The Lodge at Little Seneca Creek an M-NCPPC Montgomery Parks Venue Reservation Contract Rules and Regulations

14500 Clopper Road, Boyds, MD 20841
SenecaLodge@MontgomeryParks.org | 301-670-3282

To Our Clients: Client (henceforth referred as contract holder) is responsible to read, understand, and communicate to vendors and guests the Rules and Regulations laid forth in this document. Failure to comply with the Rules and Regulations may result in ineligibility to use Seneca Lodge for future events and/or suspension of the contract holder's Active Montgomery account. These Rules and Regulations are subject to change. Please read indemnification clause and sign on page 9. A Reservation is NOT SECURED until receipt of (1) $750 security deposit and $750 down payment is received, (2) a signed copy of this Rules & Regulations contract, and (3) signed copy of ActiveMontgomery reservation contract.

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Section 1: Reservations

1.1 A $750 refundable security deposit and $750 down payment is required to secure an event date.
1.2 The signed Reservation Contract must be returned within two business days.
1.3 A Reservation is confirmed and becomes binding upon receipt of:
(1) $750.00 Security Deposit
(2) $750.00 Down Payment
(3) This initialed AND signed Rules and Regulations Contract
(4) Signed ActiveMontgomery Reservation Contract

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Section 2: Making Payments

2.1 For your convenience, we accept Visa, MasterCard, Discover, and AMEX.
2.2 Checks must be made payable to ActiveMontgomery and sent to the address as follows:

The Lodge at Little Seneca Creek
14500 Clopper Road
Boyds, MD 20841

2.3 For checks returned unpaid, the account will be debited for the original check amount, and electronically/via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 1-800-666-5222, ext. 2 to arrange payment for any outstanding checks and service fees due.
2.4 Cash or money orders must be exact change.

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Section 3: Payment Schedule

3.1 A $1,500.00 initial payment ($750.00 security deposit plus $750 down payment) is required to secure a date.
3.2 Three months after receipt of initial payment: 50% of the total rental fee minus the $750 down payment is due.
3.3 Three months before event date: remaining 50% balance of total rental fee is due.
3.4 If a reservation is made one to two months prior to the rental date, the full rental fee (100%) is due immediately at the time of booking. Reservations will not be accepted less than one month prior to rental date without manager approval

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Section 4: Security Deposit

4.1 A Security Deposit of $750.00 is required for all rentals and is due at contract signing

4.2 Security Deposit will be returned to client after conclusion of event provided there are no damages, concurred fees, and contract holder and vendors have complied with all specifications laid out in this document.

4.3 A failure to adhere to the rules and regulations in this document will result in a forfeiture of the security deposit and rental reservation date.

4.4 Security Deposit Refunds can take two (2) four (4) weeks to be returned and can be determined by the original payment method. A check refund may take longer than a credit refund.

4.5 Security Deposits are processed through Active Montgomery and may be paid via Credit Card (Visa/Mastercard/Discover/American Express) or a check made payable to ActiveMontgomery (Please see Section 2.2 and 2.3).

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Section 5: Cancellations

5.1 The contract holder may cancel an event for any reason.

5.2 All cancellations must be made in writing by email to SenecaLodge@montgomeryparks.org by the contract holder.

5.3 If the contract holder cancels the event after making the reservation, the security deposit is forfeited.

5.4 If the contract holder cancels the event three months after making the reservation to three months prior to the event date, the security deposit plus 50% of payments made to date is forfeited.

5.5 If the contract holder cancels the event less than three months prior to the rental date, 100% of total paid will be forfeited.

5.6 If Seneca Lodge is unable to fulfill a contract due to causes beyond the control of the event center, any payments, except for services already rendered, will be refunded in full or be applied to a future re-booking under the same terms and rates of the original agreement.

5.7 If at any time the Venue Manager finds that the event compromises the venue, safety to guests, or MNCPPC staff, M-NCPPC reserves the right to cancel the event immediately without reimbursement of the rental fees or security deposit.

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Section 6: Date Changes by Contract Holder

6.1 A one-time reservation date change at the same venue is acceptable up to six months prior to the event date. Any further date changes will be treated as a cancellation.

6.2 Transfer of date is allowed to any open date of the same value of the original event date. If the new available date is not of the same value, the contract holder is responsible to pay the difference.

6.3 Transfers between M-NCPPC-owned facilities will be treated as cancellations.

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Section 7: Capacity

7.1 The maximum capacity of Seneca Lodge is 120 guests. Use of the Lodge and Seneca's tent (during in-season months only) does not increase guest capacity above 120 guests.

7.2 Certain amenities (i.e., a photobooth or dance floor) inside the Lodge will reduce maximum seating capacity.

7.3 M-NCPPC strictly upholds the maximum capacity and reserves the right to shut down any events which are over capacity without refund.

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Section 8: Rental Period

8.1 The Rental Period and Rental Site(s) are stated on the permit contract.

8.2 Rental Periods may start as early as 8:00 AM and must end no later than 12:00 AM midnight.

8.3 Due to liability, all deliveries, set-up, decorating, caterer preparation, event, breakdown, and clean-up must be accomplished within the Rental Period.

8.4 The final hour of the Rental Period is exclusively for clean-up of the venue. During this time, guests will be

required to leave the venue to ensure the client and vendors can complete the clean-up within the hour allotment.

For example, if your Rental Period is 3:00 PM to 11:00 PM

- 3:00 PM is the earliest you or your vendors can enter the Venue.
- Your invitations to your guests should list 5:00 PM as the event start time.
- The event must end completely by 10:00 PM so that clean-up can take place between 10:00 PM and 11:00 PM.
- You must check with your caterer and vendors about their required set-up and clean-up time and plan accordingly within the Venue's Rental Period.

8.5 Contract Holder is responsible for communicating Rental Period and Rental Site information to all vendors.
8.6 Additional hours may be requested in writing and purchased no later than two months prior to the event.

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Section 9: Rehearsal

9.1 A free, one-hour ceremony rehearsal for weddings is available, but not guaranteed.
9.2 Rehearsals are scheduled Monday - Thursday during business hours and are subject to availability.
9.3 The rehearsal may not be scheduled on the same day as the event.
9.4 Requests must be made in writing no earlier than one month prior to the event date.
9.5 M-NCPPC reserves the right to reschedule as necessary.
9.6 Decorating of the venue is not permitted during the rehearsal hour.
9.7 No food, drinks, or alcohol may be served or consumed during a rehearsal.
9.8 Moving any venue furniture (tables, chairs, etc.) is prohibited.

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Section 10: M-NCPPC Park Event Staff

10.1 Park Event Staff are assigned to work the duration of each event to uphold the rules and regulations and ensure an excellent experience.
10.2 Park Event Staff does not assist with event-specific coordination or execution.
10.3 Park Event Staff manage the facility and grounds, parking, restrooms, adjusting HVAC and lighting, operating the fireplaces, and other venue-related tasks.
10.4 Park Event Staff will not assist with load in and load out, transport equipment or materials, or assist with decorating.
10.5 Park Event Staff will communicate with the day-of contact and vendors as necessary during events.

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Section 11: Day-Of Contact

11.1 The contract holder is required to designate a Day-of Contact (DOC) with full name, email, and cell phone two months prior to the event.
11.2 The DOC may be the contract holder, planner, caterer, family member, or friend.
- For all wedding related events, your DOC may be a planner, day-of coordinator or the caterer.

11.3 The DOC **must** attend the walkthrough.
11.4 The DOC is responsible for communication with Park Event Staff and vendors on the day of the event.
11.5 The DOC will check in with Park Event Staff at the beginning of the rental period and must complete an Event Completion Checklist with Park Event Staff at the end of the Rental Period.
11.6 The DOC must stay until the end of the Rental Period.

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Section 12: Food & Catering Services

12.1 Seneca Lodge does not provide in-house catering services.

12.2 All weddings and wedding related events (including pre-wedding events, anniversaries, celebrations and vow renewals) must contract a full-service (including bartender(s), wait staff, and cleanup staff), licensed and insured caterer, and who is currently in good standing with the venue.

12.3 All social events with 60 – 120 people must contract a full-service (bartender, wait staff, and cleanup staff), licensed and insured caterer who are currently in good standing with the venue.

12.4 For all non-wedding social event parties of 59 people or fewer, drop-off catering from a licensed caterer, restaurant or grocer is permitted.

12.5 Seneca Lodge allows plated dinner services only for parties of 60 people or fewer.

12.6 For social events serving alcohol, the bartender(s) must be provided by the full-service, licensed, and insured caterer, no matter the guest count.

12.7 A licensed, insured full-service caterer is a caterer who employs enough wait staff, clean up staff, and bartender(s) for your event size in which you have contracted. They are required to remain on-site for the **entire** rental period and must complete the clean-up in the final hour of the rental period.

12.8 Any reservation contract made within three months of an event will require a full-service, licensed, and insured caterer who has worked at the venue within the previous year and is in good standing.

12.9 A list of licensed and insured full-service caterers who have provided services onsite can be provided, upon request. Inclusion on the list is not an endorsement or referral. Services by these vendors is not guaranteed.

12.10 The contract holder is required to email the Reservations Office with the name of their caterer, contact person, email address, and phone number six months before the event date. The caterer's documents must be on file in the Reservations Office two months prior to the event date.

12.11 Homemade food is not permitted.

12.12 A representative from the catering company must participate in a walkthrough and sign the catering rules and regulations prior to providing services onsite.

12.13 The caterer must provide Seneca Lodge with one of the following: (a) a copy of the caterer's annual Food Service Facility License, Kitchen License or Kitchen Business License OR a copy of their Food Manager License provided by their county's Department of Health in lieu of the facility license, and (b) a copy of the Certificate of Insurance with up to $1,000,000 per occurrence under general liability.

12.14 Any agreement between the permit holder and a vendor shall NOT include the venue or M-NCPPC as a party.

12.15 The insurance document shall name M-NCPPC as a certificate holder and additional insured as follows:

Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, MD 20737

12.16 The contract holder is responsible for ensuring all vendors abide by the Seneca Lodge rules and regulations.

12.17 While most contract holders delegate clean up to vendors, ultimate responsibility for clean-up is upon the contract holder.

12.18 The final hour of the rental period is exclusively for clean-up. See SECTION 17: CLEAN-UP for details.

12.19 Kitchen equipment provided includes: 1 warming oven, 1 refrigerator, and 1 freezer. Equipment is subject to change. Please verify prior to your event.

12.20 Seneca Lodge does not have an ice machine and does not provide ice. A freezer is located on the lower level for storage of ice provided by the contract holder or caterer.

12.21 Leftover ice must be disposed of by the dumpsters or behind the storage shed in the parking lot. Ice may not be dumped on the lawn or in the garden beds. Ice may not be dumped on the lawn or in the garden beds. Any leftover liquids must be carefully disposed of in approved areas as to not damage plantings, flower beds, grass, and/or ground cover. All clients and/or vendors must check with Seneca Lodge Event Staff to obtain prior approval before disposing anywhere on the property.

12.22 No cooking is allowed inside Lodge or Tent.

12.23 No cooking is allowed onsite, without prior approval by venue manager. Upon manager approval, the only locations where cooking is allowed is in the driveway on the side of the Lodge or parking lot. Cooking in the grass, walkway, tent, or on the deck is prohibited. The caterer must provide their own tables and equipment.

12.24 All catering equipment must be set up and removed from the premises within the Rental Period.

12.25 All burned coals, smoked wood, and other waste from outdoor cooking must be removed from premises. Do not dispose of in dumpsters. Any violation may result in a cleaning/removal fee of up to $500.

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Section 13: Alcohol

13.1 Contract holders, guests, caterers, and all other vendors are subject to the Maryland State and Montgomery County Laws concerning alcohol serving and consumption (Alcohol Laws) at all times relevant. Seneca Lodge strictly enforces the Alcohol Laws with no exception.

13.2 Seneca Lodge allows alcohol to be served to anyone 21 years of age and older.

13.3 Shots (unmixed alcohol) are not allowed. Bartenders may only use shot glasses to serve mixed drinks.

13.4 Contract holders may provide their own alcohol for the bartender to serve during the event. Contract holders are allowed to deliver alcohol onsite, but while on the premises, all alcohol must remain in the possession of the bartender.

13.5 All alcoholic beverages, including champagne, must be served by the drink by a certified & insured bartender (provided by the contracted full-service, licensed, and insured caterer).

13.6 "Bring Your Own Bottle" as well as open bottles of wine at tables are not allowed.

13.7 Guests may never serve themselves.

13.8 Homemade brews or drinks mixed offsite are not permitted.

13.9 Last call must be at least 30 minutes prior to the end of the event, or 90 minutes prior to the end of the Rental Period.

13.10 Bar Closes at least 15 minutes before the end of the event, or 1 hour and 15 minutes prior to the end of the Rental Period. Guests may not leave the venue at the end of the event with alcohol.

13.11 If alcohol is provided for guests at no cost, no additional licensure is required.

13.12 Only business-related events or fundraisers can provide a cash bar.

13.13 If alcohol is served at a cash bar, or contract holder sells admission tickets with alcohol included, a "Class C Special Alcoholic Beverage License" must be obtained from the Board of Licenses, Commissioners of Montgomery County a minimum of 14 days in advance with a copy provided to the Manor.

13.14 Alcohol is not permitted to be consumed on the grounds outside of the Rental Sites.

13.15 Inappropriate behavior, damage to property, personal injury or other damaging activities may result in the closing of the bar at the discretion of the Park Event Staff onsite, Park Police notified, and forfeiture of the security deposit.

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Section 14: Music and Noise Ordinances

14.1 Amplified ceremony music of more than 55 DBA is not permitted outdoors from 9:00PM – 7:00AM on the weekdays, and 9:00PM – 9:00AM on weekends and holidays.

14.2 M-NCPPC Staff reserve the right to monitor the volume of music and outdoor "noise" including loud conversation, based on regulations established by Montgomery County.

14.3 All music must end at least one hour before the end of the Rental Period to ensure one hour of cleanup time. Failure to comply with this may result in the forfeiture of the security deposit.

14.4 Any noise ordinance violation may result in a security deposit being withheld or have their event shut down without refund.

14.5 All exit doors must remain closed while amplified music is played inside.

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Section 15: Floor Plans and Event Timelines

15.1 Floorplans will be created by the Reservations Office Staff based on a final walkthrough which must be completed between two to three months before the event date.

15.2 Events involving outdoor areas must have a Plan B for inclement weather. The contract holder must confirm their floor plan via email 48 hours in advance of their event date.

15.3 All tables and chairs provided by Seneca Lodge will be set-up by Park Event staff prior to the start of the rental period and according to a floorplan approved by the contract holder.

15.4 Park Event Staff are responsible for one initial set-up (per event space) per the contract-holder-approved floor plan.

15.5 Any last-minute revisions to the floorplans within the rental period by the contract holder, day-of contact, planner, caterer, or other designated party must be completed by the licensed and insured caterer, or third party designated by the contract holder.

15.6 Timelines are due no later than one month prior to the event date.

INITIAL

Section 16: Walkthrough Appointments

16.1 A walkthrough with the contract holder, caterer, day-of contact, and park staff is required at least two months prior to your event. When scheduling the walkthrough, it is the contract holder's responsibility to make certain that all required parties attend the walkthrough.

16.2 If the caterer has not worked at Seneca Lodge within the previous 18 months, the caterer is required to attend the walkthrough.

16.3 Each contract holder is allotted only one walkthrough appointment.

16.4 Critical vendors including the planner, coordinator, and day-of contact should be present to review event details including the timeline and floor plan. This is the vendor's only time to visit the facility prior to your event.

16.5 Walkthroughs are scheduled through the Reservations Office Monday through Thursday during our business hours. Walkthroughs are not scheduled in the evening or on the weekends.

16.6 Documents finalized at the time of walkthrough include the floorplan, timeline, vendor contact list, and day of-contact.

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Section 17: Decorating

17.1 The contract holder is responsible for all decorating as well as removal of décor.

17.2 Seasonal holiday wreaths are provided on the outside of the venue from the week of Thanksgiving to the second week of January.

17.3 All decorating must be done within the Rental Period.

17.4 All décor items must be removed within the Rental Period.

17.5 No nails, glue, screws, push pins, metal hooks, damaging adhesive, or other material of such may be used.

17.6 Painter's tape and command strips are allowed with advance consent of the Reservations Office.

17.7 Items may not be attached to light fixtures.

17.8 All candles must be used with glass containers or vases taller than the flame with a base to catch the wax drippings.

17.9 Open unprotected flames, including candelabras and torches, are not permitted indoors or outdoors.

17.10 Due to liability concerns, Seneca Lodge cannot provide ladders or step stools. Contract holder must provide their own.

17.11 To ensure the safety of our natural wildlife, we do not allow rice, confetti, silk flower petals, glitter, birdseed, live animals, or any non-biodegradable items to be used or thrown on park property.

17.12 Balloons, lanterns, butterflies, and other items made to release into the sky may not be used.

17.13 No live animals are permitted or allowed in the venue and on the grounds, including but not limited to butterflies, horses, elephants, doves, pigeons.

17.14 Balloons used indoors must be individually weighted before arriving onsite.

17.15 All balloons must be popped and properly discarded or taken off premises.

17.16 Bubbles may be blown outside only.
17.17 Bounce houses and inflatable equipment are permissible with manager approval and may require additional insurance.
17.18 Fog machine, smoke machines, smoke cannons, streamer cannons, confetti cannons, haze machines, volcano machines, misters, dry ice or similar equipment are prohibited.
17.19 Fireworks, including poppers and sparklers, are illegal in Montgomery County, Maryland. Park Police will be notified immediately if any fireworks or sparklers are found on the property.
17.20 Liquid or semi-liquid items such as paint, stain and similar items are not permitted to be used on the property.

INITIAL

Section 18: Clean-Up

18.1 Although clean-up is typically delegated to the catering staff, clean-up is the ultimate responsibility of the contract holder if the caterer fails to properly complete it
18.2 Guests must leave and clean-up must begin at least one hour before the end of the Rental Period.
18.3 The clean-up checklist is as follows:

- ✦ All event spaces must be cleared of all trash and debris including the removal of all items and decorations.
- ✦ Dumpsters for trash and recycling are provided onsite for your convenience.
- ✦ Kitchen surfaces must be wiped down, floors mopped.
- ✦ Event space floors must be swept, and spot mopped.
- ✦ Refrigerator, freezer, and warming ovens must be left empty and wiped down as needed.
- ✦ Unopened bags of ice may be left in freezer.
- ✦ Ice must be dumped outside next to the dumpsters and not in the lawn or flower beds.
- ✦ Park Event Staff will provide trashcans, bags, brooms, dustpans, and vacuums.
- ✦ Tables placed indoors provided by Seneca Lodge may stay in place.
- ✦ Tables placed outdoors provided by Seneca Lodge must be brought indoors.
- ✦ Seneca's indoor folding chairs must be stacked on top of the tables no more than 5 high.
- ✦ All outside rental equipment (linens, tables, chairs, glassware etc.) must be removed by the end of the Rental Period.

18.4 M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.
18.5 The contract holder is responsible to pay for any damages to property by contract holder's guests and/or vendors.
18.6 The contract holder will be charged an additional $500.00 for each hour outside of the Rental Period (or Seneca Lodge's hours) unless otherwise agreed upon with Reservations Office prior to event.

INITIAL

Section 19: Equipment Provided

19.1 See Equipment Menu on rental rates sheet for an inclusive inventory of tables, chairs, and other equipment.
19.2 The following equipment is not included in the contract rental: dance floor, linens, tableware, or décor of any kind.
19.3 The contract holder is responsible for providing ladders, electric cords, dollies, carts and other incidental equipment.
19.4 All equipment provided by Seneca Lodge will be set up as indicated on floor plans created at the walkthrough.
19.5 Seneca Lodge does not provide ceremony trellises or arches. Contract holders are welcome to provide their own.
19.6 Contract holders may rent additional equipment from a vendor, per manager approval.
19.7 Vendors contracted by the permit holder must be listed on the vendor contact form.

19.8 All additional rental items from a vendor must be delivered, set-up, and removed from property within the Rental Period.
19.9 Additional hours may be purchased to accommodate deliveries.
19.10 Parks Event Staff are not responsible for loading in, setting up, breaking down, or signing for rented equipment.
19.11 A portable speaker and microphone are available upon request.

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Section 20: Tenting

20.1 The Seneca Tent is included in all rentals approximately April through October. It is generally installed by April 1st and is removed on November 1st or the closest weekday to those dates.
20.2 Pop-up tents for vendors no larger than 10' x 10' may be permitted in designated areas with prior permission at walkthrough.
20.3 Park Event Staff reserves the right to approve/revise placement of pop-up tents.
20.4 A $500 fee applies for use of the flagstone patio from November through March.

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Section 21: Pets and Wildlife

21.1 Pets must be on a leash at all times on the property.
21.2 Pets are not permitted inside except for service animals.
21.3 The contract holder is responsible for any damages caused by animals and for cleaning behind any animals brought onto the property.
21.4 In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties.
21.5 Insect repellent applied to the body is permitted.
21.6 Insect repellant torches with an open flame (i.e., tiki torches) are not permitted.
21.7 No plants or wildlife shall be fed or disturbed from their natural habitat.
21.8 To ensure the safety of our natural wildlife the following are not permitted on Seneca Lodge: rice, confetti, glitter, birdseed, faux flower petals, or any non- biodegradable items to be used on park property.

INITIAL

Section 22: Americans with Disabilities Act Accommodations

22.1 All event spaces have ramp access, and paved pathways are available around the property.
22.2 Individual questions regarding accessibility can be directed to the Reservations Office.

INITIAL

Section 23: Public Safety and Security

23.1 Park Police may be notified to be present at specific events when the safety, protection, or well-being of guests may be at risk.
23.2 If a contract holder wishes to ensure Park Police presence, the request must be submitted directly to Park Police at least two months prior to the event. Applicable fees apply and vary due to season and schedule.
23.3 Driveways, corridors, and emergency exits must remain accessible at all times.
23.4 Parking on the grass or sidewalks are prohibited.
23.5 Parking is permitted in designated spaces only. Do not block any driveways, sidewalks, or crosswalks.
25.5 Park Event Staff reserve the right to contact Park Police to ensure the safety of guests.

INITIAL

Section 24: Fire Safety

24.1 The fireplace at Seneca Lodge is operated by Park Event Staff only.
24.2 A live fire in the indoor stone fireplace is available November through March only if the temperature is lower than 40°F.

24.3 If a live fire is requested, no decorations may be hung on the face of the stone fireplace.
24.4 The last log will be added to the fire no later than 3 hours prior to the end of the Rental Period to allow the fire to die out completely by the end of the Rental Period.
24.5 Candles must be enclosed in glass containers that are higher than the flame with a base to catch the wax drippings.
24.6 Grills provided by the full-service caterer may be used only in designated areas if their current food handler's license is provided.
24.7 Sterno(s) may be used both indoors and outdoors, but not on the front or back decks.
24.8 Fireworks, including sparklers, smoke bombs, and gender reveal bombs, are illegal in Montgomery County, MD and are strictly prohibited on all Park properties.

INITIAL

Section 25: Transportation and Parking

25.1 There are 65 parking spaces provided onsite.
25.2 Parking spaces are first come, first served.
25.3 If the contract holder wishes to designate reserved parking for specific guests, the contract holder is responsible for placement and removal of signs within the rental period.
25.4 Charter and shuttle buses are permitted, though space is limited.
25.5 If cars are to be left in parking lot overnight, a list of the license plate numbers must be provided to Park Event Staff so they can be reported to the Park Police. Otherwise, cars may be subject to towing.
25.6 The spaces marked for the use of M-NCPPC vehicles are not available for use and may result in cars being towed.

Indemnification: The contract holder agrees to indemnify, defend and hold harmless the Maryland National Capital Park & Planning Commission (M-NCPPC) from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC or which M-NCPPC must pay and incur by reason of, or in any manner resulting from injury, loss, or damage to persons or property resulting from contract holder's or contract holder's contractors' (or any subcontractors') negligent performance of, or failure to perform any of contract holder obligations under the terms of this rental contract/permit.

I, _____ , the contract holder, have read, understood, and initialed each section of the Lodge at Little Seneca Creek Permit Contract Rules and Regulations.

Email _____

Signature _____ Date _____

For Staff Use Only (updated 8.17.22)

Received Date _____
Received by Facility Manager _____
Permit # _____