



Rockwood Manor Retreats & Events

an M-NCPPC Montgomery Parks Venue

Business Contract Rules and Regulations



11001 MacArthur Boulevard, Potomac, MD 20854

[Emil Rockwood Manor](#) | 301-563-7510

To The Client: Please read and initial each section. Please read indemnification clause and sign on page 4. Reservation is NOT SECURED until receipt of: (1) a \$300 refundable security deposit and \$750 down payment, (2) this signed Rules and Regulations document, and (3) a signed copy of the ActiveMontgomery reservation contract.

INITIAL

Section 1: Reservations

- 1.1 A \$300.00 refundable security deposit and \$750.00 down payment is required to secure an event date.
- 1.2 The signed reservation contract must be returned to within two business days.
- 1.3 A reservation is confirmed and becomes binding upon receipt of:
 - (1) \$300.00 refundable security deposit.
 - (2) \$750.00 down payment.
 - (3) This signed Rules and Regulations document; and
 - (4) Signed reservation contract.

INITIAL

Section 2: Making Payments

- 2.1 For your convenience, we accept Visa, MasterCard, Discover, and AMEX. 2.2 Credit card payments can be made via a customer's ActiveMontgomery online account.
- 2.3 Checks must be made payable to ActiveMontgomery.
- 2.4 For checks returned unpaid, the account will be debited for the original check amount either electronically or via paper check 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.
- 2.5 Money orders must be exact change.

INITIAL

Section 3: Payment Schedule

- 3.1 To reserve a date: a \$300.00 security deposit and \$750.00 down payment is required.
- 3.2 Two months prior to the event date: final balance of 50% is due.
- 3.3 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, unless authorized by a venue manager.

INITIAL

Section 4: Cancellations

- 4.1 The contract holder may cancel an event for any reason.
- 4.2 All cancellations must be made in writing by email to RockwoodManor@montgomeryparks.org by the contract holder.
- 4.3 If the contract holder cancels the event after making the reservation, the security deposit will be forfeited.
- 4.4 If the contract holder cancels the event less than two months prior to the rental date, 100% of the total amount paid will be forfeited.
- 4.5 If Rockwood Manor is unable to fulfill a reservation 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.
- 4.6 If at any time the Venue Manager finds that the event compromises the venue, safety to guests, or M-NCPPC staff, M-NCPPC reserves the right to cancel the event immediately without reimbursement.

INITIAL

Section 5: Date Changes by Contract Holder

5.1 A one-time reservation date change within the same venue is acceptable up to one month prior to the event date. Any further date changes will be treated as a cancellation.

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

INITIAL

Section 6: Capacity

6.1 The maximum capacity of Rockwood Manor is 120 guests.

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

INITIAL

Section 7: Rental Period

7.1 The Rental Period and Rental Site(s) are stated on the reservation contract.

7.2 Rental Periods may start as early as 8:00AM and must end no later than 6:00PM.

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

Example: If your Rental Period is 8:00AM to 4:00PM:

- 8:00AM is the earliest you can enter the Venue.
- The event must end completely by 4:00PM including all clean-up.
- You must check with your caterer and vendors, if applicable, about their required set-up and clean-up time and plan accordingly within the Venue's Rental Period.

7.4 Contract Holder is responsible for communicating Rental Period and Rental Site information to all vendors.

7.5 Up to two (2) additional hours may be purchased no later than one month prior to the date of the event. All requests for timing adjustments must be submitted in writing.

INITIAL

Section 8: M-NCPPC Park Event Staff

8.1 Park Event Staff are assigned to work the duration of each event to uphold the rules and regulations.

8.2 Park Event Staff does not assist with event-specific coordination or execution.

8.3 Park Event Staff manage the facility and grounds, parking, restrooms, adjusting HVAC and lighting, operating the fireplaces, and other venue-related tasks.

8.4 Park Event Staff does not assist with load in and load out, transport equipment or materials, or assist with decorating.

8.5 Park Event Staff will communicate with the day-of contact and vendors as necessary during events.

INITIAL

Section 9: Food, Beverage, And Catering Services

9.1 Rockwood Manor does not provide in-house catering services.

9.2 Events with 60–120 people must contract a full-service (wait staff and cleanup staff), licensed and insured caterer.

9.3 A list of licensed and insured full-service caterers who have provided services onsite can be provided upon request for your planning convenience.

9.4 Inclusion on the list is not an endorsement or referral. Services by these vendors is not guaranteed.

9.5 For parties of 59 guests or fewer, drop-off catering from a licensed caterer, restaurant, or grocer is permitted.

9.6 Homemade food is not permitted.

9.7 A representative from the catering company must participate in a walkthrough and sign the catering rules and regulations prior to providing services onsite. 9.8 The caterer must provide Rockwood Manor with (a) a copy of the caterer's Food Service Facility License, OR a copy of their Food Manager License, and (b) a copy of the Certificate of Insurance with up to

\$1,000,000 per occurrence under general liability.

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

- 9.10 The contract holder is responsible for ensuring all vendors abide by the Rockwood Manor rules and regulations.
- 9.11 Kitchen equipment provided includes: two warming ovens, one refrigerator, and one freezer. Equipment is subject to change. Please verify prior to your event.
- 9.12 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.
- 9.13 Cooking is prohibited onsite unless it is inside a licensed food truck.
- 9.14 All catering equipment must be set up and removed within the Rental Period.
- 9.15 All burned coals, smoked wood, and other waste from outdoor cooking must be removed from premises. Disposing any of these items in Rockwood's on-site dumpsters is strictly prohibited.
- 9.16 Alcohol is prohibited from all business events. Any business-related event(s) who want to provide alcohol for their event must use Rockwood's Social Rules & Regulations contract.

INITIAL

Section 10: Music and Noise Ordinances

- 10.1 Amplified music is not permitted outdoors.
- 10.2 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.
- 10.3 Violators of the noise ordinance may have their event shut down without refund.

INITIAL

Section 11: Floor Plans, Timelines, And Walkthroughs

- 11.1 Floor plans need to be confirmed with Rockwood's reservation office no later than one month prior to the event date.
- 11.2 Event timelines, if applicable, are due no later than one month prior to event date.
- 11.3 A walkthrough with the contract holder and park staff is not required but is encouraged and may be requested.
- 11.4 All walkthroughs are scheduled through the Reservations Office.

INITIAL

Section 12: Venue Equipment & Décor

- 12.1 Only trained Event Staff are authorized to handle A/V equipment.
- 12.2 Paid A/V packages are available upon request. Please contact Rockwood's Reservation Office to discuss Client's A/V needs.
- 12.3 Other items such as table linens or flipcharts may be rented for an additional fee. Please contact Rockwood's Reservation Office for pricing details and availability.
- 12.4 All tables and chairs (and any other equipment) provided by Rockwood Manor will be set-up by Park Event staff according to the floor plan(s) approved by the contract holder.
- 12.5 The contract holder is responsible for providing and setting up all other event décor.
- 12.6 Winter holiday décor is provided at the venue from the week of Thanksgiving to the second week of January but are subject to change at any time.

INITIAL

Section 13: Clean-Up

- 13.1 Though clean-up is typically delegated to the caterer, clean-up is the ultimate responsibility of the contract holder.
- 13.2 Trash and recycling cans are provided.
- 13.3 Leftover food must be taken off premises or discarded.
- 13.4 M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.

INITIAL

Section 14: Pets and Wildlife

- 14.1 Pets must be on a leash at all times on the property.
- 14.2 Pets are not permitted inside Rockwood, except for service animals.
- 14.3 The contract holder is responsible for any damages caused by animals and for cleaning behind any animals brought onto the property.
- 14.4 In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties.
- 14.5 Insect repellent applied to the body is permitted.
- 14.6 No plants or wildlife shall be fed or disturbed from their natural habitat.
- 14.7 To ensure the safety of our natural wildlife, we do not allow rice, confetti, glitter, birdseed, or any non- biodegradable items to be used on park property.

INITIAL

Section 15: Americans with Disabilities Act Accommodations

- 15.1 All event spaces have ramp access, and paved pathways are available around the property. There is an elevator inside Rockwood Manor.
- 15.2 Individual questions regarding accessibility can be directed to the Reservations Office.

INITIAL

Section 16: Safety and Security

- 16.1 Park Police may be notified to be present at specific events when the safety, protection, or well-being of guests may be at risk.
- 16.2 If a contract holder wishes to ensure Park Police presence, the request must be submitted directly to Park Police two months or more prior to the event. Applicable fees apply and vary due to season and schedule.
- 16.3 Emergency exits must always be accessible.
- 16.4 Parking is permitted in designated spaces only. Do not block any driveways, sidewalks, or crosswalks.
- 16.5 Park Event Staff reserve the right to contact Park Police to ensure the safety of guests.

INITIAL

Section 17: Fire Safety

- 17.1 The fireplaces at Rockwood Manor are operated by Park Event Staff only.
- 17.2 Rockwood’s fireplaces can be used during the winter season only (December – March).
- 17.3 Grills provided by the caterer may be used with a venue manager’s approval, and only in designated areas, provided the caterer’s food handler license is provided.
- 17.4 Sterno may be used both indoors and outdoors.
- 17.5 Fireworks, including sparklers, are illegal in Montgomery County, MD and strictly prohibited on all Park properties.

INITIAL

Section 18: Transportation and Parking

- 18.1 There are 64 parking spaces provided onsite.
- 18.2 Parking spaces are first come, first served.
- 18.3 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.
- 18.4 Charter and shuttle buses are permitted, though space is limited.
- 18.5 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.

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

I, _____, the contract holder, have read, understood, and initialed each section of the Rockwood Manor Retreats & Events Permit Contract Rules and Regulations.

Email _____

Signature _____ Date _____

For Staff Use Only

Received Date _____ Received by Facility Manager _____

Permit #

Ver. 8.26.22