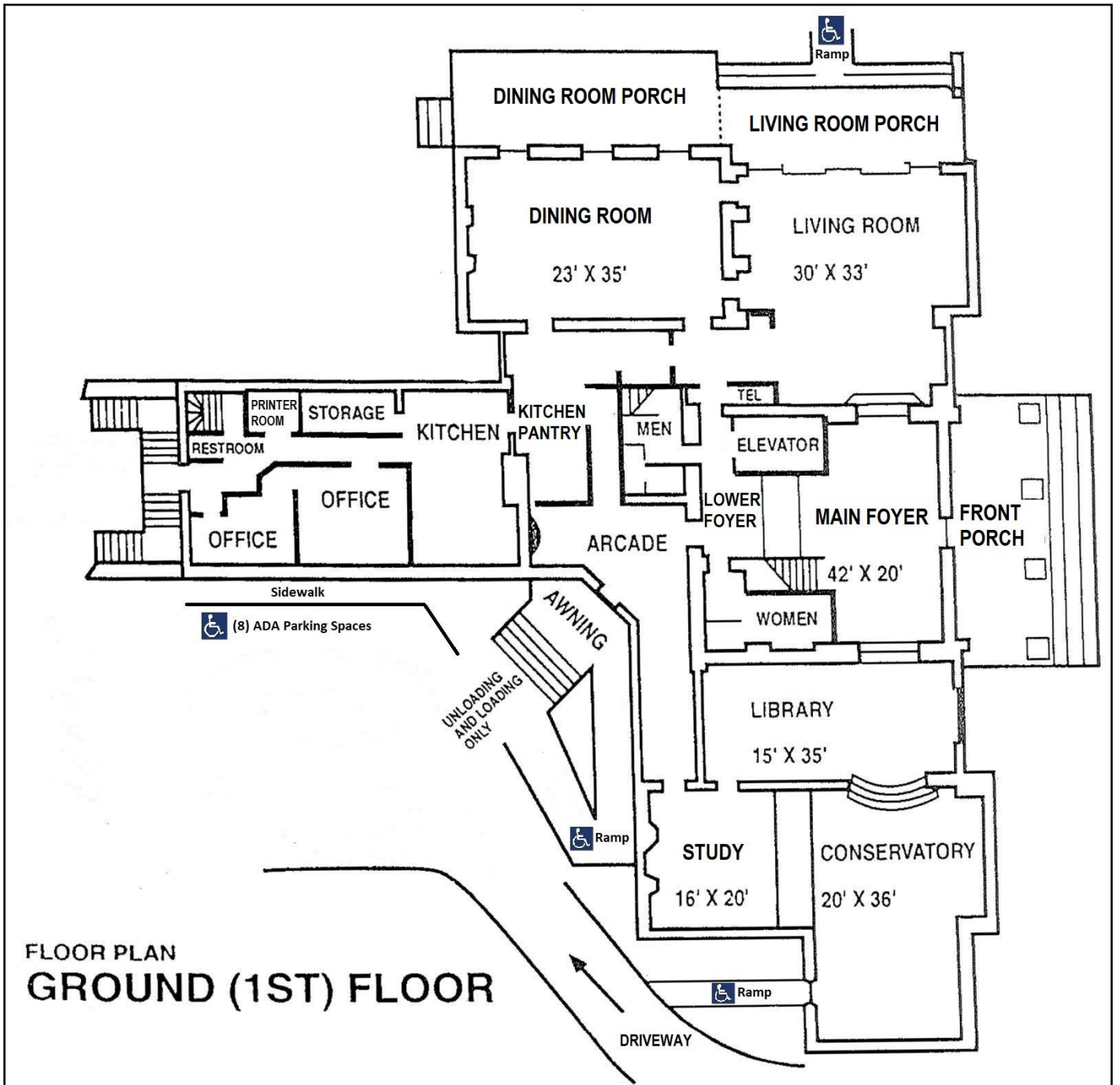
**Subcontractors**

All subcontractors shall meet the requirements of this Section before commencing work. In addition, User shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**Certificate Holder**

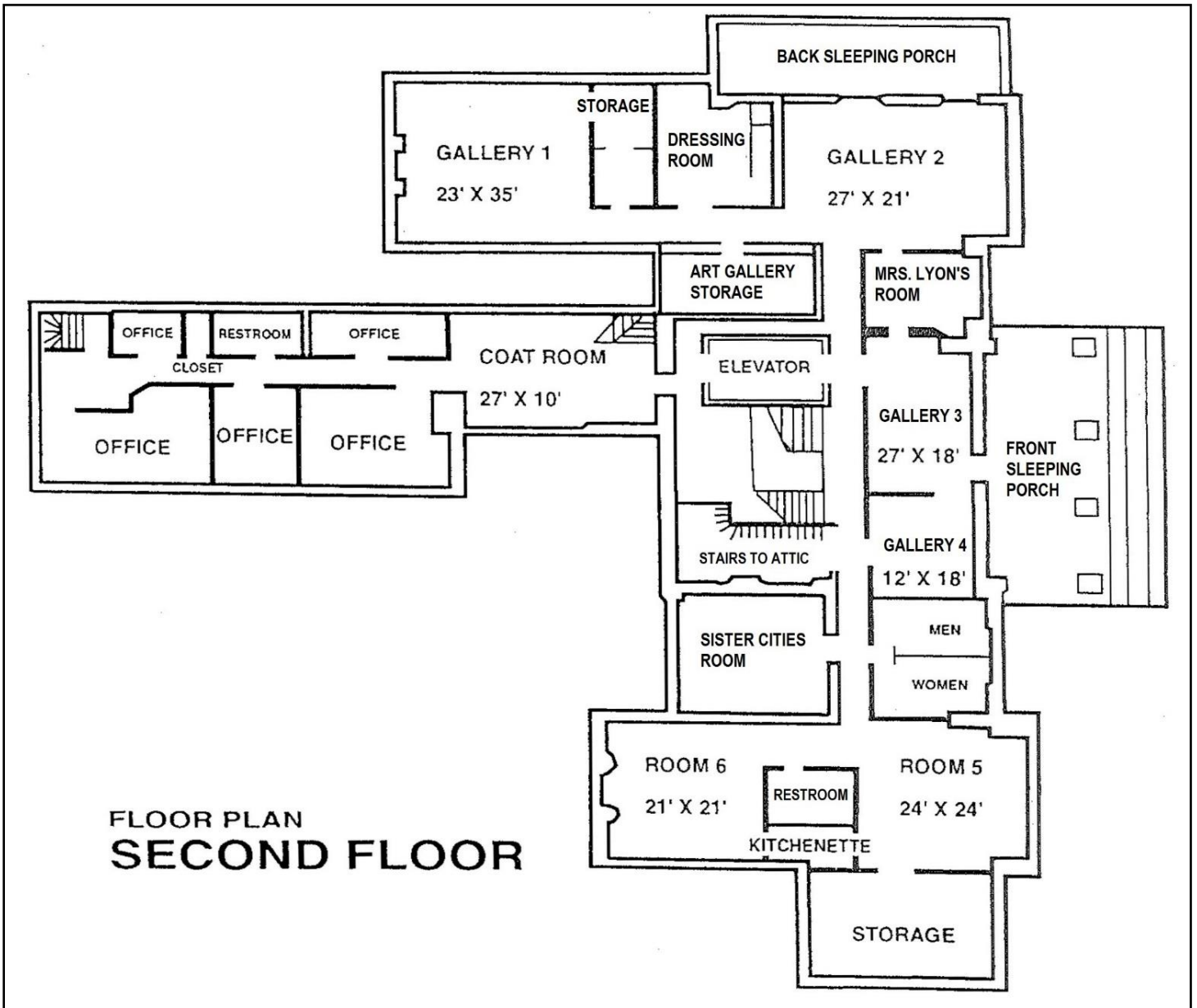
The Mayor and Council of Rockville  
(Contract #, title)  
City Hall  
111 Maryland Avenue  
Rockville, MD 20850

**FIRST FLOOR PLAN OF GLENVIEW MANSION**



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**SECOND FLOOR PLAN OF GLENVIEW MANSION**



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