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**City Council of the City of Glenarden, Maryland
2022 Legislation**

Charter Resolution Number: **R-XX-2022**
Introduced By: **Derek D. Curtis, II, Council President**
Co-Sponsor: **At the request of the Administration**
Public Hearing: **Tuesday, June 14, 2022**
Session: **Regular Session**
Date of Introduction: **Tuesday, June 21, 2022**

**A RESOLUTION TO REVISE THE RULES, REGULATIONS AND FEE
SCHEDULES FOR THE GOLD ROOM AND COMMUNITY CENTER AT
WOODMORE TOWN CENTER**

WHEREAS, pursuant to Chapter 92 “Gold Room”, Section 92-1 “Adoption of rules and regulations” of the City of Glenarden Code, the City Council may adopt rules and regulations from time to time to govern the use and operation of the Gold Room, including the fees to be charged for said use; and

WHEREAS, the Community Center at the Woodmore Town Center is often reserved for private events necessitating the need for rules and regulations for use; and

WHEREAS, in 2012 the City Council adopted a fee schedule that reflected the fees to be charged for various types of events in the Gold Room; an

WHEREAS, the types of events have changed due to legislation from Prince George’s County; and

WHEREAS, the rules and regulations are no longer pertinent to the types of events that occur in the Gold Room; and

WHEREAS, the work of the Gold Room Coordinator has been expanded to include the Community Center at Woodmore Town Center and this should be reflected in the name of the department and the title of the position; and

WHEREAS, the staff has determined that in order to make the Gold Room a self-sufficient enterprise the rules, regulations, and fees need to be updated to reflect current market conditions; and

WHEREAS, the Council has agreed that it is in the public interest to revise the fee schedule for the Gold Room to more fairly reimburse the City for the costs and expenses associated with the maintenance of the Gold Room, and

WHEREAS, the Council has reviewed the proposed rules and regulations for the operation of the Gold Room; and

R-XX-2022 A Resolution to Revise the Rules, Regulations and Fee Schedule for the Gold Room and Community Center at Woodmore Town Center

1 **WHEREAS**, the Council has determined that it is in the public interest to amend the rules
2 and regulations to ensure a more efficient and effective operation of the Gold Room.

3
4 **NOW, THEREFORE, BE IT RESOLVED**, the City of Glenarden Council sitting in
5 **Regular Session this 21st day of June, 2022** does hereby declare the following:
6

- 7 1. The amended fee schedules for the Gold Room and Community Center at
8 Woodmore Town Center, attached hereto and incorporated herein by reference, be
9 and are hereby adopted; and
- 10 2. The amended rules and regulations for the Gold Room and Community Center at
11 Woodmore Town Center, attached hereto and incorporated herein by reference, be
12 and are hereby adopted.
- 13 3. That a new catering contract and liability waiver are hereby incorporated.
- 14 4. That a new gratis application is hereby incorporated.
- 15 5. That a new rental agreement is hereby incorporated.
- 16 6. That the name of the department shall be the Special Events Department.
- 17 7. That the title of “Gold Room Coordinator” shall be changed to Events Manager.
- 18 8. That this resolution shall take effect immediately upon passage of the City Council.
19
20

21 Date Approved: _____

22 ATTEST:

City Council of Glenarden

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26 Victoria Lewis, Council Clerk

Derek D. Curtis, II, Council President

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29 Angela D. Ferguson, Council Vice President

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32 Erika L. Fareed, Councilwoman
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R-XX-2022 A Resolution to Revise the Rules, Regulations and Fee Schedule for the Gold Room and Community Center at Woodmore Town Center

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James A. Herring, Councilman

Kathleen J. Guillaume, Councilwoman

Maurice A. Hairston, Councilman

Robin Jones, Councilwoman

Votes:

Yes _____

No _____

Abstain _____



City of Glenarden Special Events Department Gratis Status Event Application

This application is intended to serve as an application process for all Gratis events being held in the City of **Glenarden for approval from the City Council**. All applicants must complete all steps in the process for this application to be considered.

Request Checklist

- Step 1:** Complete this form in its entirety
- Step 2:** Gather any supporting documentation to attach such as a proposal, proposed flyer, etc. to include details on the event purpose, ticket sale plan, etc.
- Step 3:** Submit this application and additional documents to the Special Events Department at specialevents@cityofglenarden.org.

REQUESTOR INFORMATION

Contact Name: _____ Phone Number: _____

Company / Organization: _____

Address: _____

City, ST Zip: _____

Email Address: _____ Website: _____

EVENT INFORMATION

Location Requested:

- Gold Room (City Hall/Municipal Center)
- Glenarden Community Center at Woodmore Town Center
- Other: _____

Date (Day, Month, Date & Year): _____

Estimated/Invited Guest Count: _____ City-wide Event

Event Start Time: _____ a.m. / p.m. Event End Time: _____ a.m. / p.m.

Amount of set-up time needed: .5 hour 1 hour 1.5 hours 2 hours

Amount of breakdown time needed: .5 hour 1 hour 1.5 hours 2 hours

Event Description - Please provide a brief description of this event.



City of Glenarden Special Events Department Gratis Status Event Application

FOR ADMINISTRATIVE USE ONLY

ROUND 1: DEPARTMENT ACKNOWLEDGEMENT

Date Received: _____ By: _____

Date/Time Available: Yes / No - Reason if No: _____

Courtesy hold place on the date: Yes / No

Date Provided to City Manager: _____

ROUND 2: CITY MANAGER ACKNOWLEDGMENT

Date Received: _____ By: _____

Approval: Yes

Yes with conditions - _____

No with explanation - _____

Additional Comments:

ROUND 3: CITY COUNCIL ACKNOWLEDGMENT

Date Received: _____ By: _____

Approval: Yes

Yes with conditions - _____

No with explanation - _____

Additional Comments:

2022 Gold Room Revitalization Plan

by. Jessica A. Robinson

Revised 5/26/2022

PG Ballroom

Gold Room

PG Ballroom

Max capacity in largest room 100
 Max Capacity across multiple Rooms 160 w/ dancing and not using buffet patio
 Year Built

| | | | Resident | GR Diff | Non-Resident | GR Diff |
|---------------------------------|-------------------|-------------------|--------------------|---------------------|-------------------|---------------------|
| Based Security Deposit | \$500.00 | \$500.00 | \$600.00 | (\$100.00) | 600.00 | (\$100.00) |
| Buyout Security Deposit | \$0.00 | \$0.00 | \$1,200.00 | (\$1,200.00) | 1,200.00 | (\$1,200.00) |
| Weekday DAY Rate | \$1,200.00 | \$1,500.00 | \$200.00 | \$1,000.00 | 260.00 | \$1,240.00 |
| Alloted Days | | | Mon - Thu 3hr min | | Mon - Thu 3hr min | |
| Weekday EVENING Rate | \$1,200.00 | \$1,500.00 | \$1,155.00 | \$45.00 | 1,505.00 | (\$5.00) |
| Non-Catered | | | | | | |
| Alloted Days | | | Mon-Thu | | Mon-Thu | |
| Block Hours | | | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$242.00 | | 395.00 | |
| FRIDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$1,980.00 | (\$380.00) | 2,574.00 | (\$574.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | | | | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY DAY Rate | \$1,200.00 | \$1,500.00 | \$2,200.00 | (\$1,000.00) | 2,860.00 | (\$1,360.00) |
| Alloted Days | | | | | | |
| Block Hours | | | 7 (10am-5pm) | | 7 (10am-5pm) | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$2,420.00 | (\$820.00) | 3,146.00 | (\$1,146.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | | | | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY BUY OUT Rate | | | | \$0.00 | | \$0.00 |
| Alloted Days | | | | | | |
| Block Hours | | | | | | |
| SUNDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$1,980.00 | (\$380.00) | 2,574.00 | (\$574.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | Fri, Sat, Sun, Hol | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | Any 7 | | Any 7 | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| Rehearsal Before 5pm (per hour) | | | \$150.00 | (\$150.00) | 195.00 | (\$195.00) |
| Rehearsal After 5pm (per hour) | | | \$200.00 | (\$200.00) | 260.00 | (\$260.00) |
| Photo Shoot (per hour) | \$0.00 | | | | | |
| Monday - Friday before 4pm | | | | | | |
| AV (LCD & Screen) | \$0.00 | | | | | |
| Holiday Surcharge | | | | | | |

2022 Gold Room Revitalization Pln

by. Jessica A. Robinson

Revised 5/26/2022

Newton White

Gold Room

Newton White

Max capacity in largest room 200 with a dance floor; 240 without
 Max Capacity across multiple Rooms
 Year Built

| | | | Resident | GR Diff | Non-Resident | GR Diff |
|--|-------------------|-------------------|-------------------|---------------------|-----------------|---------------------|
| Based Security Deposit | \$500.00 | \$500.00 | \$750.00 | (\$250.00) | 750.00 | (\$250.00) |
| Buyout Security Deposit | \$0.00 | \$0.00 | \$1,500.00 | (\$1,500.00) | 1,500.00 | (\$1,500.00) |
| Weekday DAY Rate | \$1,200.00 | \$1,500.00 | \$220.00 | \$980.00 | 286.00 | \$1,214.00 |
| Alloted Days | | | Mon - Fri | | Mon - Fri | |
| Weekday EVENING Rate | \$1,200.00 | \$1,500.00 | \$2,050.00 | (\$850.00) | 2,665.00 | (\$1,165.00) |
| Non-Catered | | | \$605.00 | | 790.00 | |
| Alloted Days | | | Mon-Thu | | Mon-Thu | |
| Block Hours | | | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$330.00 | (\$230.00) | \$429.00 | (\$329.00) |
| FRIDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$3,410.00 | (\$1,810.00) | 4,433.00 | (\$2,433.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$495.00 | (\$395.00) | \$644.00 | (\$544.00) |
| | | | | | | \$0.00 |
| SATURDAY DAY Rate | \$1,200.00 | \$1,500.00 | \$3,650.00 | (\$2,450.00) | 4,745.00 | (\$3,245.00) |
| Alloted Days | | | | | | |
| Block Hours | | | 7 (10am-5pm) | | 7 (10am-5pm) | |
| Extra Time | \$100.00 | \$100.00 | \$495.00 | (\$395.00) | \$644.00 | (\$544.00) |
| SATURDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$4,400.00 | (\$2,800.00) | 5,720.00 | (\$3,720.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | holidays too | | holidays too | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$495.00 | (\$395.00) | \$644.00 | (\$544.00) |
| SATURDAY BUY OUT Rate | | | \$7,480.00 | (\$7,480.00) | 9,724.00 | (\$9,724.00) |
| Alloted Days | | | Sat | | Sat | |
| Block Hours | | | 10am - 1am | | 10am - 1am | |
| SUNDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$3,410.00 | (\$1,810.00) | 4,433.00 | (\$2,433.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | Any 7 | | Any 7 | |
| Extra Time | \$100.00 | \$100.00 | \$495.00 | (\$395.00) | \$644.00 | (\$544.00) |
| Rehearsal Before 5pm (per hour) | | | \$150.00 | (\$150.00) | 195.00 | (\$195.00) |
| Rehearsal After 5pm (per hour) | | | \$240.00 | (\$240.00) | 312.00 | (\$312.00) |
| | | | | \$0.00 | | \$0.00 |
| Photo Shoot (per hour) | \$0.00 | | \$150 ph | #VALUE! | \$195 ph | #VALUE! |
| Monday - Friday before 4pm | | | | \$0.00 | | \$0.00 |
| AV (LCD & Screen) | \$0.00 | | \$400.00 | (\$400.00) | 400.00 | (\$400.00) |
| | | | | \$0.00 | | \$0.00 |
| Holiday Surcharge | | | \$908.00 | (\$908.00) | 1,180.00 | (\$1,180.00) |
| | | | | \$0.00 | | \$0.00 |
| | | | | \$0.00 | | \$0.00 |
| | | | | \$0.00 | | \$0.00 |

2022 Gold Room Revitalization Pln

by. Jessica A. Robinson

Revised 5/26/2022

Kentlands

Gold Room

Kentlands Mansion - City of Gaithersburg

Max capacity in largest room 50 people
 Max Capacity across multiple Rooms 100
 Year Built Early 1900's

| | | | Resident | GR Diff | Non-Resident | GR Diff |
|---|-------------------|-------------------|-------------------|---------------------|-----------------|---------------------|
| Based Security Deposit | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0.00 | \$500.00 |
| Buyout Security Deposit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Business Meeting - 8 hrs | \$1,200.00 | \$1,500.00 | \$0.00 | \$1,200.00 | 0.00 | \$1,500.00 |
| 1st floor <i>(max 50 ppl at rounds)</i> | \$800.00 | \$800.00 | \$450.00 | \$350.00 | 525.00 | \$275.00 |
| 2nd floor conference room | \$800.00 | \$800.00 | \$225.00 | \$575.00 | 250.00 | \$550.00 |
| 2nd floor classroom | \$800.00 | \$800.00 | \$150.00 | \$650.00 | 175.00 | \$625.00 |
| FRIDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$1,980.00 | (\$380.00) | 2,520.00 | (\$520.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | Fri & Sun | | Fri & Sun | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 hours | | 7 (6pm-1am) | |
| SATURDAY DAY Rate | \$1,200.00 | \$1,500.00 | \$2,640.00 | (\$1,440.00) | 3,360.00 | (\$1,860.00) |
| Alloted Days | | | Sat | | Sat | |
| Block Hours | | | 8 hrs | | 8 hrs | |
| SUNDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$1,980.00 | (\$380.00) | 2,520.00 | (\$520.00) |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | Fri & Sun | | Fri & Sun | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 hours | | 7 hours | |
| Ceremny Fee | \$0.00 | | \$250.00 | | | |
| Alcohol Fee | \$0.00 | | \$130.00 | | | |

2022 Gold Room Revitalization Plan

by. Jessica A. Robinson

Revised 5/26/2022

Historic Oakland

Gold Room

Historic Oakland

Max capacity in largest room 50-80 people
 Max Capacity across multiple Rooms
 Year Built 1811; Later acquired for private use in 1965

| | | | Resident | GR Diff | Non-Resident | GR Diff |
|---------------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| Based Security Deposit | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0.00 | \$500.00 |
| Buyout Security Deposit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Weekday DAY Rate | \$1,200.00 | \$1,500.00 | \$0.00 | \$1,200.00 | 0.00 | \$1,500.00 |
| Alloted Days | | | Mon - Fri 3hr min | | Mon - Fri 3hr min | |
| Weekday EVENING Rate | \$1,200.00 | \$1,500.00 | \$0.00 | \$1,200.00 | 0.00 | \$1,500.00 |
| Non-Catered | | | | | | |
| Alloted Days | | | Mon-Thu | | Mon-Thu | |
| Block Hours | | | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$242.00 | (\$142.00) | 395.00 | (\$295.00) |
| FRIDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$0.00 | \$1,600.00 | 0.00 | \$2,000.00 |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY DAY Rate | \$1,200.00 | \$1,500.00 | \$0.00 | \$1,200.00 | 0.00 | \$1,500.00 |
| Alloted Days | | | | | | |
| Block Hours | | | 7 (9am-4pm) | | 7 (9am-4pm) | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$0.00 | \$1,600.00 | 0.00 | \$2,000.00 |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | 7 (6pm-1am) | | 7 (6pm-1am) | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| SATURDAY BUY OUT Rate | | | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Alloted Days | | | | | | |
| Block Hours | | | | \$0.00 | | |
| SUNDAY EVENING Rate | \$1,600.00 | \$2,000.00 | \$0.00 | \$1,600.00 | 0.00 | \$2,000.00 |
| Alloted Days | Fri, Sat, Sun PM | Fri, Sat, Sun PM | | | | |
| Block Hours | 5.5 Hours | 5.5 Hours | Any 7 (until 10 pm) | | Any 7 (until 10 pm) | |
| Extra Time | \$100.00 | \$100.00 | \$305.00 | (\$205.00) | 395.00 | (\$295.00) |
| Rehearsal Before 5pm (per hour) | | | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Rehearsal After 5pm (per hour) | | | \$0.00 | \$0.00 | 0.00 | \$0.00 |
| Photo Shoot (per hour) | \$0.00 | | | | | |
| Monday - Friday before 4pm | | | | | | |
| AV (LCD & Screen) | \$0.00 | | | | | |
| Holiday Surcharge | | | | | | |

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER CATERING CONTRACT

This document serves as an agreement between the **City of Glenarden (Gold Room)** and **[Form field – caterer name]** (herein referred to as the “Caterer”) that confirms that this Caterer is licensed and insured to provide services to Renters in our facility.

FACILITY

City of Glenarden - Gold Room

James R. Cousins, Jr. Municipal Center
8600 Glenarden Parkway
Glenarden, MD 20706
(240) 539-7121
specialevents@cityofglenarden.org
www.cityofglenarden.org

CATERER

Company Name: Form field – caterer name]

Name: Form field – contact name]

Phone: Form field – phone]

Email: Form field – email]

Rules and Regulation Standard version provided: 5.2022.2

AGREEMENT OF USAGE

This document outlines the terms and conditions under which the Caterer must adhere to at all times while servicing events at the City of Glenarden – Gold Room. The Caterer understands that by not adhering to these rooms, they will be fined for violation infractions and may possibly be banned from catering in this facility depending on the severity of the violation.

EVENT PLANNING PERIOD

COMMUNICATION

As vendor partners, it is helpful if the Caterer contacts the Events Manager (by phone or email) to notify them that they will be servicing a Gold Room Renter.

RENTERS CHOICE

Renters may select a caterer of their choice to provide catering services for their scheduled event. For Gold Room events, all food and beverage must be provided by a licensed and insured caterer for liability purposes.

Renters must ensure that the caterer received a copy of the Gold Room Rules and Regulations as well as the Caterer’s Contract. The Renter is responsible for the caterer’s compliance with rules. If these requirements are not met, all of the Renter’s Security Deposit may be forfeited.

COUNTY REQUIREMENTS

All caterers must comply with the catering procedures and Rules and Regulations as set forth by the City of Glenarden. All regulations regarding food service and safety must also be followed in accordance with Prince George’s County Health Department or local health department jurisdiction where the caterer is licensed. Caterers are required to sign this Catering Contract separate of the Renter’s Rental Agreement to ensure they are aware of the Rules and Regulations for their participation in the booked event.

All caterers must be licensed and insured caterers and provide (3) forms of documentation for all catering being provided at the Gold Room. All required documentation must be submitted to the Event Manager no later than (60) days from the event date for review and validation unless the Caterer has submitted their annual documentation for that calendar year. All caterers will be required to annually sign our Caterers Contract should they have documentation on file with us. If it is the first time a caterer has serviced this facility in that year, they will be required to sign it for the first event in that calendar year.

REQUIRED DOCUMENTATION

The required documentation that must be submitted is as follows:

1. All caterers must have a current **Health Department Inspection Certificate from the jurisdiction in which the business is licensed** (Commercial Kitchen/High Permit) for their kitchen to service Gold Room event.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER CATERING CONTRACT

2. A copy of a **Food Handler's Permit** for the at least (1) event servicing manager is required to ensure that the proper temperatures and safety rules are executed based on county law. This individual must stay on-site through the end of food service. A supervising team member is permitted to remain onsite to complete all breakdown, and will be asked to check out with the Event Manager at the end of the event.
3. A valid **Certificate of Insurance (COI)** in the amount of \$1,000,000 must be submitted by the caterer to the Event Manager with the property listed as the Certificate Holder as follows:

City of Glenarden – Gold Room
James R. Cousins, Jr. Municipal Center
8600 Glenarden Parkway
Glenarden, MD 20706

4. All documents can be uploaded in the Caterers online portal account or by emailing the Events Manager at specialevents@cityofglenarden.org.

All other catering options to include food prepared at a home or unlicensed kitchen facility are prohibited by Prince George's County Health Department. Caterers who are not in compliance will be reported and face the possibility of county fines.

Please click this link for Prince George's County Catering Responsibilities:

(<https://www.princegeorgescountymd.gov/DocumentCenter/View/8457/Starting-a-Catering-Business-in-Prince-Georges-County-Requirements-PDF>)

COVERAGE OF LIABILITY

To protect the liability of the Gold Room and the caterers submitted liability policy, all food and beverages may be consumed only within the areas covered by the Rental Agreement to include the main ballroom and lobby.

EVENT DAY PROTOCOL

On the day of the event, all caterers must check in and out with the on-site event manager at the time of arrival and before departing the space to ensure it has been returned in the condition in which it was rented.

SET-UP / BREAKDOWN

Set-up events is up to (2) hours prior to the event start time and up to (1) hour for breakdown unless the client has reserved additional time. All set-up and breakdown must happen within the time frame allotted. The facility cannot be accessed any earlier or later unless additional time has been reserved by the Renter. Drop-offs and pick-ups outside of the rental period are not permitted.

All unloading and loading must be done during the set-up and breakdown period through the handicap access doors facing Glenarden Parkway. For weekday events, please park in the handicap space (if available) and acquire a temp parking pass from the Events Manager upon your arrival. You will have 25 minutes to unload/load before and after the event before being required to move your vehicle to main event parking lot. For weekend events when the city isn't operating, vendors have permission to park in the employee lot in a non-handicap space.

FACILITY PROVIDED EQUIPMENT

The equipment in the Gold Room kitchen is to be used for warming and refrigeration **ONLY**. All cooking must be done off premises. The following equipment is available to caterers during the rental period for an event:

- 1 side of the Industrial refrigerator
- Electric warming cabinet (18 full pans / 36 half pans)
- (4) bay hot chafing serving counter
- (3) bay sink
- Countertops

CATERER PROVIDED EQUIPMENT

The Caterer will be responsible for providing all of the necessary equipment to service the event to include, but not limited to: serving utensils, chaffing dishes, stemos, flatware (forks, knives, spoons), dishware, glassware, cleaning supplies, paper towels, etc. The City of Glenarden Gold Room will not provide any of these items.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER CATERING CONTRACT

Soiled dishes must first be scraped in the trash not be cleaned or rinsed at the facility. If items are left behind to include: equipment, soiled/un-rinsed dishes, tableware, and glasses, etc., there will be a drop fee assessed. These fees will be deducted from the Renters security deposit and any remaining fees are due within (5) calendar days of the event.

FOOD SERVICE

Being as though the Caterer has provided their insurance and licensing information, all food and non-sealed commercial items must be provided by the Caterer. All food must be served by a serving staff. Self service is not permitted.

Distribution of leftover food at the conclusion of the event is at the sole discretion of the Caterer. If they so choose to release left over food to the client, a liability waiver will be required with the signature of the Caterer, Renter/Host and Event Manager to release the City of Glenarden from any liability should issues of health and safety arise. It is important to disclose this to the Renter and remind them prior to the event so that they/you are prepared to provide the appropriate to-go containers with a closed lid.

Please note that red food-based sauces of any kind are strictly prohibited to protect flooring in the main ballroom.

ALCOHOL (ONLY APPLICABLE IF PROVIDED BY THE CATERER)

Licensed bartenders are required for all events with alcohol service to include: beer, wine, champagne and hard alcohol (no exceptions). Proof of a bartending license/certificate (TIPS/Alcohol Awareness Training) is required for all servicing bartenders and is due at least (30) days prior to the event.

Hired Bartenders & Alcohol Liability Insurance - Bartender can be hired through the contracted catering company or a private/independent bartending service.

1. If the contracting caterer is providing the bartending staff, the required Certificate of Insurance (COI) would cover service of the alcohol under this policy.
 2. If an independent service is hired, a separate Special Event/Host Liability Policy must be obtained by the Renter to cover alcohol service outside of catering. This will protect the property and the Renter in the event of violations for improperly served overly intoxicated guests.
 - a. The valid Certificate of Insurance (COI) should be in the amount of at least \$1,000,000, and must be submitted by the renter to the Event Manager at least (60) days in advance of the event with the property listed as the Certificate Holder. Please see the standard Rules and Regulations for additional information.
- Bartenders must be hired at the ratio of (1) bartender per event (100) guests. Alcoholic beverages may be served to adults, 21 years-old or older, during events.
 - All individuals behind the bar service area **must be licensed**. Individuals who do not have a proper license may not be behind the bar under any circumstance.
 - The bar must close at least **45 minutes** before the end of the event.
 - It is the Renter's responsibility to ensure that alcohol is **NOT** served to anyone under the age of 21.
 - No alcohol may be served from the Gold Room's kitchen pass-through. The consumption of alcoholic beverages is prohibited in the Gold Room lobby. All alcohol must be consumed within the main ballroom only.
 - The City of Glenarden is not involved in the serving of alcohol and is not responsible for any usage.
 - BYOL are strictly prohibited and against Maryland state law.
 - **Restrictions** – Heavily dyed beverages such as Kool-Aid (red, orange or blue), or other blue beverages are not permitted in the facility due protect the carpet in the space.
 - **Corking** - All bottles of wine and champagne that are corked may only be opened in the kitchen. It is the Renter's responsibility to ensure that guests do not discharge corks in the Gold Room and/or lobby area.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER CATERING CONTRACT

CLEANING

The Catering staff is required to maintain the cleanliness of the facility at all times throughout the event. The following area must be handled by the Caterer:

- Thoroughly wiping/cleaning kitchen countertops, walls, inside/outside the oven/warming cabinet, refrigerator and sinks
- Sweep and mop kitchen floor
- Clearing trash from guests' tables and other food service area's
- Removing all carts, warmers, containers, dishes and other equipment brought on-site by your company
- Scrape all plates of food in the trash prior to rinsing glassware in the sink
- Trash
 - Properly dispose of oil, food and liquids/juices and place them inside of the dumpster
 - Bagging and disposing of trash from the kitchen and ballroom to the dumpsters located on the outside of the building in the employee lot (all trash must be placed in the dumpster and not left outside)

EXCESSIVE CLEAN-UP & VIOLATIONS

The City of Glenarden has a set fee schedule for rental use and occupancy of the facility. Caterer specific violation fee are listed below and are subject to change/increase at the conclusion of the rental period based on the severity of the damage or violations.

The City of Glenarden – Gold Room reserves the right to bill the Caterer for any additional fees it finds necessary for excessive clean-up, drop fees, damages, loss or removal of any property by employees of the Catering company.

INDEMNITY AND HOLDING HARMLESS

The Caterer assumes full financial responsibility for liability and responsibility of food service during events. Any damages to the facility, loss of personal property, personal injury or illness during the event as a result of the Caterer's services will eligible as a claim against the liability policy provided. The City of Glenarden shall be reimbursed for any collection fees necessary to recover funds for damages and violations, to include court costs and attorney fees.

At no time throughout the term of this agreement shall City of Glenarden, its agents or employees be held liable to the renter(s) or any other party for any fees, costs, late fees, interest, or any other charges incurred by the renter(s) in relation to any and all vendors used for the said event. The renter agrees to indemnify and hold harmless from and against all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorney fees, incurred by reason of or arising from the use of the Gold Room by the renter(s), its agent, employees, guests or vendors.

AGREEMENT ACKNOWLEDGMENT

X I/We have reviewed this agreement in its entirety, and concur with the terms listed in this agreement.

Representatives Name

Address

Phone

Email Address

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER CATERING LIABILITY WAIVER

GOLD ROOM LIABILITY WAIVER

This document serves as waiver of liability between the City of Glenarden, licensed and insured caterer and Renter of the Gold Room facility. By signing this waiver, I agree to the following terms:

- I acknowledge that I, the Renter, takes full responsibility for the health and safety of guest during the event at the City of Glenarden Gold Room facility.
- I agree that I have selected a caterer of my choice to serve all food for my event, and also agree that all left over food distributed at this event must be removed in a closed styrofoam or plastic container.
- I agree to be accountable for all food & beverage and that I am solely responsible should legal action be taken as a result of illness from food served at my event.
- I understand that neither I nor my guest can take legal action against the City of Glenarden in the event that I the Renter, guests or vendor be harmed in any way due to illness.

Renter Printed Name / Signature

Caterer Representative Printed Name / Signature

Gold Room Representative Printed Name / Signature

GLENARDEN COMMUNITY CENTER AT WOODMORE TOWN CENTER LIABILITY WAIVER

This document serves as waiver of liability between the City of Glenarden and User of the Glenarden Community Center at Woodmore Town Center facility. By signing this waiver, I agree to the following terms:

- I acknowledge that I, the Renter, takes full responsibility for the health and safety of guest during the event at the City of Glenarden GCC at WTC facility.
- I agree that I am accountable for all food & beverage served at my event, and will be solely responsible should legal action be taken as a result of illness from food served at my event.
- I understand that neither I nor my guest can take legal action against the City of Glenarden in the event that I the Renter, guests or vendor are harmed in any way due to illness.

Renter Printed Name / Signature

Caterer Representative Printed Name / Signature

Gold Room Representative Printed Name / Signature

**CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)**

MASTER RULES AND REGULATIONS

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CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT (GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RULES AND REGULATIONS

1. SECTION 1: GENERAL INFORMATION

a) PURPOSE & SCOPE –

- i) These Rules and Regulations are developed by a collective body to include the Special Events Department Manager and City Manager, with the approval of the City Council of the City of Glenarden to provide clarity and codify the policies governing the rental and use of the City of Glenarden Special Events Facilities to include the Gold Room and Glenarden Community Center Banquet Facilities. These Rules and Regulations apply to all events for which the Gold Room or **Glenarden Community Center** has been reserved.
- ii) As a baseline for standard operations, this document is to be reviewed annually for accuracy, changes based on special event industry standards, as well as internal changes to rates, gratis status organization approval and other operational changes.
- iii) The content of this document will be copied and used as written in various documents to include, but are not limited to: the Customer Relation Management System (17 Hats), digital inquiry packet, renter onboarding packet, service vendor communicating (caterers, bartenders, decorators, etc.), online marketing, quick reference guides and other materials to disseminate information to potential and confirmed renters.

b) ADMINISTRATIVE HOURS

- i) **ADMINISTRATIVE HOURS** – Administrative office hours for the City of Glenarden are 8:30 a.m. to 5:00 p.m., Monday through Friday. Our offices are closed on official holidays, during inclement weather or any unforeseen emergencies. Official holidays for this office are: New Year’s Day, MLK Day, President’s Day, Memorial Day, 4th of July, Juneteenth, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving (Thursday and Friday), Christmas Day, Presidential Inauguration Day, and Election Day (City, State and Federal only when Glenarden City Hall is being used as a polling place). If a holiday falls on a Saturday, the Friday preceding the holiday shall be observed as the holiday.
- ii) **INQUIRIES** – For inquiries, potential renters will need to call the Special Events booking line at **(240) 539-7121** or email specialevents@cityofglenarden.org for more information of booking procedures. In addition, a complete rental inquiry guide is available of our website at www.cityofglenarden.org for more information on rental terms, conditions and rate information. Tours and rental appointments are reserved by the Event Manager **BY APPOINTMENT ONLY**.
- iii) **SITE TOURS AND APPOINTMENTS** - Site tours and booking appointment of each facility can be scheduled with the Events Manager between the hours of 9:00 am – 4:00 pm based on availability. In an effort to serve the entire Glenarden community and beyond, all appointments are limited to (30) minutes. Note that accommodations will be made for those who which to physically come in and complete their booking.

2) SECTION 2: DEFINITIONS

a) PARTICIPANT ROLES

- i) **RENTER** - The “**Renter**” is defined as the person or organization authorized to sign the Rental Agreement. This individual or the agent acting on behalf of the organization must be authorized to enter into a legally binding agreement for the purpose of booking the event. All Renters must be at least 21 years of age with a valid ID.
- ii) **Rental Sponsor(s)** are City of Glenarden residents who are acting on behalf of the renter for booked events.
 - (a) The Event Sponsor is required to be in attendance during the duration of the event. They will also be held solely responsible for any breaches of agreement and violations imposed in preparation for the event or during the rental period as contracted. Should the Renter allow changes by another individual

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- regarding the ratified Rental Agreement, an addendum must be completed to authorize consent from the Renter for the additional party to act on their behalf. However, the contract holder will remain fully responsible for any and all terms in the original Rental Agreement.
- (b) In the case of wedding events, the Rental Agreement will be restricted to the couple as the only contract holder for the Rental Agreement.
- (c) In the event that the Event Sponsor is absent during the set-up and breakdown period, an appointed representative is required to complete and execute all event day responsibilities on behalf of the Renter and or Event Sponsor.
- (d) The Event Sponsor also understands that the required security deposit will be automatically forfeited should they not be present during the rental period of the contracted event.
- iii) **Gratis** - Gratis is defined as a waived rental fee for use of the Gold Room that is granted a Non-Profit Organization (in or outside of the city) or individual one time per year for an occasion listed in the Gratis and Discounts Section. Additional fees and restrictions may still apply.
- iv) **Non-Profit Organization** are organization with an Internal Revenue Code, Section 501(c)(3) status. Proof of current tax-exempt letter or card and ID number is required at the time of booking for reduced rates to apply. **All Non-Profit Gratis Events must be approved by the City Council.**
- v) **“Service Provider”** – The City of Glenarden is the service provider for all rental properties, as facilitated by the Events Manager and/or City Manager and governed by the City Council as the oversight body to enforce rules, regulations and coding for rental use of the Gold Room and Glenarden Community Center facilities.
- vi) **“Service Vendor”** is a person or company hired by the Renter to provide service for the booked event. These services include catering, bartending services, event/wedding planning, décor & design, florals, lighting & draping, photography, videography, DJ/entertainment, photo booth, and other service area’s related to the success of the event.
- b) **EVENT CLASSIFICATIONS** – All events held in City of Glenarden facilities will be booked and classified under the following categories:
- i) **Private Social Events** – Milestone Events (birthday's, shower's, weddings, anniversaries and retirements), dinner & cocktail receptions, group gatherings, family reunion’s, miscellaneous gatherings of the same nature
- ii) **Celebration of Life/Funeral** – Repast or memorial events to honor a deceased individual.
- iii) **Religious** – Service or gathering for any religious type organization or entity.
- iv) **Corporate** - Luncheons, corporate retreat groups (day sessions & evening of-site's), state and county political hosted event
- c) **RENTAL PERIOD** – The “Rental Period” is defined as the date and time reserved for the event. During the rental period, the Events Manager or an authorized staff member will be present and shall have the sole authority at all times regarding the use of our facilities.
- i) **Non-Prime vs. Prime**
- (1) **“Non-Prime” Time Event** consists of all event that take place Monday – Thursday between 9:00 am – 12:00 am (midnight), and Friday between 9:00 am – 4:00 pm inclusive of set-up and breakdown time. A minimum of (4) hours and max of (7) hours is required as a base Rental Rate. Under no circumstances should the event extend beyond (12:00am (midnight)).

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(2) "Prime" Time Event consists of all event that take place Friday between 5:00 pm – 1:00 am, Saturday between 9:00 am – 1:00 am, or Sunday between 9:00 am – 12:00am (midnight) inclusive of set-up and breakdown time. All events must end by 12:00 am (midnight). A minimum of (7) hours and max of (8) hours is required as a base Rental Rate for this time frame.

ii) Holidays - Events may be scheduled on holidays with the exception of Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day and New Year's Eve. Events being held on Holidays to include: New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, 4th of July, Labor Day and Veterans Day are also considered Prime Time Events and are subject to a surcharge based on the approved fee schedule. Should a holiday fall on a Saturday the Friday preceding the holiday is observed. For holidays that fall on Sunday, the Monday following is then observed as the holiday

iii) "Booking Slots" are divided into day & evening slots.

(1) Day slots events consists of booking held between the hours of 9:00 am and 4:00 pm inclusive of set-up and breakdown.

(2) Evening slots consists of events hosted between 5:00 pm – 12:00 am (1:00 am on Friday and Saturday) inclusive of set-up and breakdown.

(3) Buyout's consist on Saturday events with a 10 hour block between 9:00 am – 1:00 am.

iv) On the day of a scheduled event, the booked facility (Gold Room or Glenarden Community Center at Woodmore Town Center) will be open during the rental period as stated in the Rental Agreement. Rental Period hours must include the setup and breakdown time for all service vendors.

(1) A minimum of 30 to 120 minutes should be allotted prior to the event start to allow for setup of decorations and at the end to complete breakdown of the facility. The allotted time will vary based on the facility of choice and is outlined in the specific facility section of this document.

(2) The actual event length of the event may range from 2 – 4 hours within the standard rental slots.

(3) Due to liability issues no one, including the contract holder, will be allowed inside until the start of the contracted time.

(4) For example, if your contracted hours are 6:00pm – 1:00am, 6:00pm would be the very earliest that your vendors could enter the Ballroom. This means your event should NOT start before 7:00pm or 8:00pm. The event would need to end by 12:00am so that cleanup can take place between 12:00am and 1:00am. Please check with your caterer and other vendors regarding the amount of time needed for setup and breakdown time to ensure that additional time would not need to be purchased

v) All activities related to the Renter's event (decorating, deliveries, and set-up and breakdown) must be completed within the Rental Period. If anyone enters before the contracted period, the Renter will be held liable for his or her actions and will be charged additional fees, which will be deducted from the security deposit.

d) RESIDENT STATUS

i) Resident Status - Resident rates apply to City of Glenarden residents who actively reside in the city of Glenarden with proof of address being a driver's license or Maryland state issued ID that lists Glenarden as the city of residence.

ii) Non-Resident Status - Non-resident rates apply to all individuals that do not qualify under the Resident Status as described.

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3) SECTION 3: RESERVATION PROCEDURES

- a) **BOOKING POLICY** – All events must be secured with a signed and ratified Rental Agreement, along with the non-refundable booking fee and security deposit, pursuant to the current Fee Schedule, for an event to be confirmed once availability has been determined. A reservation is not official until the City of Glenarden Rental Agreement is signed by the Renter, and ratified by the City Manager with a paid Security Deposit, and Non-Refundable Booking Fee. For wedding events, all agreements must be in the name of the couple.
- i) **Step 1:** Once the details of your event have been provided to the Events Manager, a detailed quote with a list of charges will be provided.
 - ii) **Step 2:** Once the quote has been accepted in our system, a rental agreement will be generated for acknowledgement and signature. The rental agreement will be countersigned by the City Manager, at which point the rental agreement would be ratified.
 - iii) **Step 3:** Simultaneously with the rental agreement, an invoice will be generated for payment. The list of payment dates during the planning process will be outlined at the bottom of this invoice.
 - iv) **Step 4:** Once the quote has been accepted, the rental agreement has been ratified and the initial payment and security deposit has been submitted, the client will receive an onboarding packet with next steps and information that would be needed during the planning process.
- b) **CLIENT PORTAL** – Renters will be able to access all documents, to include: quotes, invoices, the rental agreements in their client portal for easy access. In addition, questionnaires requesting required information for caterers, bartenders, and other service providers will be sent using the system and also accessible in the client portal for submission by the respective due date.

4) SECTION 4: PAYMENTS

- a) **SECURITY DEPOSIT** – The deposit is a security held against any damages, incidentals and rental violations incurred during the event. This fee is a refundable payment due at the time the rental reservation is made. The security deposit is separate from the rental/usage fee and cannot be applied towards the base fee. Security deposits are refunded within (30) days after the conclusion of the event provided there are no charges assessed due to damage, loss, excessive clean up or overtime fees incurred beyond a contracted rental period end time. **ANY DAMAGES, FEES OR FINES THAT ARE INCURRED IN CONJUNCTION WITH THE RENTER'S EVENT, WHICH EXCEED THE AMOUNT OF THE DEPOSIT ARE THE RESPONSIBILITY OF THE RENTER.** In addition, the Security Deposit may be forfeited as liquidated damages for the following breaches of the Rental Agreement/Usage Policy: 1) Tickets sales/cash exchange on the premises, 2) Room capacity violations, 3) Violations of these Rules and Regulations by the Renter or Sponsored Guests, Event Guests, or Vendors. Security Deposit fee's.
- i) Security Deposits for both the Gold Room and Glenarden Community Center at Woodmore Town Center are outlined under the current Fee Schedule.
 - ii) The Renter is responsible for notifying the Events Manager in the event of a change of address. Otherwise, the refund check (if applicable) will be mailed to the address on the original agreement.

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MASTER RULES AND REGULATIONS

b) RENTAL / USAGE FEE PAYMENTS

i) Gold Room Rental Rate – The “Rental Rate” is the cost to rent the Gold Room, not inclusive of the Security Deposit or any other fees. Rental rates are subject to change per the approval of the City Council. This payment will be divided into a minimum of (3) scheduled payments as follows based on the total rental fee at the time of booking:

(1) **PAYMENT 1: Non-Refundable Booking Fee (30%)** – The non-refundable booking is the initial payment required to remove the date from inventory on our booking calendar.

(2) **PAYMENT 2: Scheduled Payment (35%)** – This payment is due (90) prior to the event.

(3) **PAYMENT 3: Final Payment (35%)** – Rental fee balances for reservations and any additional charges or fees are due at least (30) days prior to the date of event. For event less than 30 days prior, all full payments and securities are due at the time of booking. In addition, all required catering and bartending documentation must be received and approved by the Special Events Department. Please see the Catering section of each facilities policy for additional information.

(i) **If full payment of balance is not received at least thirty (30) days before the event date, the event will be canceled and the Renter’s full Deposit and payment to date will be forfeited.**

(ii) **If scheduled payments were not made as scheduled up to the time of cancellations, the security deposit would be used to offset the deficit.**

ii) Glenarden Community Center Usage Fee – The “Usage Fee” is assessed for usage of the Glenarden Community Center for cleaning, set-up and staffing fees, not inclusive of the Security Deposit or any other fees for damages, etc. All fees for usage fee of the Glenarden Community Center are due in full at the time of reservation to remove the date from available days on our booking calendar.

(1) Community Center reservations cancelled at least (30) days in advance will be eligible to receive a 50% refund of the paid usage fee and 100 % of the security deposit.

(2) Community Center reservations cancelled less than (3) days prior will forfeit 100% of the paid usage fee, but will be refunded 100% of the security deposit.

c) FORMS OF PAYMENT - The City of Glenarden Special Events Department accepts the following forms of payment for reservations: Debit / Credit Card (Visa and Mastercard), Money Order, Certified Check, Cashier Check, Electronic Check only. Personal or business checks or cash will not be accepted.

i) A \$35 fee will be assessed in the event of a returned electronic checks.

ii) For all other payments such as money order, certified check and cashier’s check, a \$35 fee will also be assessed for checks from the City of Glenarden not cashed within (90) days or for reissued checks.

iii) To ensure proper credit to your account, Renters should include the contract holders name and event date on all payments. Payments may be mailed or hand delivered to:

The City of Glenarden
James R. Cousins, Jr. Municipal Center
Attn: Special Events Department
8600 Glenarden Parkway
Glenarden, MD 20706

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(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)**

MASTER RULES AND REGULATIONS

5) SECTION 5: GRATIS AND DISCOUNTS

- a) Non-Profit Documentation** - Non-profit organizations with Internal Revenue Code, Section 501(c)(3) status are eligible for reduced rates, provided they present their certificate or card of status and current Tax-Exempt ID number has been submitted and a gratis application has been approved by the City Council. The City Manager will provide the City Council with the submitted gratis application packet for approval.
- b) GRATIS** - Gratis is a waived rental fee for use of the Gold Room that is granted a Non-Profit Organization (in or outside of the city) or individual one time per calendar year for an occasion. All gratis applications are reviewed on a case-by-case basis and is subject to the approval of the City Council. A courtesy hold will be placed on the requested rental slot until the City Council has approved or denied the request.
- i) Eligibility**
- (1) Glenarden Organization** – One time per year for a fundraiser or awards ceremony during a non-prime time slot.
- (a) Glenarden organizations approved under gratis status include:**
- (i) Glenarden Civic Association**
 - (ii) Glenarden-Ardmore-Springdale Boys and Girls Club**
 - (iii) Glenarden Track Club**
 - (iv) American Legion Auxiliary Unit 275**
- (2) Non-Glenarden** - One time per year for a fundraiser or awards ceremony during a non-prime time slot.
- (3) Current or Former City Council** - This status may also be awarded to Former or current Glenarden City Elected Officials once per year for a repast to memorialize that individual, their spouse, parent(s) or child or for an elected official to hold a meeting of public interest.
- (4) Glenarden Police Department** – Use of the Glenarden Community Center at Woodmore Town Center will be granted up to (2) times per year for officer training sessions. An application must still be submitted and is subject to availability and approval.
- ii) Fees** – Once the City Council has approved the waived base rate rental for the event under Gratis status, the organization or individual will proceed to the next steps in the booking process with the Special Events Department to complete the reservation. A Rental Agreement and Security Deposit for incidentals is still required for all reservations. Gratis events will be booked based on the specific rental requested. Any additional changes to the reservation must be approved by the City Council.
- iii) Restrictions & Use** – Gratis Status events are available during non-prime time slots only. Events held during prime-time slots will be rented using the standard Glenarden or Non-Glenarden organization discounts. All usage hours are inclusive of set-up and breakdown times. All catering and alcohol requirements are still applicable for events with those specific elements. Overtime usage penalty fees will be assessed based on the selected rental slot and will follow the standard policy and fee schedule as listed.
- iv) Application Process** - All Gratis Applications must be submitted to the Events Manager for eligibility confirmation. The application must include a
- c) DISCOUNTS** – All discounts apply to the base rental rate only as listed in the current fee schedule. Discounts will be offered to Glenarden non-profit organization, non-Glenarden non-profit organizations, Prince George’s County Elected Officials and City of Glenarden Employees once per year. The reservation process and all additional fees, in addition to the set Rules and Regulations will apply to all rentals.

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6) SECTION 6: RESCHEDULE & CANCELLATION POLICY

a) CANCELLATION

i) All cancellations must be submitted in writing to the Events Manager with the approval and acknowledgement of the City Manager. Signed cancellation letters may be submitted by email, hand-delivery, mail, or fax (301-773-4388) to the City of Glenarden to the attention of the Events Manager for first receipt and then provided to the City Manager for final acknowledgement. Cancellation becomes effective on the date the request is received by the City Manager. **TELEPHONE CANCELLATIONS WILL NOT BE ACCEPTED!**

ii) Cancellation Penalty Fees

(1) Gold Room Cancellation Policy

- (a) Payments to date are forfeited as a penalty for loss of sellable inventory on the booking calendar.
- (b) If scheduled payments were not made as scheduled up to the time of cancellations, the security deposit would be used to offset the deficit.
- (c) The payment cancellation calendar is as follows:
 - (i) **Booking date – 89 calendar days prior:** Loss of non-refundable booking fee (30%)
 - (ii) **90 – 31 calendar days prior:** Loss of non-refundable booking fee and 1st scheduled payment (65%)
 - (iii) **30 or less:** Loss of full rental fee (100%)

(2) Glenarden Community Center at Woodmore Town Center Cancellation Policy

- (a) Community Center reservations cancelled at least (30) days in advance will be eligible to receive a 50% refund of the paid usage fee and 100 % of the security deposit.
 - (b) Community Center reservations cancelled less than (3) days prior will forfeit 100% of the paid usage fee, but will be refunded 100% of the security deposit.
- iii) Security Deposits will be refunded within (30) days of the cancellation period (by credit card should the original payment be in the form of a credit/debit card). All money order, cashier check or certified check refund will be issued by regular mail and sent to the original address on the service agreement. Renters are responsible for submitting a written change of address at the time of cancellation if different than the original agreement address. Please see the Forms of Payment section for information on fees for returned and reissued checks.
- iv) Changes in event dates are treated and will be processed as a cancellation. In order to reserve another date, the original date and rental agreement must first be canceled in accordance with rules governing cancellation. A new Security Deposit and Non-Refundable Booking Fee will be required in order to book a new event date.
- v) The City reserves the right at all times to cancel the Rental Agreement without further liability. If the Rental Agreement is canceled by the City prior to the actual use of the facility by Renter, due to no fault of the Renter, the City agrees to refund the rental fee and the Security Deposit. The rental/usage fee and the Security Deposit will not be refunded when it becomes necessary in the discretion of the City to cancel the event, for cause, due to the actions of the Renter or their guests or vendors while using the Gold Room. Renters are required to abide by all applicable federal, state, county and/or local laws, regulations and ordinances governing use of the Gold Room.

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vi) The City shall not be liable for the loss of rental/usage fee due to cancellation or termination of a scheduled event due to acts of nature, inclement weather, national or local emergency, or other unforeseen circumstances beyond the control of the City of Glenarden and/or the Events Manager. However, if the event is canceled due to circumstances beyond the control of the City of Glenarden or the Events Manager, the Renter can reschedule at a later available date within (1) calendar year without paying a new deposit. Funds paid towards the rental fee will be applied as a credit to the new agreement.

7) SECTION 7: UNDER AGE GUEST POLICIES

- a) **SUPERVISION OF CHILDREN** - Children must be supervised at all times by a responsible adult when they are anywhere on City property. Children in attendance at events are guests of the Renter and are to be in the Gold Room and the Glenarden Community Center with the other guests. The Gold Room lobby, the side hallway, and the outside areas of the James R. Cousins, Jr. Municipal Center are not playground areas. This also applies to the hallways and other service areas outside of the Glenarden Community Center. Damages to the Gold Room, Glenarden Community Center or its contents that are caused by the Renter or Renter's guests will be charged against the Renter's Deposit.
- b) **TEENAGE EVENTS** - The adult sponsoring the event must be 25 years of age or older and assumes liability for any damages incurred in conjunction with the event. Teenage events, for groups under the age of 21, must end by 12:00 a.m. (midnight), and have off-duty police officers acting as security during the entire event (at the Renter's expense based on the current fee schedule) and one (1) responsible, adult chaperone for every ten (10) guests expected.

8) SECTION 8: DECORATIONS

- a) **GENERAL DÉCOR POLICY** – The Events Manager must approve all decorations no later than (30 days) prior to the event. Below is a list of permissible and non-permissible items for our facility.
- i) **Décor Security** - No tacks, glue, nails and/or staples may not be used to secure decorations or signs to the physical structure of the Gold Room or Glenarden Community Center.
- (1) Decorations may not be hung from the ceiling or walls of either facility. Decorations may be secured with string, or non-permanent adhesive fasteners.
- (2) All decorations must be removed at the close of the event. Non-compliance with this rule will result in forfeiture of the security deposit or a portion thereof.
- ii) **Loose Décor** - Glitter is prohibited on the premises of the James R. Cousins, Jr. Municipal Center and the Glenarden Community Center. In addition, fresh flower petals, table confetti, rice, and birdseed are strictly prohibited and may not be thrown inside or outside of our facilities. Silk flower petals incorporated into the centerpiece design will be permitted.
- iii) Bubbles may be blown outside the facility only.
- iv) Sparklers are prohibited.
- v) Fog machines are not permitted inside of the facility.

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vi) Balloons - Balloons must be anchored or have strings long enough to easily remove the balloons at the end of the event.

(1) Balloon arches and temporary structures must be freestanding and secure.

(2) Balloons must be deflated and disposed of prior to exiting the property. Balloons may not only be released outside of the facility under the Maryland Intentional Balloon Release Ban. Non-compliance with this rule will result in forfeiture of the security deposit.

vii) Candles – Open and unprotected flames, including candelabras, are not permitted indoors or outdoors in the James R. Cousins, Jr. Municipal Center or the Glenarden Community Center.

(1) Hurricane globes and votive candles are also permitted as long as a sturdy, non-flammable base is used for fire protection and to avoid wax spillage.

viii) The decorator/wedding coordinator may not enter the hall until the contract start time. Failure to comply will result in the contract holder being charged the appropriate hourly fee and potential loss of security deposit.

b) PAINT – Events involving paint (such as paint & sip parties) are not prohibited at either the Gold Room or the Glenarden Community Center at Woodmore Town Center. Events with paint will result in a loss of the Renter Security Deposit.

9) SECTION 9: GENERAL ACCESS

a) The City Manager has the absolute discretion in determining the procedure used to count the number of people in the Gold Room.

b) Points of entry and exit are designated by the City Manager, and may be adjusted by the Events Manager on the day of the event should the on-site Event Manager deem necessary for safety reasons.

c) The Events Manager has the sole discretion to assign security points of ingress and egress.

d) The Events Manager and staff strictly uphold the capacity restrictions. If the maximum room capacity is exceeded for any space, the event will be terminated. No rental refunds will be issued if the event is terminated early for room capacity violations and the Security Deposit will be forfeited.

e) Counts may lessen depending on additional service tables added to the floor plan that reduce the amount of usable space. The City Manager may make adjustments to capacity limits based on State and or County restrictions as needed

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10) SECTION 10: GOLD ROOM POLICIES

a) FACILITY INFORMATION

i) Parking and Grounds

(1) Restricted Parking - The rear parking lot (on the east side of the building) is reserved for City staff, City Officials, and Special Events Department staff only. For weekend events, exceptions are made to allow the event host (Renter), and Service Vendors to park in this lot. All other vehicles (event guests) will be towed at the risk and expense of the vehicle owner or operator. Wheelchair accessible parking spaces is also available in this lot in needed.

(2) Event Guest Parking – All event guest must park in the dedicated event parking spaces located on the lower-level lot in front of the Gold Room main entrance. Vehicles are prohibited on all grass areas, walkways, trails, and fire lanes. Street parking is restricted on Glenarden Parkway between McLain Avenue and Martin Luther King Highway. Additionally, parking is not permitted in any City assigned/reserved spaces, to include the Glenarden Police Department parking lot. Illegally parked guests will be ticketed and/or towed.

ii) Usage Hours – Events in the Gold Room may be reserved as follows:

(1) Monday – Thursday 9:00 am – 10:00 pm (event to end by 9:00 pm)

(2) Friday and Saturday 9:00 am – 1:00 am (event to end by 12:00am midnight)

(3) Sunday 9:00am – 12:00am midnight (event to end by 11:00 pm)

iii) All usage hours are inclusive of set-up and breakdown time.

iv) Capacity – Seating Capacity for the Gold room is as follows:

Standing Cocktail Reception – xx

Theater Style (chairs only) – xx

Full Rounds without Food/Service Tables – 240 (30 tables at 8 per table)

Full Rounds with Food/Service Tables – 216 (27 tables at 8 per table)

(1) Depending on the floor plan selected by the Renter, the maximum capacity for most events is xxx people and at the discretion of the Events Manager. The maximum capacity for wedding receptions is 200 people max (175 guests) for ANY floor plan selected by the Renter.

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b) ACCESS AND RENTAL INFORMATION

i) Furniture & Fixtures- The furniture in the Gold Room, the lobby, and the hallway is not to be moved from its location for any reason without the express permission of the **Events Manager**.

(1) Equipment - Tables and chairs are included as equipment under the rental use of the Gold Room. The **Special Events Department** staff will set-up and break-down tables, chairs, and any other furniture or equipment that is provided by the Gold Room except as otherwise stated herein.

(a) The Gold Room has the following furniture available for use by Renters as part of the base Rental Agreement:

(30) 5 ft round tables (60" diameter)

(x) 8ft rectangular tables

(x) 6ft rectangular tables

(x) cocktail hightop tables

(x) standard ballroom chairs

Available rental items at an additional charge: *(please see fee schedule for current rate)*

(x) Podium

(x) Small Speaker System

(x) Projector Screen

(x) Projector & Stand

The quantities of above furnishings and equipment are subject to change due to usage and damage. Please consult with your caterer, decorator and/or coordinator before preparing your floor plan. Any additional items needed by Renters are the responsibility of the Renter.

(2) Additional Equipment – Additional equipment may be available as added services above and beyond the standard table and chair equipment. These items are subject to availability and can be requested prior to your final payment. Please refer to the current year Fee Schedule for pricing information.

(3) External Equipment - Delivery and pick-up of rented equipment, and related items to be used by the Renter must be completed within the Rental Period unless otherwise approved by the **Event Manager**. These items include: table linens, dishes, glasses, silverware, etc. and under no circumstance can equipment be left on the premises overnight. Furniture or equipment may not be stored at the Gold Room.

(a) The removal or rearrangement of Gold Room furniture and flowers or other equipment is strictly prohibited.

(b) The Gold Room staff is not responsible for the set-up and/or break-down of privately owned or rented equipment.

(c) The location of set up for all equipment, including sound, music and photographic equipment, is at the sole discretion of the City Manager and **Event Manager**.

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ii) SET-UP AND BREAKDOWN

(1) Floor Planning & Decoration – Copies of sample floor plans are available from the Event Manager. Renters may request modifications to the floor plan to suit the needs of the event.

(a) Submission Schedule –

(i) Preliminary Floor Plan - The Renter must submit a preliminary floor plan to the Events Manager (60) days in advance of the scheduled event for approval.

(ii) Final Count - Any final guest count-based changes must be submitted at least (14) days in advance for approval.

(iii) The Events Manager may make changes to the floor plans, at **ANY TIME**, for safety and liability reasons.

(2) Final Walk Through - We highly recommend scheduling a final walk through with your caterer, planner and/or design team at least 1 - 2 months prior to the event to ensure all space and floor plan needs have been address prior to submitting the final floor plan.

(3) Loading / Unloading - At the start of your rental, a member of our staff will greet you at the handicap entrance doors facing Glenarden Parkway. This entrance will be used for all unloading during the designated set-up and breakdown times as scheduled.

(a) You will have **25 minutes to unload all equipment** in up to (2) of the available handicap spot (employee lot) before being required to move to the main lower-level event parking lot during normal City hours of operation Monday through Friday from 8:30 am – 5:00 pm. Outside of this time, the Renter and participating service vendors will be permitted to park in the restricted access parking lot for the duration of the event in a non-handicap marked space. Unauthorized vehicles in the employee lot without a temp parking pass for unloading or during the event will be towed!

(4) At the start time of the event, the handicap access door will be locked and remain locked for the duration of the event for the safety of our staff and event guests. At which time, the main entrance doors will be unlocked during the designated event start time until the scheduled end time.

iii) ENTRY AND EXIT ACCESS

(1) The main facility entry doors (glass doors) will be unlocked at the start of the actual event and will remain unlocked until the event end time.

(2) Once the event ends, all guests will be required to vacate the space immediately at the event time end.

(3) Only the event host and service providers will be permitted to remaining in the building during the breakdown period.

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c) CATERING

i) All caterers must comply with the catering procedures and Rules and Regulations as set forth by the City of Glenarden. All regulations regarding food service and safety must also be followed in accordance with Prince George's County Health Department or local health department jurisdiction where the caterer is licensed. Caterers will be required to sign a Catering Contract to ensure that separate of the Renter's Rental Agreement, they are aware of the Rules and Regulations for their participation in the booked event. Renters must ensure that the caterer received a copy of the Gold Room Rules and Regulations as well as the Caterer's Contract. The Renter is responsible for the caterer's compliance with rules. If these requirements are not met, all of the Renter's Security Deposit may be forfeited. On the day of the event, all caterers must check in and out with the on-site event manager at the time of arrival and before departing the space to ensure it has been returned in the condition in which it was rented.

(1) Catering Service Options – Renters may select a caterer of their choice to provide catering services for their scheduled event. For Gold Room events, all food and beverage must be provided by a licensed and insured caterer for liability purposes.

(2) Licensed & Insured Catering – All licensed and insured caterers must provide (4) forms of documentation for all catering being provided at the Gold Room. All required documentation must be submitted to the Event Manager no later than (60) days from the event date for review and validation.

(a) Required Documentation – All caterers must have the following required documents:

(i) Valid **Business License/Articles of Organization** in good standing

(ii) **Health Department Inspection Certificate from the jurisdiction in which the business is licensed** (Commercial Kitchen/High Permit) for their kitchen to service Gold Room event.

(iii) A copy of a **Food Handler's Permit** for the at least (1) event servicing manager is required to ensure that the proper temperatures and safety rules are executed based on county law. This individual must stay on-site through the end of food service. A supervising team member is permitted to remain onsite to complete all breakdown, and will be asked to check out with the Event Manager at the end of the event.

(iv) A valid **Certificate of Insurance (COI)** in the amount of \$1,000,000 must be submitted by the caterer to the Event Manager with the property listed as the Certificate Holder as follows:

City of Glenarden – Gold Room

James R. Cousins, Jr. Municipal Center

8600 Glenarden Parkway

Glenarden, MD 20706

(v) All caterers will be required to annually sign our Caterers Contract should they have documentation on file with us. If it is the first time a caterer has serviced this facility in that year, they will be required to sign it for the first event in that calendar year.

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(3) Coverage of liability

(a) All other catering options to include food prepared at a home or unlicensed kitchen facility are prohibited by Prince George's County Health Department.

(<https://www.princegeorgescountymd.gov/DocumentCenter/View/8457/Starting-a-Catering-Business-in-Prince-Georges-County-Requirements-PDF>)

(b) To protect the liability of the Gold Room and the caterers submitted liability policy, all food and beverages may be consumed only within the areas covered by the Rental Agreement to include the main ballroom and lobby.

(c) Distribution of leftover food at the conclusion of the event is at the sole discretion of the caterer. If they so choose to release left over food to the client, a liability waiver will be required with the signature of the Caterer, Renter/Host and Event Manager to release the City of Glenarden from any liability should issues of health and safety arise. In addition, either the Caterer or Renter must provide closed styrofoam or plastic to-go containers for distribution. Plates covered by another plate or foil are restricted.

(4) Kitchen Access & Equipment - The equipment in the Gold Room kitchen is to be used for warming and refrigeration **ONLY**. All cooking must be done off premises. Available kitchen equipment is listed on the Caterer's Contract.

(5) Drop Fee - Soiled dishes must first be scraped in the trash not be cleaned or rinsed at the facility. If items are left behind to include: equipment, soiled/un-rinsed dishes, tableware, and glasses, etc., there will be a drop fee assessed. These fees will be deducted from the Renters security deposit and any remaining fees are due within (5) calendar days of the event

ii) Food Service Restrictions

(1) Red food-based sauces of any kind are strictly prohibited to protect flooring in the main ballroom.

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d) ALCOHOL

- i) Alcohol Service** - Licensed bartenders are required for all events with alcohol service to include: beer, wine, champagne and hard alcohol (no exceptions). Proof of a bartending license/certificate (TIPS/Alcohol Awareness Training) is required for all servicing bartenders and is due at least (30) days prior to the event.
- (1) Bartenders must be hired at the ratio of (1) bartender per event (100) guests. Alcoholic beverages may be served to adults, 21 years-old or older, during events.
 - (2) All individuals behind the bar service area **must be licensed**. Individuals who do not have a proper license may not be behind the bar under any circumstance.
 - (3) The bar must close at least **45 minutes** before the end of the event.
 - (4) It is the Renter's responsibility to ensure that alcohol is **NOT** served to anyone under the age of 21.
 - (5) No alcohol may be served from the Gold Room's kitchen pass-through. **The consumption of alcoholic beverages is prohibited in the Gold Room lobby. All alcohol must be consumed within the main ballroom only.**
 - (6) The City of Glenarden is not involved in the serving of alcohol and is not responsible for any usage.
 - (7) **BYOL** are strictly prohibited and against Maryland state law.
- ii) Hired Bartenders & Alcohol Liability Insurance** - Bartender can be hired through the contracted catering company or a private/independent bartending service.
- (1) If the *contracting caterer is providing the bartending staff*, the required Certificate of Insurance (COI) would cover service of the alcohol under this policy.
 - (2) If an *independent service is hired*, a separate Special Event/Host Liability Policy must be obtained by the Renter to cover alcohol service outside of catering. This will protect the property and the Renter in the event of violations for improperly served overly intoxicated guests.
 - (3) The valid Certificate of Insurance (COI) should be in the amount of at least \$1,000,000, and must be submitted by the renter to the Event Manager at least (60) days in advance of the event with the property listed as the Certificate Holder as follows:

**City of Glenarden – Gold Room
James R. Cousins, Jr. Municipal Center
8600 Glenarden Parkway
Glenarden, MD 20706**

- (4) Insurance Referrals – The following companies are insurance carrier referrals for the required Host Liability Policy:

Hiscox Insurance – www.hiscox.com | 1-877-655-5177

Markel Insurance – www.markelinsurance.com | 1-855.480.9762

EventSured – www.eventsured.com | 1-888-882-5902

- iii) Restrictions** – Heavily dyed beverages such as Kool-Aid (red, orange or blue), or other blue beverages are not permitted in the facility due protect the carpet in the space.
- iv) Corking** - All bottles of wine and champagne that are corked may only be opened in the kitchen. It is the Renter's responsibility to ensure that guests do not discharge corks in the Gold Room and/or lobby area.

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- v) **Cash Bar Events** - Only certified non-profit organizations may operate a CASH bar during events. Organizations must obtain a one-day liquor license in order to operate a cash bar during events. A copy of the liquor license must be provided to the **Events Manager** at least (60) days prior to the event. Additionally, the license must be displayed behind the bar at all times during the event. The Renter must comply with all provisions of the license during the event. The Event Manager reserves the right to refuse service to anyone and further, to remove unruly guests or vendors from the premises.
- vi) **Alcohol for Ticketed Events** - Ticketed events with alcohol must have a drink ticket system as part of the ticket sales to ensure proper management of alcohol distribution. Cash bars are not permitted for these types of events.
- vii) **Liquor Licenses** – Fees for licenses are subject to change. Please check with the Board of License Commissioners for current license fees and application instructions. It is suggested that the Renter apply for the license at least one (1) month **BEFORE** the event date in order to receive the license in a timely manner
 - (a) **Application Link:** <https://www.princegeorgescountymd.gov/DocumentCenter/View/40584/One-Day-Application-Updated-March-2022>
 - (b) Licenses may be obtained from

Board of License Commissioners
9200 Basil Court
Suite 420
Largo, MD 20774
301-583-9980

e) TICKETED EVENTS

- i) **General Ticketed Event Information** - All tickets must be sold in advance of the event.
- ii) In an effort to control the number of guests attending ticketed events and to avoid the possibility of exceeding the capacity restriction, all paper tickets must be numbered in sequential order from 1 through the max expected guest count. Events deemed as “free admission” must still issue sequential tickets as well.
- iii) A final ticket list to include the start and end number of ticket or online sales report must be submitted to the Event Manager at least (3) days prior.
- iv) **Advertising and Promotion** – All advertisements for events must be reviewed and approved by the Event Manager before printed copies are distributed. A copy of all advertisements and tickets must be submitted to the Event Manager no later than (60) days prior to the event. All tickets, flyers, and other promotional materials must reflect the start and end times as provided in the Rental Agreement.
- v) **TICKET SALES AND CASH COLLECTING ARE NOT PERMITTED ON THE PREMISES OF THE JAMES R. COUSINS, JR. MUNICIPAL CENTER!**
- vi) Advertisements such as posters, flyers, etc., may not be displayed within a three (3) mile radius of the James R. Cousins, Jr. Municipal Center.

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f) SECURITY

i) All events with alcohol service, are ticketed events or are advertised to the general public are required to have security at the Renter's expense. The Renter is required have to off-duty police officers to provide this security service. Eligible officers to provide security include: off-duty City of Glenarden police officers, Prince George's County police officers, and other appropriate officers, as designated by the City Manager. The Events Manager will schedule security for selected events, as necessary. The City Manager has the discretion to increase or decrease the number of security officers beyond the standard allotment as needed for an event. The activities of the off-duty officers shall be directed by the Events Manager.

(1) **Non-Alcoholic Events** – Events where alcohol is not served will be require (1) off-duty officer per every 75 guests.

(2) **Alcohol Events** – Events where alcohol is not served will be require (2) off-duty officer per every 75 guests.

(3) **Rate** - The hourly pay rate for security is based on an hourly rate per officer as listed in the current fee schedule. Hourly fees are due to be paid directly to the officers by the renter at the start of the event. The City of Glenarden will not be involved in the withholding or payment of any required taxes, which are the responsibility of the renter. Officers must be present for the duration of the event with 30 minutes before and after added to ensure that guests enter and exit the property in an orderly manner.

g) MUSIC AND ENTERTAINMENT

i) All entertainment, including disc jockeys (DJ), live bands (limited to 6 members), or other types of performers is subject to approval by the City Manager. Musicians and other entertainers must be in proper attire and all entertainment must be of good taste and in keeping with the image of a government owned facility. Entertainment involving nudity or suggestive or lewd dancers is prohibited on the premises of the James R. Cousins, Jr. Municipal Center.

ii) The Event Manager and/or appointed Crew Member reserves the right to control the volume of all amplified sound. The Event Manager has the absolute discretion on where vendors may set-up their equipment and which electrical outlets may be used for equipment.

h) SMOKING – Smoking is strictly prohibited inside the premises of both the James R. Cousins, JR. Municipal Center (Gold Room).

i) MISCELLANEOUS

i) Except for authorized cash bar sales for non-profit organizations, no money may be exchanged anywhere on the premises of the James R. Cousins, Jr. Municipal Center.

ii) The City of Glenarden is not responsible for the personal property of the Renter or their guests. The coat check area is the responsibility of the Renter.

If the Renter is found to be in non-conformance with any provisions of the Rental Agreement or these Rules and Regulations prior to the date of the scheduled event, the City reserves the right to disallow or cancel said event without reimbursement if the non-conformance has not been corrected within forty-five (45) calendar days of the scheduled event.

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11) GLENARDEN COMMUNITY CENTER AT WOODMORE TOWN CENTER

a) FACILITY INFORMATION

- i) Location** – The Glenarden Community Center at Woodmore Town Center is located at 2250 Petrie Lane, Suite 519, Glenarden, MD 20706. The street entrance to the space is conveniently located between 9301-509 and 9301-426 Woodmore Center Drive.
- ii) Parking and Grounds** – Complimentary parking for all event guest is permitted in the open lot adjacent lot directly across from the front entrance to the facility.
- iii) Usage** – Events at the Glenarden Community Center at Woodmore Town Center may be reserved for a (4) hour usage period Monday – Saturday 9:00 am – 9:00 pm (event to end no later than 8:30 pm). All usage hours are inclusive of set-up and breakdown time. **This facility may not be used for events held on Sundays, for religious services, or on Federal Holidays.**

(1) This property is restricted to City of Glenarden residents and organizations only. Exceptions can be made for organizations outside of the city, provided a City of Glenarden resident reserves the space as an Event Sponsor and in present for the duration of the event to assume all liability for compliance of the Rules and Regulations.

(2) Please note that this space in intended to operate as a meeting room for the Glenarden Community as leased by the property Management of the Woodmore Town Center. Therefore, there are restrictions for the space that must be adhered to by all individuals who use the respective space.

(3) **All usage hours are inclusive of set-up and breakdown time.**

(4) Groups are restricted from reserving multiple dates in advance.

- iv) HVAC** - The Special Events department does not have control of air conditioning and heating in this space. However, floor heaters and an industrial fan are offered for comfort.

- v) Capacity** – Seating Capacity for the Gold room is as follows:

Standing Cocktail Reception – 100

Full Rounds without Food/Service Tables – 78 (10 tables at 8 per table = 80 + staff)

Full Rounds with Food/Service Tables – up to 70 (8 tables at 8 per table = 64 + staff)

The maximum capacity for events is per the limit determined by the Prince George’s County Fire Marshal. This limit includes staff, guests, security and vendors. However, depending on the floor plan selected by the user, these limits may be reduced and adjusted at the discretion of the Events Manager.

b) ACCESS AND RENTAL INFORMATION

- i) Furniture & Fixtures-** The Special Events or Public Works Department will set-up and breakdown furniture at GCC at WTC per the final approved floor plan provided by the Events Manager. For this reason, users may not move furniture from its location for any reason without the express permission of the Events Manager.

(1) **Equipment** - Tables and chairs are included as equipment under the rental use of GCC at WTC. The Special Events Department will set-up and break-down tables, chairs, and any other furniture or equipment that is provided except as otherwise stated herein.

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GCC at WTC has the following furniture available for use by Renters as part of the base Usage Agreement:

- (10)** 5 ft round tables (60" diameter)
- (4)** 8ft rectangular tables
- (95)** standard ballroom chairs
- (1)** Podium

The quantities of above furnishings and equipment are subject to change due to usage and damage. Any additional items needed by Renters are the responsibility of the Renter.

- (a)** The removal or rearrangement of GCC at WTC furniture or other equipment is strictly prohibited.
- (b)** The location of set up for all equipment is at the sole discretion of the City Manager and Event Manager.

(2) External Equipment - Delivery and pick-up of rented equipment, and related items to be used by the Renter must be completed within the Rental Period unless otherwise approved by the Event Manager. These items include: table linens, dishes, glasses, silverware, etc. and under no circumstance can equipment be left on the premises overnight. Furniture or equipment may not be stored at the GCC at WTC.

- (a)** The Special Events Department staff is not responsible for the set-up and/or break-down of privately owned or rented equipment.

c) SET-UP and BREAKDOWN

i) Floor Planning & Decoration – Copies of sample floor plans are available from the Event Manager. Renters may request modifications to the floor plan to suit the needs of the event.

- (1)** The Events Manager may make changes to the floor plans, at **ANY TIME**, for safety and liability reasons.

ii) Submission Schedule

(1) Preliminary Floor Plan - The Renter must submit a preliminary floor plan to the Events Manager (30) days in advance of the scheduled event for approval.

(2) Final Count - Any final guest count-based changes must be submitted at least (7) days in advance for approval

d) KITCHEN AND FOOD

i) Kitchen Pantry – The GCC at WTC offer a small pantry kitchen for use during usage. This space includes a standard (non-commercial) sink and refrigerator for use.

ii) Liability Waiver - Users of the facility will be required to sign a liability waiver for all events with food service.

e) ENTRY AND EXIT ACCES

i) Loading / Unloading - At the start of your rental, a member of our staff will greet you at the front entrance doors. This entrance will be used for all unloading during the designated set-up and breakdown times as scheduled.

ii) You will have **20 minutes to unload all equipment** before being required to move to the adjacent event parking lot. Only (2) vehicles may be in the unload space at a time.

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f) CITIZEN CONDUCT

- i)** Orderly conduct must be maintained at all times.
- ii)** All policies listed in our general Decorations Clause apply to events at GCC at WTC. This includes the restriction of decorations not being attached to the permanent structure of the facility. Balloons must be deflated and properly disposed prior to exiting the space and may not be released outside under any circumstances. Intentional release of balloons is against Maryland law and will result in the use forfeiting the full amount of the security deposit paid.
- iii)** The main facility entry doors will be unlocked at the start of the rental period and will remain unlocked until the rental end period.
- iv)** Once the event time ends, all guests will be required to vacate the space immediately.
- v)** Only the event host and service providers will be permitted to remaining in the building during the breakdown period.
- vi)** Users of the space will be permitted to bring food of their choice into the space. However, a liability waiver is required for all events to ensure that the City is waived on any responsibility for food or beverage serviced during the usage period.
- vii)** Red food-based sauces of any kind are strictly prohibited to protect flooring in the space.
- viii)** Heavily dyed beverages such as Kool-Aid (red, orange or blue), or other blue beverages are not permitted in the facility due protect the carpet in the space.
- ix)** Alcohol of any kind is strictly prohibited in this space.
- x)** Smoking is strictly prohibited inside the facility of the Glenarden Community Center at Woodmore Town Center.
- xi)** Music is not permitted in this facility.
- xii)** Children must be supervised at all times by a responsible adult when they are anywhere on city property. Children in attendance at the event are guests of the user and are to be in GCC at WTC with the other guests. The hallway and outside areas of the Woodmore Town Center are not playground areas. Damages to GCC at WTC or its contents that are caused by the user or guests will be charged to the user.
- xiii)** The City of Glenarden is not responsible for the personal property of the user or their guests.
- xiv)** If the user is found to be in non-conformance with any provisions of the Usage Agreement or these Rules and Regulations prior to the date of the scheduled event, the City reserves the right to disallow or cancel said event without reimbursement if the non-conformance has not been corrected within fourteen (14) days of the scheduled event.

**CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)**

MASTER RULES AND REGULATIONS

GOLD ROOM FEE SCHEDULE

Basic rental rate includes: indoor tables, ballroom chairs, and complimentary parking (up to 90 spaces on the event parking lot). All bookings require a (4) hour minimum for Non-Prime Time events. Friday PM - Sunday evening events (Prime Time) require a standard 7-hour rental block minimum. All rates are inclusive of set-up and breakdown time. All overtime penalty fees are based on (1) hour or a quarter hour fraction thereof.

| | GLENARDEN RESIDENT | NON-RESIDENT |
|---|--|--|
| SECURITY DEPOSIT | | |
| <ul style="list-style-type: none"> • Non-Prime • Prime-Time • Ticketed Events | \$300 per event rental | \$600 per event rental |
| | \$600 per event rental | \$900 per event rental |
| NON-PRIME TIME | | |
| Monday – Thursday; Friday Day Hourly rate with (4) hr min, (7) hr max | | |
| Day (9am – 4pm) | \$175 per hour <i>Overtime fee: \$250</i> | \$225 per hour <i>Overtime fee: \$300</i> |
| Evening (5pm– 1am) | \$225 per hour <i>Overtime fee: \$265</i> | \$275 per hour <i>Overtime fee: \$315</i> |
| Discounted Rate <ul style="list-style-type: none"> • <i>Non-profit organizations</i> • <i>City of Glenarden Employee’s</i> • <i>Prince George’s County Elected Officials</i> | \$125 per hour <i>Overtime fee: \$250</i> | \$150 per hour <i>Overtime fee: \$250</i> |
| PRIME TIME | | |
| Friday evening through Sunday | | |
| DISCOUNTS: | | |
| <i>Glenarden Non-Profit & City Employee’s & PG County Elected Officials – 15% off Glenarden Resident Rate</i> <i>Non-Glenarden Non-Profit – 10% Non-Glenarden Rate</i> | | |
| Friday Evening (5pm – 1am) | \$1,575 – 7 hrs <i>\$225 additional (1) hr/overtime</i> | \$1,925 – 7 hrs <i>\$275 additional (1) hr/overtime</i> |
| Sunday (any 7 block between 9am – 12 am) | | |
| Saturday Day (9am – 4pm) | \$1,925 – 7 hrs <i>\$275 additional (1) hr/overtime</i> | \$2,275 – 7 hrs <i>\$325 additional (1) hr/overtime</i> |
| Saturday Evening (5pm– 1am) | \$2,625 – 7 hrs <i>\$375 additional (1) hr/overtime</i> | \$2,975 – 7 hrs <i>\$425 additional (1) hr/overtime</i> |
| Saturday Buy Out (10 hr block between 9am – 1am) | \$4,500 – 10 hrs <i>\$450 additional (1) hr/overtime</i> | \$5,000 – 10 hrs <i>\$500 additional (1) hr/overtime</i> |
| HOLIDAY SURCHARGE | | |
| <i>New Year’s, MLK Holiday, President’s Day, Valentine’s Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Christmas Eve.</i> <i>Events cannot be held on Thanksgiving Day, Thanksgiving Friday or Christmas Day.</i> | \$500 per event | \$650 per event |

**CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)**

MASTER RULES AND REGULATIONS

GOLD ROOM FEE SCHEDULE CONTINUED

| | |
|---|---|
| <p>GRATIS (per approval from the City Council)</p> <ul style="list-style-type: none"> • Non-prime time slot – (4) hour max inclusive of set-up and breakdown • Subject to availability • All additional Rules and Regulations will still apply to these rentals • Request for additional equipment must be included with the gratis application request and may be subject to additional fees if not approved • Security fees for Prime-Time slots will still apply | <p align="center">No Charge Service Fee - \$100</p> |
| <p>OFF-DUTY SECURITY OFFICER</p> <ul style="list-style-type: none"> • Non-Alcoholic Event: (1) per 75 guests • Alcoholic Event: (2) per 75 guests | <p align="center">\$40 <i>Per Hour Per Officer</i> <i>(5) hour minimum</i></p> |
| <p>UPGRADED RENTALS</p> <ul style="list-style-type: none"> • Podium • Small Speaker System • Stage Pipe & Drape (White or Black Solid) | <p align="center">\$25 \$125 \$250</p> |

VIOLATION AND DAMAGE FEE SCHEDULE

| | |
|--|--|
| <p>Overtime Violations</p> <ul style="list-style-type: none"> • Early arrival / late departure | <p align="center">Overtime penalty rate as listed in the standard fee schedule</p> |
| <p>Furniture</p> <ul style="list-style-type: none"> • Event day floor plan changes | <p align="center">up to full security deposit amount</p> |
| <p>Decor</p> <ul style="list-style-type: none"> • Décor security (tacks, glue, tape, nails and/or staples) • Glitter, fresh petals, table confetti, rice or birdseeds • Failure to remove all décor at the end of the event • Intentional Balloon Release | <p align="center">\$50 \$100 - \$300 up to full security deposit amount up to full security deposit amount</p> |
| <p>Catering</p> <ul style="list-style-type: none"> • Drop Fee • Left equipment • Soiled Dishes | <p align="center">\$200 \$350</p> |

**CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)**

MASTER RULES AND REGULATIONS

GLENARDEN COMMUNITY CENTER AT WOODMORE TOWN CENTER

Basic rental rate includes: indoor tables, ballroom chairs, and complimentary parking (adjacent parking lot). All bookings limited to a (4) hour max inclusive of set-up and breakdown time.

| | | |
|--|--|---|
| <p>Usage rate</p> <ul style="list-style-type: none"> • Security Deposit • Usage rate (max 4 hours) • Overtime violation | | <p align="center">\$200 per reservation \$50 per hour per reservation \$100 per hour or a quarter fraction thereof</p> |
| | | |
| <p>VIOLATION FEES</p> <p>Overtime Usage</p> <p>Furniture</p> <ul style="list-style-type: none"> • Event day floor plan changes <p>Decor</p> <ul style="list-style-type: none"> • Décor security (tacks, glue, tape, nails, and/or staples) • Failure to remove all décor at the end of the event • Glitter, fresh petals, table confetti, rice or birdseeds • Intentional Balloon Release <p>Catering</p> <ul style="list-style-type: none"> • Drop Fee - Left equipment/food | | <p align="center">\$100 per hour or a quarter fraction thereof</p> <p align="center">up to full security deposit amount</p> <p align="center">\$50</p> <p align="center">up to full security deposit amount</p> <p align="center">up to full security deposit amount</p> <p align="center">up to full security deposit amount</p> <p align="center">\$100</p> |

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RENTAL AGREEMENT

The **City of Glenarden** would like to thank you for choosing our us for your event facility rental needs! We hope that the customer service and professionalism of our Special Events Department will exceed your expectations.

SERVICE AGREEMENT

This document serves as a legal binding agreement between the parties listed below for the purpose of event facility/banquet rentals and additional rental service upgrades. All other services shall be billed accordingly as an addition rate to the original quote in the event invoice.

PARTIES OF INTEREST

FACILITY/SERVICE PROVIDER

City of Glenarden - Gold Room & Glenarden Community Center at Woodmore Town Center

James R. Cousins, Jr. Municipal Center

Attention: Special Events Manager

8600 Glenarden Parkway

Glenarden, MD 20706

(240) 539-7121

specialevents@cityofglenarden.org

www.cityofglenarden.org

RENTER(S)

Name:

Renter

Co-Renter: Client 2 if applicable

Address:

Phone:

Email:

Proof of Identification:

[initial] I acknowledge that I have submitted my proof of identification into the system. For Glenarden residents, your identification must be listed as Glenarden to receive the discounted rate.

Rules and Regulation standards version provided: 6.2022.1 - MRR

[initial] I acknowledge that I have received a reviewed the Rules and Regulations in its entirety and agree to adhere to them as listed

EVENT INFORMATION

Date: [pull field]

Facility Location: [pull field]

Rental Period: [pull field] (set-up entry) to [pull field] (breakdown exit)

Event Time: [pull field] to [pull field]

Estimated Guest Count: [pull field]

Contracted Event Planner / Additional Representative: N/A

AGREEMENT OF SERVICES

It is the understanding of the **City of Glenarden** that the renter(s) has chosen to rent/use the **Gold Room or Glenarden Community Center at Woodmore Town Center** (GCC at WTC) under the current terms of service from the date of this signed agreement until the scheduled event date. The renter(s) acknowledges that this document has been reviewed in its entirety and agrees to contract the City of Glenarden for their special event rental space.

The "Renter" is hereby identified as the individual, company or organization listed on all booking documentation as the event host or sponsor of the booked event.

INDEMNITY AND HOLDING HARMLESS

At no time throughout the term of this agreement shall City of Glenarden, its agents or employees be held liable to the renter(s) or any other party for any fees, costs, late fees, interest, or any other charges incurred by the renter(s) in relation to any and all vendors used for the said event. The renter agrees to indemnify and hold harmless from and against all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorney fees, incurred by reason of or arising from the use of the Gold Room or Glenarden Community Center at Woodmore Town Center (GCC at WTC) by the renter(s), its agent, employees, guests or vendors.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RENTAL AGREEMENT

ACTS OF NATURE

The City of Glenarden is not liable for any situations deemed an “Act of Nature”. An Act of nature shall include, but not be limited to death in the immediate family, fire, inclement weather or any other event or occurrence that is not the fault of either party and not due to any act or omission of either party, that compels the rescheduling of the event date, or renders City of Glenarden unable to completely perform duties and provide use of rental space under the terms of this agreement. In such event, City of Glenarden shall be fully paid for reservations of all rented spaces and rental periods as reserved from inventory from the booking calendar and no longer has the responsibility of providing a rental space or period from the time of cancellation or rescheduling. The City of Glenarden will negotiate assistance in reserving a newly scheduled event, and is not liable for negotiations on the behalf of contracted vendor(s) or staff.

FORCE MAJEURE

The City of Glenarden shall not be liable to the receiving party for any interruption of service or delay or failure to perform under this agreement when such interruption, delay or failure results from causes beyond its reasonable control or as the result of strikes, lock-outs or other labor difficulties; acts of any government, global pandemic, communicable or infectious diseases, riots, insurrections or other hostilities; embargo, war, terrorism, fuel or energy shortage, network failures, fire, flood, acts of God, wrecks or transportation delays; or inability to obtain equipment, supplies or utilities from usual sources. In such event, the obligations hereunder of the supplying party in providing any service, and the obligation of the receiving party to pay for any such service, shall be postponed for such time as its performance is suspended or delayed on account thereof. Upon learning of the occurrence of such event of force majeure, the City of Glenarden shall promptly notify the receiving party, either orally or in writing.

BOOKING TERMS

TOURS AND BOOKING APPOINTMENTS

The administrative offices for the City of Glenarden are during normal business hours Monday through Friday from 8:30am – 5:00 pm. Tours and booking appointments may be scheduled with the Events Manager **by appointment only** between the hours of 9:00 am – 4:00 pm based on calendar availability during business days. All appointment slots are limited to 30 minutes in an effort to service as many renters and vendor partners as possible.

RENTAL PERIOD INVENTORY

The renter(s) has selected a space and rental period to meet their special event facility needs based on the original quote provided in our fee schedule at the time of booking. Upon securing this agreement, the **City of Glenarden** will be available to the renter(s) by phone, email or appointments as scheduled to ensure the success of the event. The renter(s) agrees and understands that any additional services or fees not listed in the accepted quote/invoice, will be an additional charge to the renter(s). The renter(s) understands that such changes will increase the original quoted/invoice amount to be paid in full.

RENTER RESPONSIBILITY

It is the renter(s) responsibility to communicate any changes to the event with the City of Glenarden Events Manager of the as soon as possible so that adjustments can be made to the rental order. These changes include catering requirements and needs, floor plan submissions for approval and other logistics details that might affect the services as agreed on the event day or requests for additional service hours.

The Renter also agrees and acknowledges that its responsibility for payment of 10% percent Maryland Sales Tax on admissions.

SEATING CAPACITY

Events are accepted based on criteria’s set in our scheduling calendar to include time of year, rental slot period, and city or facility hosted events. Major changes to events may significantly alter service based on available inventory in the booking calendar.

Depending on the renter(s) selected floor plan, the maximum capacity for each facility is as follows:

- **GOLD ROOM – Max xxx people** inclusive of City of Glenarden staff, catering staff, vendors, renter(s) and event guests.
 - **xxx - Standing Cocktail Reception**
 - **xxx - Theater style** (chairs only)
 - **Banquet/Full Rounds Style**
 - **240 guests** – Full rounds without food service (30 rounds with 8 per table)
 - **216 guests** – Full rounds (banquet) with food service (27 rounds with 8 per table)

- **GLENARDEN COMMUNITY CENTER – Max 100 people**
 - **100 Standing Cocktail reception**
 - **xxx Theater style**
 - **72 guests** – Full rounds without food service (9 rounds with 8 per table)
 - **64 guests** – Full rounds with food service (8 rounds with 8 per table)

Counts may lessen depending on additional service tables added to the floor plan that reduce the amount of usable space. The City Manager may make adjustments to capacity limits based on State and or County restrictions as needed.

Final seating counts for all events are due no later than 14 days prior to the event and are not to exceed the amount of available equipment (to include tables and chairs) or space capacity as approved by the Event Manager and/or City Manager. Event equipment may not be moved on the day of the event unless authorized by the overseeing Event Manager. Any additional equipment needed will be the responsibility

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RENTAL AGREEMENT

of the renter(s). External equipment must be delivered and picked up within the rental period booked. Note that violations of this policy will result in a service penalty and loss of security deposit.

The Event Manager and/or City Manager has the absolute final authority to determine the max capacity on a per event basis based on confirm logistics for the space. Points of entry and exits are designated by the Events Manager and City Manager for the safety of all guests. The Special Events Manager has the sole discretion to determine points of ingress and egress for all events to include off-limit entry/exit doors. The Events Manager and Events Crew Members will strictly uphold capacity restrictions at all times. If the maximum capacity is exceeded for any booked event, the event and all rental periods will be terminated immediately.

PAYMENT POLICIES

BOOKING POLICY

The City of Glenarden requires a non-refundable booking fee of **30%** of the total contract amount which is due upon signature of this agreement. Should this agreement be less than (60) days prior to the scheduled event, both the non-refundable booking fee and scheduled payment to total **65%** of the total invoice will be due upon signature of this agreement. All events less than (30) days from the date of the scheduled event will require **full payment** at the time of signature. This fee is based on the value of the selected date being removed as inventory and a sellable date to other renter(s).

- **Non-Refundable Booking Fee: 30%** of the total invoice due upon signature of the service agreement
- **Scheduled Payment: 35%** of the total invoice due 60 months prior to the event
- **Final Payment: 35%** of the final balance is due 30 days prior to the event (final count due 14 days prior).

All payments are non-fundable once submitted

SECURITY DEPOSIT

The deposit is a security held against any damages, incidentals and rental violations incurred during the event. This fee is a refundable payment due at the time the rental reservation is made. The security deposit is separate from the rental/usage fee and cannot be applied towards the base fee.

Security Deposits will be refunded within (30) days of the cancellation period or after the conclusion of the event provided there are no charges assessed due to damage, loss, excessive clean up or overtime fees incurred beyond a contracted rental period end time. (by credit card should the original payment be in the form of a credit/debit card). All money order, cashier check or certified check refund will be issued by regular mail and sent to the original address on the service agreement. Renters are responsible for submitting a written change of address at the time of cancellation or conclusion of the event if different that the original agreement address.

Any damages, fees or fines that are incurred in conjunction with the renter's event, which exceed the amount of the deposit are the responsibility of the renter. In addition, the Security Deposit may be forfeited as liquidated damages for the following breaches of the Rental Agreement/Usage Policy: 1) Tickets sales/cash exchange on the premises, 2) Room capacity violations, 3) Violations of these Rules and Regulations by the Renter or Sponsored Guests, Event Guests, or Vendors. Security Deposit fees.

PAYMENT OPTIONS

The City of Glenarden Special Events Department accepts the following forms of payment for reservations: Debit / Credit Card (Visa and Mastercard), Money Order, Certified Check, Cashier Check, Electronic Check only. Personal or business checks or cash will not be accepted. A \$35 fee will be assessed in the event of a returned electronic checks. For all other payments such as money order, certified check and cashier's check, a \$35 fee will also be assessed for checks from the City of Glenarden not cashed within (90) days or for reissued checks.

To ensure proper credit to your account, Renters should include the contract holders name and event date on all payments. Payments may be mailed or hand delivered to:

The City of Glenarden
James R. Cousins, Jr. Municipal Center
Attn: Special Events Department
8600 Glenarden Parkway
Glenarden, MD 20706

TAX EXEMPT

All tax-exempt clients will be required to present the proper tax-exempt documentation to receive any discounted rates.

EVENT DAY

STAFF

To ensure the success of all events, the appropriate staff will be scheduled by the Events Manager based on the complexity or logistics of the event. The schedule crew member will be available for questions and concerns during the duration of the event if needed. Please be advised that staff and crew members of this organization will not be responsible for hostess and usher duties, or assisting with loading or unloading of equipment provided by renters of contracted vendors. It is the clients' obligation to secure persons for this role.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RENTAL AGREEMENT

SECURITY

All events with alcohol service, are ticketed events or are advertised to the general public are required to have security at the Renter's expense. The Renter is required have to off-duty police officers to provide this security service. Eligible officers to provide security include: off-duty City of Glenarden police officers, Prince George's County police officers, and other appropriate officers, as designated by the City Manager. The Events Manager will schedule security for selected events, as necessary. The City Manager has the discretion to increase or decrease the number of security officers beyond the standard allotment as needed for an event. The activities of the off-duty officers shall be directed by the Events Manager.

Non-Alcoholic Events – Events where alcohol is not served will be require (1) off-duty officer per every 75 guests. Alcohol Events – Events where alcohol is not served will be require (2) off-duty officer per every 75 guests.

The hourly pay rate for security is based on an hourly rate per officer as listed in the current fee schedule. Hourly fees are due to be paid directly to the officers by the renter at the start of the event. The City of Glenarden will not be involved in the withholding or payment of any required taxes, which are the responsibility of the renter. Officers must be present for the duration of the event with 30 minutes before and after added to ensure that guests enter and exit the property in an orderly manner.

PHOTO USAGE

The Renter hereby consents to allow the City of Glenarden to use photographic or videographic images obtained from the event, either taken personally or professionally, to be used as marketing material for items such as, but limited to our portfolio, website, brochure, online and print advertisements or other media resources.

All cancellations must be submitted in writing to the Events Manager with the approval and acknowledgement of the City Manager. Signed cancellation letters may be submitted by email, hand-delivery, mail, or fax (301-773-4388) to the City of Glenarden to the attention of the Events Manager for first receipt and then provided to the City Manager for final acknowledgement. Cancellation becomes effective on the date the request is received by the City Manager. Telephone cancellations will not be accepted!

CANCELLATION PENALTY FEES

Gold Room Cancellation Policy

Payments to date are forfeited as a penalty for loss of sellable inventory on the booking calendar. If scheduled payments were not made as scheduled up to the time of cancellations, the security deposit would be used to offset the deficit.

The payment cancellation calendar is as follows:

- Booking date – 89 calendar days prior: Loss of non-refundable booking fee (30%)
- 90 – 31 calendar days prior: Loss of non-refundable booking fee and 1st scheduled payment (65%)
- 30 or less: Loss of full rental fee (100%)

Glenarden Community Center at Woodmore Town Center Cancellation Policy

- Community Center reservations cancelled at least (30) days in advance will be eligible to receive a 50% refund of the paid usage fee and 100 % of the security deposit.
- Community Center reservations cancelled less than (3) days prior will forfeit 100% of the paid usage fee, but will be refunded 100% of the security deposit.

Changes in event dates are treated and will be processed as a cancellation. In order to reserve another date, the original date and rental agreement must first be canceled in accordance with rules governing cancellation. A new Security Deposit and Non-Refundable Booking Fee will be required in order to book a new event date.

The City reserves the right at all times to cancel the Rental Agreement without further liability. If the Rental Agreement is canceled by the City prior to the actual use of the facility by Renter, due to no fault of the Renter, the City agrees to refund the rental fee and the Security Deposit. The rental/usage fee and the Security Deposit will not be refunded when it becomes necessary in the discretion of the City to cancel the event, for cause, due to the actions of the Renter or their guests or vendors while using the Gold Room. Renters are required to abide by all applicable federal, state, county and/or local laws, regulations and ordinances governing use of the Gold Room.

The City shall not be liable for the loss of rental/usage fee due to cancellation or termination of a scheduled event due to acts of nature, inclement weather, national or local emergency, or other unforeseen circumstances beyond the control of the City of Glenarden and/or the Events Manager. However, if the event is canceled due to circumstances beyond the control of the City of Glenarden or the Events Manager, the Renter can reschedule at a later available date within (1) calendar year without paying a new deposit. Funds paid towards the rental fee will be applied as a credit to the new agreement.

COVID WAIVER

In addition to all policies listed in this agreement, the Renter agrees that moving forward with any event scheduled beyond March 2020 assumes risk associated with COVID-19 and other forms of communicable diseases. In moving forward, the Renter fully understands that rescheduled and cancelled events are possible, and are at the mercy of state and county mandated restrictions. Funds for all schedule events are non-refundable! The standard reschedule and cancellations policies will apply to all events that are affected by COVID restrictions.

CITY OF GLENARDEN SPECIAL EVENTS DEPARTMENT
(GOLD ROOM BANQUET HALL & GLENARDEN COMMUNITY CENTER)

MASTER RENTAL AGREEMENT

In addition, the City of Glenarden waives the right to terminate the agreement of services immediately, should there be a threat of safety to employees and contractors hired for this event. Examples include, but are not to wearing masks and socially distancing during the event.

[initial] **I/We have reviewed the COVID Waiver policy in its entirety, and concur with the terms listed in and fully accept all risks associated with scheduling this event.**

AGREEMENT ACKNOWLEDGMENT

The terms of this contract, reservation of the stated date, and rental periods requested of the City of Glenarden are valid for a length of time allotted to reserve the facility of interest. Should the City of Glenarden not receive a signed service and required non-refundable booking fee within this time, the City of Glenarden is under no obligation to hold the client's date.

By signing this document, the Renter(s) agrees to the terms listed in this agreement. Both the City of Glenarden and its Renter(s) are responsible for notifying the other party of any changes made to the services listed as invoiced. The Renter(s) understand that the amounts in the initial quote and invoice are subject to change as a result of modifications made to the rental period upon the renter(s) request. The renter(s) will be provided with a revised invoice reflecting changes to services.

Should for any reason legal action need to be taken against the renter(s) named in this agreement, the City of Glenarden will be entitled to claim and be reimbursed all legal and attorney fees to resolve the matter in the state of Maryland. Additionally, the caterers' limit of the financial liability will not exceed the contracted service amount.

X I/We have reviewed this agreement in its entirety, and concur with the terms listed in this agreement.

From: [Jessica Robinson](#)
To: [Jessica Robinson](#); [Special Events](#)
Subject: Fwd: Newton White Mansion Information
Date: Friday, April 15, 2022 2:14:58 PM
Attachments: [NWM Experience Guide \(2\).pdf](#)

Jessica A. Robinson

Sent from my iPhone

Please excuse typos and errors. Thanks!

Begin forwarded message:

From: "Sherman, Jerome" <Jerome.Sherman-Jr@pgparks.com>
Date: April 15, 2022 at 1:54:35 PM EDT
To: jessicarobinson780@gmail.com
Cc: Newton White Mansion <newtonwhitemansion@pgparks.com>
Subject: **Newton White Mansion Information**

Great Afternoon Jessica,

Thank you for considering Newton White Mansion for your upcoming celebration.

Newton White Mansion is an excellent venue to host birthday, holiday, corporate and retirement parties, anniversary celebrations, class reunions, award banquets, fashion shows, etc. The peaceful atmosphere, gorgeous sunsets, and lush surrounding woodlands offer the perfect setting for any event.

The Mansion features a glass enclosed atrium and large brick patio with breathtaking views of the adjoining beautifully landscaped golf course, a ballroom, dining room, two dressing rooms, library, and a warming kitchen. The Mansion's intimate garden area with a center fountain is the ideal setting for an outdoor social event.

Newton White Mansion's capacity is 200 with a dance floor and 240 without a dance floor. *Please note that during the COVID-19 pandemic, our capacity is based on the Commission mandates. Therefore, our **current capacity is 150 people.***

Our rental rate includes the entire mansion as well as the grounds. Also included in your rental fee is the use of traditional banquet style chairs, tables, and two portable bars. The property has ample free parking and is wheelchair accessible.

Park Police is required for all social gatherings, to include events with advance ticket sales, school proms, graduations and teen parties. Contact our office for information on Park Police fees.

Newton White Mansion requires a minimum seven-hour block of time for events serving food and beverage. Friday evenings, Saturday and Sunday events require a minimum of seven-hours with or without food. Included in the seven-hour block is setup and cleanup time (usually 1½ hours for setup and 1 hour for cleanup). The actual event time is approximately 4 hours. A Security deposit is required to book a date. Ten-day holds are available for a non-refundable fee of \$50.

Newton White Mansion does not offer in-house catering; however, can provide a list of caterers who have met the requirements to caterer at the Mansion. Clients are welcome to use a caterer of their choice. All caterers MUST provide the following documents within 90 days prior to the date of the event:

- **Certificate of Insurance in the amount of \$1,000,000.00**

- Facility Permit
- ServSafe Food Handlers Permit

Tours are contingent upon the availability of Newton White Mansion: Therefore, no weekend or Monday tours available. The Mansion holds tours Tuesdays-Fridays by appointment only.

Due to the COVID-19 pandemic, tours are limited to a maximum of two people. Everyone attending the tour must wear a mask at all times and have their temperature taken prior to entering the mansion. There are no exceptions. Please give our office a call at 301-249-2004 to schedule an appointment for a tour or if you have any additional questions.

RENTAL RATES

| | BI-COUNTY RATES (PRINCE GEORGE'S AND MONTGOMERY COUNTY RESIDENTS) | NON BI-COUNTY RATES |
|--|--|--|
| SECURITY/DAMAGE DEPOSIT – REQUIRED FOR ALL EVENTS | | |
| Security/Damage Deposit | \$750 (\$1,500 for all day rental) | \$750 (\$1,500 for all day rental) |
| WEEKENDS (7 Hour Block) | | |
| Friday Evenings, Sundays | \$3,410 | \$4,433 |
| Saturday Mornings (10AM-5PM) | \$3,650 | \$4,745 |
| Saturday Evenings (6PM-1AM), Holidays | \$4,400 | \$5,720 |
| Saturday (All Day – 10AM-1AM) | \$7,480 | \$9,724 |
| MONDAY-THURSDAY EVENING (7 Hour Block) | | |
| Monday-Thursday Evening (Catered) | \$2,050 | \$2,665 |
| Monday-Thursday Evening (Non-Catered) | \$605 | \$790 |
| MONDAY-FRIDAY DAY (10AM-5PM) | | |
| Monday-Friday (per hour) | \$220 | \$286 |
| Extra Hours | | |
| Friday Evening, Saturdays, Sundays & Holidays | \$495 | \$644 |
| Monday-Thursday Evenings | \$330 | \$429 |
| OPTIONAL FEES | | |
| Rehearsals (before 5PM) * | \$150 | \$195 |
| Rehearsals (after 5PM)* | \$240 | \$312 |
| Photoshoot (per hour)** | \$150 | \$195 |
| Patio Chair Set-Up | \$550 | \$715 |
| Chair Set-Up (inside of Mansion) | \$550 | \$715 |
| Umbrella Tables & Chairs (150 capacity) | \$650 | \$815 |
| Audio Visual Equipment Rental (LCD & Screen) | \$400 | \$400 |

| | | |
|--|--------------|----------------|
| Tent Set-Up/Breakdown (per hour) | \$180 | \$234 |
| Holiday Surcharge (New Year's Eve, Sunday Prior to Memorial Day & Labor Day) | \$908 | \$1,180 |

**Rehearsals are scheduled Monday-Friday during the day (before 5pm) and Monday-Thursday evenings (after 5pm).*

***Photoshoots are scheduled Monday-Friday during the day (before 5pm)*

****Contact our office for Holiday Weekend Rates.*

Thank you again for your interest in the Newton White Mansion. Please do not hesitate to contact the office if you would like further assistance.

Warmest Regards,

Jerome Sherman Jr

Jerome Sherman, Jr

Office Event Coordinator

Newton White Mansion / Snow Hill Manor

M-NCPPC, Department of Parks and Recreation, Prince George's County

2708 Enterprise Road, Mitchellville, MD 20721

Direct: 301.249.2004 Fax: 301.249.8009

Stay connected:



Elegant Settings
Newton White Mansion
An Extraordinary Rental Experience

Experience Guide



2708 Enterprise Road
Mitchellville, Maryland 20721
301.249.2004 (phone); 301.249.8009 (fax)
newton.white@pgparks.com

An Historic Rental Facility of
The Maryland-National Capital Park and Planning
Commission Department of Parks and Recreation
Arts and Cultural Heritage
Division Prince George's County,
Maryland

Rules and Regulations are subject to change

Revised March 2019

UPDATES

as of 3/2019

Effective immediately, all rental clients with M-NCPPC Elegant Settings sites will have the pleasure of selecting their own catering service. Cater must be able to provide the required documents and also be in good standing with the State of Maryland.

Effective May 1, 2017- All wedding/reception contracts are only permitted in the name of the bride or groom.

****Parents, guardians, relatives, coordinators and friends are not permitted to contract the mansion on behalf of the bride and groom.**

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Brief History

The Newton White Mansion, built in 1939, was formerly the home of Captain and Mrs. Newton H. White. Captain White had a long and distinguished career in the U.S. Navy, where he served on the USS York Town and the USS Lexington. He was the first commanding officer of the USS Enterprise prior to World War II. Captain White's goal was to develop a model dairy farm out of an average Prince George's County farm. The farm became a profitable business.

The Maryland-National Capital Park and Planning Commission (M-NCPPC) purchased the Mansion along with 586 acres in 1971. Due to the nautical affiliation of Captain White, the 586-acre tract adopted the name "Enterprise Estate." The land surrounding Newton White Mansion at the Enterprise is known as the Enterprise Golf Course. The "Estate" is one of the most beautiful settings in Prince George's County.

To Rent A Venue

All contract holders must be at least (21) years of age.

- Valid forms of ID and residency are required. Valid forms of ID and residency include driver's license, utility bill, deed to house, lease agreement, homeowner's insurance or renter's insurance policy.

Contact Information

Rental Office Hours

- Monday – Friday 8:30am to 5:00pm

Tours are available by appointment

- Tuesday - Friday By Appointment
**Please call the office to request and schedule an appointment

Contact us by:



Voice: 301.249.2004



Fax: 301.249.8009



TTY: 301.699.2544



E-mail: newton.white@pgparks.com

Closings: The office is closed on most government holidays, due to inclement weather or any unforeseen emergencies. Events may be scheduled on holidays with the exception of Thanksgiving, Christmas Eve and Christmas day.

Directions

From the Capital Beltway (I-495/I-95): Take exit 17 (Route 202, East Upper Marlboro). Travel approximately $\frac{1}{4}$ mile and make a left onto Lottsford Road. Go approximately 1 – $\frac{1}{2}$ miles and make a left onto Enterprise Road. Go about a $\frac{1}{2}$ mile and turn left at the sign for Enterprise Golf Course and Newton White Mansion.

From Washington DC: Take Route 50 East to Martin Luther King Jr. Hwy. Exit onto Route 704 North, travel approximately 1 mile. The road will change to Route 450 East. Go approximately 1 – $\frac{1}{2}$ miles and make a right at the traffic light on Enterprise Road. The Mansion is about 3 miles on the right.

From Baltimore/Annapolis: Take Route 3 South, which will turn into Route 301 in Bowie. Follow 301 South until you reach Central Avenue, exit on Route 214 West. Travel approximately 2 – $\frac{1}{2}$ miles and make a right at the traffic light onto Enterprise Road (Route 193 West). The Mansion is approximately 2 – $\frac{1}{2}$ miles on the left.

Reservations

A 10 day calendar hold can be placed on a specific date with a **non-refundable \$50 application fee and completed rental application**. *This payment confirms your intent to rent Newton White Mansion. In order to finalize and secure the date the rental contract and \$750.00 (\$1,500.00 for all day bookings) security deposit payment must be received by COB on the 10th day of the hold period. **The contract will be void if both items are not received by COB on the 10th day. The \$50 application fee will be applied to the final 50% of the rental fee, due 90 days prior to the event date.***

Application/Hold fee can be paid by:

- Visa or MasterCard/by phone
- Cash/Visa, MasterCard OR money order in person by appointment

The security deposit must be paid within the 10 calendar day of the hold. The security deposit fees are as follows:

- \$750 (\$1,500 all day bookings) Newton White Mansion and Oxon Hill Manor
- \$600 Prince George's Ballroom
- \$500 Snow Hill Manor and Billingsley House

Accepted forms of payment for deposit: Visa, MasterCard, checks made payable to Maryland-National Capital Park and Planning Commission (M- NCPPC), cash or money orders. All returned checks will have a \$35.00 assessed returned check fee.

***Note: Checks are not accepted less than 90 days before event date.**

Security Deposits/Payment Schedule

The security deposit is separate from the rental fee and cannot be applied towards the rental. Security deposits are refunded within three-four weeks after the event provided there are no charges assessed due to damage, loss, clean up or extension of contract time. Refunds are issued by the main office in Riverdale and mailed directly to the contract holder or applied to the credit card used. Please call the business office for refund details.

Payment Schedule:

- 90 days (3 months) after paying the security deposit, 50% of the rental fee is due.
- 90 days (3 months) prior to event date the remaining 50% of the rental fee is due, minus the \$50 application/hold fee (if applicable).
- Rental reservations, extra fees, and requests made less than 90 days prior to the event date require full payment at the time of booking/request.

Payments Accepted by:

- Check or Money Order (made payable to M-NCPPC)
- Credit Card (Visa or MasterCard)
- Cash (cash payments must be the exact amount, as the office is not equipped to give change)
- Mail or deliver payments to: Newton White Mansion, 2708 Enterprise Road, Mitchellville, Maryland 20721
- Phone-In credit card payments to: 301.249.2004

Cancellations and Transfers

All cancellations must be in writing by the contract holder, signed and addressed to the Facility Director. **(Cancellation policy applies with or without a signed contract)**

1. If the contract holder cancels the event after making the reservation, the security deposit and the application fee are forfeited.
2. If the contract holder cancels the event 91 days after making the reservation to 90 days prior to the event date the security deposit, application fee and 50% of the rental fee will be forfeited.
3. If the contract holder cancels the event less than 90 days before the event date, all fees paid will be forfeited.

It is our mission to ensure an extraordinary rental experience. If prior to, or during the rental, any element of the event is found to compromise the venue, M-NCPPC, or its staff, M-NCPPC reserves the right to cancel the event without reimbursement.

Change of Reservation Date: A one-time reservation date change within the same venue is acceptable 6 months or more prior to the event date. Any further date changes will be treated as a cancellation.

*Modifications or changes to the contract can only be made by the contract holder and must be made in writing with the contract holder's signature.

Requests for Transfers: Transfers between Commission owned facilities will be treated as cancellations. The policy for a cancellation will apply.

Note: The contract holder is responsible for notifying the facility staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed to the address on the contract. Payments made by personal check will be made payable to the contract holder.

Rental Rates and Capacity

Basic rental rate includes: indoor tables and chairs, first floor of the facility, 2 dressing suites, a warming kitchen and parking.

| | Bi County | Non-Bi-County |
|--|--------------------------|--------------------------|
| Security Deposit - Required for all events | | |
| Security Deposit | \$750 \$1,500 all day | \$750 \$1,500 all day |
| Weekends (Friday Evening-Sunday) 7 Hour Block | | |
| Friday Evening, Sunday, Holidays | \$3,410 | \$4,433 |
| Saturday Morning (10am-5pm) | \$3,650 | \$4,745 |
| Saturday Evening (6pm-1am) | \$4,400 | \$5,720 |
| Saturday (All day) | \$7,480 | \$9,724 |
| Monday-Thursday Evening -7 Hour Block | | |
| Mon-Thurs. Evening (Catered) | \$2,050 | \$2,665 |
| Mon-Thurs. Evening (Non-Catered) | \$605 | \$790 |
| Mon-Friday (per hour) | \$220 | \$286 |
| Extra Hours | | |
| Friday Eve, Saturdays, Sundays & Holidays | \$495 | \$644 |
| Monday-Friday (10am-5pm) | \$220 | \$286 |
| Monday-Thursday Evening | \$330 | \$429 |
| Optional Fees | | |
| Golf Ceremony-3 Hours | \$495 | \$645 |
| Golf Ceremony-5 Hours | \$790 | \$1,025 |
| Rehearsals (before 5pm) | \$150 | \$195 |
| Rehearsals (after 5pm) | \$240 | \$312 |
| Photoshoot (per hour) Monday - Friday before 5pm | \$150 | \$195 |
| Patio Setup | \$550 | \$715 |
| Umbrella Tables and Chairs Setup (no more than 150 ppl) | \$650 | \$815 |
| Chair Setup | \$550 | \$715 |
| Tent Setup/Breakdown (Per Hour) (we do not provide tents) | \$180 | \$234 |
| Holiday Surcharge (New Year's Eve, Sunday prior to Memorial Day & Labor Day) | \$908 | \$1,180 |
| Audiovisual Equipment (LCD Projector and Screen, must have your own laptop) | \$400 | \$400 |
| Non-Profit Groups* | | |
| Monday-Thursday Evening (Catered) | \$1,045 | \$1,360 |
| Monday-Thursday Evening (Non-Catered) | \$303 | \$395 |
| Monday-Thursday or Friday 10am-5pm (Per Hour) | \$175 | \$228 |
| Monday-Thursday or Friday 10am-5pm (Per Hour) | \$120 | \$156 |

Please contact the facility for Holiday and Holiday Weekend Rates

Discounts: Please inquire about special rates for Prince George's and Montgomery County residents (proof of residency required). For weddings and receptions, the rental fees are set by the residency of the parties to be wed. The contract holder is solely responsible for abiding by the terms of the contract.

Non-profit groups: are eligible for a 50% discount on weekdays (Monday – Friday) fees and week nights (Monday – Thursday) fees.

- A copy of your 501(c) (3) form is required for all non-profit organizations.
- Discounts apply only to events benefiting the non-profit organization (i.e. personal events do not apply).

Extra Hours: On Saturdays, extra hours are available for purchase prior to 10:00am only.

Capacity:

Indoor Capacity: 300 (includes staff, musicians, catering personnel etc.)

Atrium (main banquet room) capacity is broken down as 240 guests with tables and chairs only; 200 guests with tables, chairs and a dance floor; and 300 theatre style.

Outdoor Capacity: 300 (includes staff, musicians, catering personnel etc.) Lower

Patio: 250

Upper Patio: 50

The use of the outdoor patio does not increase the capacity of the facility and is available between April 1st and October 31st. The Commission strictly upholds the facility's capacity restriction. The event will be shut down if the capacity level is exceeded.

Rental Hours

The facility will be available to the renter at the starting time stated in the rental contract. All caterers' set-up and clean-up must be made within the contracted time period. Typically caterers require at least 1-1/2 – 2 hours for setup and one hour for cleanup. The event must end one hour before the contract ending time.

Example: If your contracted hours are 6:00pm – 1:00am, 6:00pm would be the very earliest that your vendors could enter the Mansion. This means your event should NOT start before 7:30pm or 8:00pm. The event would need to end by 12:00am, so that cleanup can take place between 12:00am and 1:00am. Please check with your caterer and other vendors regarding the amount of time needed for setup and breakdown time.

Due to liability issues, access to the venue by all parties, including the coordinator, florist, decorator, DJ/band, photographer, etc. is allowed only at the start of the contracted time.

If available, additional hours can be purchased with a written request. **Extra hours cannot be purchased on Saturdays at some venues.**

Rehearsals

Wedding rehearsals are not guaranteed. A contingency plan (i.e., an off-site rehearsal) is highly recommended in case the desired date for a rehearsal is not available.

Rehearsals are scheduled:

- Mondays – Fridays, before or after 5pm. Associated rates are contingent on time and county of residence.
- At a maximum advance notice of 30 days prior to the contracted event date
- On a “first-come, first-serve” basis and
- Never on Saturdays, Sundays, Holidays or the hour before the contracted time of the event.

Rehearsal guidelines:

- Plan to arrive 30 minutes prior to your rehearsal time in case of traffic delays.
- If members of the wedding party are late, begin without them. Additional time is not granted if the rehearsal begins late.
- Only invite those who are in the wedding party. The wedding party will only be permitted in the area where the ceremony is to be held.
- Please plan, in advance, an itinerary for the rehearsal to ensure that it will flow smoothly.
- The rehearsal should be a dry walk-thru (i.e. it is not necessary to rehearse the ceremony word for word).
- Food and beverages are not permitted during rehearsals.
- If the facility is already set-up for an event, please do not disturb or rearrange the tables and chairs.
- An adult must supervise children at all times. Please do not allow them to run through the facility or in the gardens.
- No parking is allowed in the lot on the side of the facility. The lot at the side of the house is a fire lane and vehicles parked there will be ticketed or towed. There is ample free parking in the main parking lot.
- Failure to vacate the premises by the end of your scheduled time will result in overtime charges that will be deducted from the contract holder’s security deposit.

Tents

- At least one (1) month advanced notice is required to request Commission approval for private tent installation and approval of the vendor selected to install the tent.
- The approved tent installation is done at the contract holder's cost
- The contract holder must obtain a "Temporary Use and Occupancy Permit" from the Prince George's County Department of Environmental Resources in Upper Marlboro.
- The contract holder must provide the generator for any electrical needs.
- Installation of the tent **must** be on the same day of the event and **must** be removed at the end of the contract time unless otherwise approved by the Manager.
- To avoid potential conflicts, tents may not be installed on a Saturday when two events are scheduled
- Pole tents are not permitted due to the facility's irrigation system. Stakes are not allowed to be driven into the lawn.
- Only frame tents are permitted on the patio area.

Tent fees:

- A \$600 refundable tent security deposit is due no later than one (1) month prior to the scheduled event.
- Providing there is no damage to the grounds of the facility, the \$600 tent security deposit will be refunded along with the \$750 security (facility damage) deposit within three (3) to four (4) weeks of the scheduled event.
- The \$750 security (facility damage) deposit and the \$600 tent security deposit are in addition to the facility rental fee.
- An additional fee will be assessed for any installation and take down time, beyond the contracted time.

Decorating and Set-Up

Manager approval is required for all decorations no later than two (2) weeks prior to the event.

Guidelines:

- Decorations may be secured with string, or non-permanent adhesive fasteners.
- Glue, nails, tacks, masking tape, or scotch tape may not be used to secure decorations or signs to the physical structure of the Mansion. Decorating or signage must be free standing or secured by coated wire, string or painters tape.
- Tape cannot be used on the glass, walls or floor to secure any items including post-it sheets. Please inquire about use of easels.
- Artificial flower petals are allowed, however they must be removed after the ceremony.
- Glitter, confetti, rice, birdseed are strictly prohibited.
- Open, unprotected flames, including candelabras, are not permitted indoors or outdoors.
- Candles in sand-filled bags are allowed outdoors.
- Hurricane globes and votive candles are also permitted as long as a sturdy, non-flammable base is used to protect against fire and to avoid wax spillage.
- Bubbles may be blown outside the facility only.
- Balloons may not be released anywhere on the premises of the facility. Non-compliance with this rule will result in forfeiture of the security deposit or portion thereof.
- All decorations must be removed at the close of the event. Non-compliance with this rule will result in forfeiture of the security deposit or a portion thereof.
- Fog machines are not permitted.
- Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.

Holiday decorations:

During the year-end holiday season, the Mansion will display seasonal decorations, including trees, wreaths, lights and garland. These decorations may not be removed or rearranged during events. **The holiday decorations are generally installed the week after Thanksgiving and will be taken down the first week in January.** Inquire about specific dates by contacting the office.

Set-up:

The decorator/wedding coordinator may not enter the Mansion until the contract start time. Failure to comply will result in the contract holder being charged the appropriate hourly fee.

- If the event includes an outdoor set-up, two (2) floor plans must be submitted 30 days prior to the event date, “Plan A” for fair weather and “Plan B” for inclement weather. Both floor plans must indicate the placement of tables, chairs and other equipment. Please meet with the caterer, decorator and/or wedding coordinator in regards to the floor plan(s).
- Seating is not recommended on the large porch during the winter months.
- All deliveries (e.g., rental equipment, flowers, cakes, etc.) must be within the contracted time.
- Vendors are not allowed to park on any grass areas.
- All vendors must bring in deliveries through the rear of the facility via the service entrance.
- Rental equipment left inside or on the property overnight (see Food and Catering section for fees if this should occur) is strictly prohibited.
- Driveways, corridors and emergency exits cannot be blocked and must be accessible at all times.

Outdoor set-up:

The outdoor chairs are available to rent April 1st – October 31st only. The facility staff will set up the outdoor chairs for your outdoor ceremony. Please submit a separate floor plan for your ceremony set-up. If planning an indoor ceremony, it will be the caterer’s responsibility to set up.

Food and Beverage

- The Newton White Mansion does not provide catering. It is the renter's responsibility to sign a separate agreement with a caterer of their choice.
- Caterers must remain on the premises for the event in its entirety.
- Only caterers that provide the required documentation and in good standing with the State of Maryland are permitted to serve and/or provide service within the facility. Prepared foods provided by unlicensed caterers **are not** permitted.
- Should the client choose a caterer that has not provided services at our facility before the caterer must schedule a tour with the facility director.
- Caterers must be confirmed at least 90 days in advance to provide service at M-NCPPC properties, and must be licensed, insured and have a kitchen permit in the caterer's name.
 - NOTE:** The insurance and Facility permit **MUST** be in the name of the approved caterer.
- The Caterer must agree to abide by all laws, rules, and regulations of the State of Maryland and Prince George's County, as well as all the rules and regulations pertaining to the facility.

All of the selected caterer's required documentation must be received by the facility at least 90 days (3 months) prior to the event date.

Caterer's Responsibilities

Caterers are responsible for (a copy of the caterer's responsibility list is attached for your convenience):

- Submitting a copy of their liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability), a facility permit issued by the Health Department in their county, and a food handler's permit* of the staff who will be on site for the duration of the event, at least 2 months prior to the event date. **The caterer's name must be linked to the facility permit.**

*Food handler's permits are only necessary in counties that require them: Prince George's County, Montgomery, Howard, Baltimore and Baltimore County. All other jurisdictions must submit updated certificates of insurance and Facility Permits.

- Cleaning the kitchen, dining areas, and guest tables and chairs including the tented patio. Commission employees are not responsible for cleaning these areas. Failure to clean the kitchen and other areas of the Mansion

Caterer's Responsibilities cont'

used by the contract holder will result in the forfeiture of all or part of the contract holder's security deposit.

- Staying on site for the duration of the event. Absolutely no drop offs are allowed. The caterer must call in advance to verify entry/set-up time (301.249.2004). No caterer will be allowed to enter any earlier than the set-up time. The caterer must check in/out with the event supervisor at time of arrival and departure.
- Setting up buffet tables, food stations, cake tables and beverage stations.
- The setup and breakdown of tables and chairs. Only the licensed and insured catering staff is permitted to setup and breakdown the tables and chairs. If the caterer is not able to setup and breakdown, they will not be permitted to cater at the Mansion. The caterer will have access to the Mansion furniture and equipment. **If it is determined that the caterer did not provide the set up and breakdown of the table and chairs, the entire security deposit will be forfeited.**
- The breakdown must be done in the last hour of the contracted time. Failure for the caterer to cleanup and breakdown by the end of the contract holder's contracted time will result in additional overtime fees to the contract holder.
- Cooking and preparing all food off the premises and warming the food at the facility. Cooking and preparing food is not permitted inside the facility.
- Collecting all cooking residues outside in a container and safely discarding them.
- Complying with the Commission's rules and regulations regarding food service and clean up at an event.
- Signing a caterer's responsibilities agreement and returning it to the facility 2 weeks prior to the event.
- The caterer must call in advance to verify entry/set-up time (301.249.2004).
- The caterer will not be allowed to enter the facility earlier than the contracted time.
- The caterer must check in and out with the Commission staff supervisor at time of arrival and departure.

Caterer's Responsibilities cont'

- The facility is a historic site, with fragile interiors and exteriors, equipment and furnishings. Please be careful with the equipment and furniture of the facility. Plan to have an adequate number of staff on site in order to set-up and breakdown in a timely manner. The facility staff will be on site to supervise the set-up and breakdown. Floor plans (Plan A for fair weather and Plan B for inclement weather) must be faxed to the Facility at least 2 weeks prior to the scheduled date. The facility's fax number is 301.249.8009. If blank floor plans are needed please call the office at 301.249.2004.
- **DO NOT** drag tables and chairs across the hardwood floor, lift instead.
- All deliveries and pick-up of rental equipment must be made within the clients contracted period. Under no circumstances can equipment be left overnight. If equipment is left behind, there will be a \$200 drop fee. If soiled, un-rinsed dishes, tableware, and glasses are left behind; there will be a \$350 drop fee. There is absolutely no cleaning of dishes on the premises.
- Food items must be prepared and cooked off premises. The kitchen is for warming food only.
- Remove all food containers from the refrigerators, ovens and tabletops. The Facility will not be held responsible for items left behind.
- Provide all cleaning supplies, including trash can liners for the large kitchen trash cans.
- Grease or food refuse shall not be dumped into the sink. These items should be disposed of in the trash receptacle provided. The facility does not have a garbage disposal.
- Clean all preparation tables, sinks, ovens, stoves and refrigerators, inside and out. Wipe down the walls if food or sauce has been spilled.
- Clean portable bars, including underneath the nozzle, and remove all trash. Do not dump excess ice near the building.
- Clean all trash from the guest seating tables and the floor surrounding the buffet area. All areas of the facility where food and beverage is either served or partaken must be swept and mopped and/or vacuumed.
- Remove all trash and dispose of same in the dumpster located on the far

Caterer's Responsibilities cont'

side of the parking lot. All receptacles throughout the facility (with the exception of the rest rooms) must be emptied and replaced with a fresh liner. Do not leave trash around the dumpster or an additional cleanup fee

- will be assessed. Tie all trash bags before throwing into the dumpster.
- Wet-mop the kitchen with clean water and disinfectant, after sweeping first. Sweep and mop the kitchen floor underneath the stainless steel tables. The facility staff will prepare the mop water for you and instruct you as to which mop(s) to use.
- Sign caterers' check-off list, which will be given to you by the Commission Event Supervisor.

Alcohol and Smoking

- Alcoholic beverages may be served throughout the facility (Please refer to “Entertainment, Advertising and Security” section for advance ticket sale events).
- The contract holder must ensure that all guests attending ticketed social events where alcohol is being served are twenty-one (21) years of age or older.
- BYOL (Bring your own liquor) is prohibited.
- Tapped beer kegs are permitted on the outdoor patio only.
- In order to have red wine, red punch, cranberry juice, or any other red beverages you must sign a red wine/punch waiver.
- The bar must be closed down one and a half (1½) hours before the end of the contract time (no exceptions).

Cash bars (for non-profit organizations only):

Cash bars must be requested through the Prince George’s County Department of Parks and Recreation Director’s office. All requests for approval must be in writing addressed to:

Director’s Office
M-NCPPC
Prince George’s County
Department of Parks and Recreation
6600 Kenilworth Ave
Riverdale, MD 20737

If approved:

- The Director’s office will mail a letter of approval directly to the Prince George’s County Liquor Board. At that point, the client is responsible for purchasing a one-day liquor license from the Prince George’s County Liquor Board.
- A copy of the license must be submitted to the facility at least one week prior to the scheduled event.
- The license must be displayed on the bar at all times during the event. The Liquor Board is located at the courthouse in Upper Marlboro.

Smoking:

- Smoking is prohibited on all M-NCPPC properties. This includes cigarettes, cigars, e-cigarettes etc.

Entertainment, Advertising and Security

- All entertainment is subject to approval by the management of the facility.
- Vendors and guests must be in proper attire and all entertainment must be in good taste and in keeping with the image of a government-owned facility.
- Dancing is allowed in the atrium, ballroom, porches and the outdoor patio only.
- DJs and Bands are permitted. Live Entertainment must be vetted through Park Police; the appropriate form should be submitted 90 days prior to your event.
- Electronic equipment used for sound amplification, as well as lights, is limited to 20 amps at 115 volts.
- The DJ or band must breakdown their musical equipment one hour before the end of the contract. The Commission staff will be on site to enforce this.
- A protective mat must be used by any piece of band equipment that could damage the flooring in any of the rooms.
- Fog machines are not allowed inside or outside of the facility.
- The contract holder will be responsible for the behavior of guests.
- The facility staff reserves the right to remove guests for unruly behavior.

Advertising:

- Tickets and other promotional material must reflect the proper start and end time of the event.
- All advertisement is subject to approval by the management of the facility.
- Advertisements must be shared to private listings. Rentals may not be “open to the public” in nature.
- A copy of proposed advertising and tickets must be submitted to the facility for approval at least ninety (90) days prior to the event date.
- All ticket sales must take place in advance of the event.
- All tickets must be numbered in sequential order from 1-300 (maximum capacity).
- Cash exchanges and ticket sales may not occur on the facility premises.
- For “free admission” events, tickets still need to be issued in order to control the number of guests attending the event and to avoid the possibility of exceeding the capacity restrictions.

Security:

Park Police are required for:

- All social gatherings, to include events with advance ticket sales, birthday parties, school proms, graduations and teen parties
- All events involving a cash bar

One officer per 75 guests is required with a minimum of 4 hours or until the end of the contract time, whichever is greater. The facility will make arrangements for Park Police security. The contract holder must pay the officers in cash at the onset of their arrival time. Please inquire about rates.

Restrictions: There is a curfew of 12:00 am on Sunday through Thursday and 1:00 am on Friday and Saturday. There are no exceptions to this rule. Other restrictions on party type may apply. All activities must end one hour prior to the curfew.

Furniture and Equipment

The facility provides tables and chairs and other equipment. Listed below are the items provided with the rental:

| | |
|-----|---|
| 25 | 5-foot round tables (seat 8-10 people) |
| 15 | 6-foot rectangular tables |
| 300 | indoor upholstered banquet chairs (indoor use only) |
| 300 | white resin patio chairs (outdoor use only) |
| 6 | 30" round cocktail tables |
| 1 | 38" cake table (on wheels) |
| 1 | podium |
| 4 | easels |
| 4 | serpentine tables |
| 2 | half moon tables |

Kitchen equipment provided:

| | |
|---|--|
| 4 | stainless steel preparation tables |
| 1 | three-compartment sink |
| 1 | mop sink and mop |
| 2 | commercial refrigerators |
| 1 | residential refrigerator |
| 1 | electronic range with stovetop burners & ovens |
| 2 | convection ovens |
| 2 | 300-lb. capacity ice machine (cannot guarantee that it will be filled to capacity, especially for Saturday evening events) |

300 gold or mahogany chairs are available for rent at a rate of \$4 per chair. Chiavari chairs are for indoor use only. Chiavari chair requests should be submitted 3 weeks prior to your event, and payment provided at the time of request. *Please note that the caterer is responsible for setting up and putting the Chiavari chairs away, following the event.

The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received from the facility manager. **The quantities of above furnishings and equipment are subject to change. Please consult with your caterer, decorator, facility staff and/or coordinator before preparing your floor plan.**

Rental items from an outside vendor must be delivered and removed during the client's contracted time. Equipment or property left behind, lost or damaged is not the responsibility of M-NCPPC.

Fireplaces, if applicable, are only operated by venue staff upon request. Electric inserts are available at some venues and will be operated by venue staff upon request.

Floor plans should indicate the placement of tables, chairs and other equipment and must be submitted within 3 weeks of the event date.

Parking and Grounds

- Parking spaces are available in the front circular driveway for the limousine transporting the wedding party only.
- Handicap parking is located in the main parking lot. Guest with disabilities may be dropped off at the front of the building.
- Ample, free parking for guests is provided in the main parking lot on the premises.
- Service vehicles must use the parking areas designated for deliveries.
- Parking, standing or driving on any grass is strictly prohibited.

Grounds:

- Landscaping may appear less than optimum due to seasonal changes or unforeseen circumstances.
- Children must be under the direct supervision of an adult at all times.
- Children are not permitted near the fountain on the patio without the direct supervision of an adult.
- Any sport or activity (i.e. horseshoes, volleyball, badminton, etc.), that requires stakes or poles to be driven into the ground is strictly prohibited.
- Softball, baseball, croquet or other sports that involve hitting a ball with a bat are prohibited.
- The gardens are for viewing pleasure only. Playing in the gardens or the picking of flowers and greenery are strictly prohibited.
- No birdseed, rice, confetti or other items may be thrown indoors or outdoors.
- Sparklers and fireworks are prohibited.
- Bubbles may be blown outside the facility only.
- Balloons may not be released anywhere on the premises of the facility.
- Non-compliance with these rules will result in forfeiture of the security deposit or portion thereof.

The bricked patio is generally used when there is still daylight. If planning to use the patio after sundown, it will be the responsibility of the contract holder to supply additional lighting, as the patio is dimly lit at night.

The height of the fountain cannot be adjusted.

Indemnification

Contract holders and guests are required to abide by all applicable Federal, State and/or County public laws and ordinances arising from use of venues.

The contract holder shall indemnify and hold harmless the M-NCPPC from and against all actions, liabilities, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC of which M-NCPPC must pay and incur by reason of or in any manner resulting from the sponsor's negligent performance of or failure to perform any of his/her obligations under the terms of the reservation agreement.

M-NCPPC 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.

From: [Jessica Robinson](#)
To: [Jessica Robinson](#)
Subject: Fwd: Prince George's Ballroom Inquiry
Date: Friday, May 13, 2022 4:45:37 PM
Attachments: [Outlook-0hcf3wt2.png](#)
[PGB Renter's Guide 2021-FINAL.pdf](#)
[PGB Fact Sheet-Floorplan.pdf](#)
[Prince Georges' Ballroom Base Rental Pricing - Copy.pdf](#)
[Vendor Collection BALLROOM SPECIFIC - 2021.pdf](#)
[PrinceGeorgeBallroom-Garden Terrace Photo.jpg](#)
[pg_ballroom_setup.jpg](#)
[pg_ballroom_setup_2.jpg](#)
[stage_and_screen.jpg](#)
[PGB Social & Corporate Application September 2017.pdf](#)

Jessica A. Robinson

Sent from my iPhone

Please excuse typos and errors. Thanks!

Begin forwarded message:

From: "Gainey, Charles" <Charles.Gainey@pgparks.com>
Date: April 15, 2022 at 5:00:46 PM EDT
To: jessicarobinson780@gmail.com
Cc: Prince George's Ballroom <princegeorgesballroom@pgparks.com>
Subject: Prince George's Ballroom Inquiry

Thank you for considering the Prince George's Ballroom for your upcoming milestone. The facility features a grand art deco ballroom and a large garden terrace that are both spectacular settings ideal for outdoor receptions and ceremonies. **Recommended Caterer Sweet Basil \$350 discount**

Please note: Maryland National Capital Park and Planning Commission is imposing capacity limits at their venues. We are not able to predict when limits will increase and to what number so anticipate the capacity limits will remain indefinitely. We will inform our clients of our status as their event nears.

The rental fee includes a seven-hour contract time, which includes time for set up and breakdown of your event. Additionally, you will have exclusive access to the main Ballroom, adjacent sunroom, two private suites, traditional banquet style chairs and tables, on-site warming kitchen and ample on-site parking. During peak season, our guests have the option to use our beautifully landscaped garden terrace for their ceremony or cocktail reception. Prince George's Ballroom welcomes you to add additional hours or book the entire day. Please inquire on specific pricing for these special requests.

You are welcomed to use a licensed and insured caterer of your choice. The caterer is responsible for your food service as well as set up and breakdown of the tables and chairs. While the Prince George's Ballroom does not provide linens, all linens and decorations may be provided by you or a vendor of your choosing.

Tour times are limited and subject to availability. To schedule your tour with us, please call 301-349-7439 or email at pgballroom@pgparks.com. Until then, enjoy the YouTube video featuring the Prince George's Ballroom.

Outside: <https://app.cloudpano.com/tours/4Z54kS0jEL>

Inside: <https://my.matterport.com/show/?>

[m=nR9ktEZ1a7s](#)

If you would like to hold your date while still considering your options, you can submit a non-refundable \$50 hold fee along with your application and proof of residency. A contract will be sent to you for a 10-day review. After the 10 days, we would require the \$600 deposit. If you decide to book with us, the hold fee will be applied to your rental fee. Alternatively, you can skip the hold fee and secure your booking with the signed application and security deposit.

We look forward to assisting you with your event venue wishes.

Emails are important to us. Please be sure to respond to pgballroom@pgparks.com

Charles A. Gainey,
Office Assistant
Prince George's Ballroom, Historic Rental Properties
M-NCPPC, Department of Parks and Recreation, Prince George's County
2411 Pinebrook Avenue, Landover, MD 20785
Direct:301-341-7439Fax:301-322-8021



The Prince George's Ballroom

Renter's Guide



HISTORIC

Venues

OF PRINCE GEORGE'S

M-NCPPC, Department of Parks and Recreation, Prince George's County

As of July 2021

Contact Information

Rental Office Hours: Monday – Friday 9:00am to 5:00pm
Tours are available by appointment only

Please contact the office to schedule an appointment via

E-mail: pgballroom@pgparks.com

Voice: 301.341.7439

Fax: 301.322.8021

TTY: 301.699.2544

Closings: The office is closed on all holidays, inclement weather days or any unforeseen emergencies. Events may be scheduled on holidays with the exception of Thanksgiving, Christmas Eve and Christmas Day.

Rental Contract

Rental contracts are made between M-NCPPC and the contract holder only. All authority over changes in the contract are held between these two entities. Should the contract holder allow additional individuals to make changes to the contract an addendum must be completed which provides consent to the names/individuals with the aforementioned permissions. Regardless of the changes that are made to the contract, the contract holder is still fully responsible for the terms of the contract and payments generated by the changes.

To Rent A Venue

1. All contract holders must be at least (21) years of age.
2. Valid forms of ID and residency are required. Valid forms of ID and residency include driver's license, utility bill, deed to house, lease agreement, homeowner's insurance or renter's insurance policy.
3. Effective, July 1, 2017 the couple to be wed must be the contract holder for wedding ceremony/reception bookings.

Rental Rates

Rental Rates: Rates are subject to change without notice. Basic rental rate includes: the main ballroom, sun porch, two private suites, warming kitchen, and access to the garden terrace, tables, standard banquet chairs and parking.

Cancellation Policy

All cancellations must be in writing by the contract holder, signed and addressed to the facility manager. The contract holder is responsible for notifying the facility staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed to the address listed on the contract. Payments made by personal check will be made payable to the contract holder.

| Cancellation Refund Guidelines | | | |
|--------------------------------|-----------------------|----------------------------|-------------------------|
| From | To | Refund of Total Rental Fee | Refund of Deposits/Fees |
| 1 Day After Booking | 90 Days After Booking | 100% | None |
| 91 Days After Booking | 91 Days Before Event | 50% | None |
| 90 Days Before Event | Day of Event | 0% | None |

Note: These are general guidelines and do not account for the possibility of payment plans and or compressed time frame bookings. Please see your specific contract for further details. As a general reminder, all bookings made within 90 days require a payment in full and are non-refundable.

Change of Reservation Date: A one-time reservation date change within the same venue is acceptable up to 6 months prior to the event date. Any further date changes will be treated as a cancellation.

*Modifications or changes to the contract can only be made by the contract holder and must be made in writing with the contract holder's signature.

Requests for Transfers: Transfers between Commission owned facilities will be treated as cancellations. The policy for a cancellation will apply.

Note: The contract holder is responsible for notifying the facility staff of any changes to name, address, or phone number. Refunds (if applicable) will be mailed to the address on the contract. Payments made by personal check will be made payable to the contract holder.

Photoshoots, Fashion Shoots & Video Shoots

Photo, Fashion and Video shoots must be vetted through the Public Affairs office. The venue has the discretion to limit use of the facility for outside personal marketing ventures due to the nature of the venue and its uses. Once approval is granted, the photo shoot rates will apply.

If wishing to receive the hourly photoshoot fee, all photoshoots must take place Monday-Friday during normal business hours. Photoshoots not taking place during this time will be considered a standard 7-hour rental. Additional rules may apply for all photoshoots and fashion shoots. Please inquire with office staff regarding these rules.

Holiday Rates

The following dates are considered *holidays* and are subject to additional costs. New Year's Eve, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day* All holidays may be rented at the Saturday, prime season rate. *Please inquire with office staff regarding New Year's Day rentals.

Discounts

Please inquire about special rates for Prince George's and Montgomery County residents (proof of residency required). For all bookings, the rental fees are set by the residency of the contract holder. The residency discount is only available at the time of booking. The contract holder is responsible

for abiding by the terms of the contract.

Non-profit groups are eligible for a 50% discount on weekday (Monday-Friday) fees and weeknight (Monday-Thursday) fees only. No exceptions.

- A copy of 501 © 3 form is required for all non-profit organizations.
- Discounts apply only to events benefiting the non-profit organization (i.e. personal events do not apply).

Note: The Maryland Association of Non-Profit Organizations' Public Policy Alert state that if a non-profit organization employs a professional solicitor or a fundraising counsel, they too must be properly registered with the Secretary of State and must follow public disclosure requirements for solicitation. The ticketed events must disclose which amount of the ticket is tax-deductible. The penalties for violating these requirements can be severe. For information, contact the Secretary of State's office at 410.974.5521.

Accessibility

Our site has accessibility to the venue, however due to the nature of the property not all areas may be accessible.

Vendors

All vendors (coordinator, florist, decorator, DJ/band, photographer, etc.) are required to contact the office to schedule a vendors walk thru before the event takes place. Vendors will be provided with a copy of this Renter's Guide to ensure that the services being provided to the client have been approved and are in line with all policies/procedures listed within this booklet. Rental items from an outside vendor must be delivered and removed during the client's contracted time. Equipment or property left behind, lost or damaged is not the responsibility of the Maryland National Capital Park and Planning Commission (M-NCPPC). The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received by management.

Caterer's Guidelines

Our venues do not provide catering. It is the renter's responsibility to sign a separate agreement with a caterer of their choice.

- Only caterers that provide the required documentation and are in good standing with the State of Maryland are permitted to serve and/or provide service within the venue. Prepared foods provided by unlicensed caterers are not permitted.
- Should the client choose a caterer that has not provided services at our venue before the caterer must schedule a tour with the venue director.
- Caterers must be confirmed at least 90 days in advance to provide service at M-NCPPC properties, be licensed, insured and have a kitchen permit in the caterer's name.
- The insurance and kitchen permit must be in the name of the approved caterer.
- The Caterer must agree to abide by all laws, rules, and regulations of the State of Maryland and Prince George's County, as well as all the rules and regulations pertaining to the venue

Reservations

The security deposit must be paid within the 10-calendar day hold. The security deposit fees are as follows:

\$600 Prince George's Ballroom (7 Hour booking)

\$1,200 Prince George's Ballroom (All Day 10am to 1am)

Payments

The security deposit is separate from the rental fee and cannot be applied towards the rental. Security deposits are refunded within three weeks of the event provided there are no charges assessed due to damage, loss, clean up or extension of contract time. Refunds issued by the main office in Riverdale are mailed directly to the contract holder or applied to the credit card used. *Refunds for credit card payments made after 6/1/17 may be processed via check due to a change in the registration software system-taking place in Fall 2017.* Please call the business office for refund details.

Payment(s) and Payment Schedule:

1. 3 months after paying the security deposit, 50% of the rental fee is due.
2. 3 months prior to event date, the remaining 50% of the rental fee is due, minus the \$50 application/hold fee (if applicable).
3. Rental reservations, extra fees, and requests made less than 3 months prior to the event date require full payment at the time of booking/request.

Payments Accepted by:

- Credit Card (Visa or MasterCard)
- Phone-In credit card payments to: 301.341.7439

Rental Rates and Capacity

| Weekends | Resident | Non-Resident |
|---|--|--|
| Friday Evenings & Sundays | \$2,580* | \$3,174* |
| Saturday Morning 10am-5pm | \$2,800* | \$3,460* |
| Saturday Evening 6pm-1am | \$3,020* | \$3,746* |
| Saturday All Day 10am-1am | \$5,160* | \$6,348* |
| Weekdays | | |
| (Monday – Thursday) Before 5pm Hourly Rate (3 hour minimum) | \$200 (security deposit not included) | \$260 (security deposit not included) |
| Evening Catered Event | \$1,755* | \$2,105* |
| Additional Fees | | |
| Extra Hours | | |
| Monday-Thursday (After 5pm) | \$242 | \$395 |
| Friday, Saturday, Sunday, Holidays | \$305 | \$395 |
| Patio Setup | \$550 | \$715 |
| Rehearsals (before 5pm) per hr | \$150 | \$195 |
| Rehearsals (after 5pm) per hr. | \$200 | \$260 |

All pricing includes security deposit for the basic 7-hour time block

Rates will change for *All Day* Bookings

Please contact the facility for Holiday and Holiday Weekend Rates.

Non-profit groups: are eligible for a 50% discount on weekdays (Monday – Friday) fees and weeknights (Monday – Thursday) fees.

- A copy of 501(c) (3) form is required for all non-profit organizations.
- Discounts apply only to events benefiting the non-profit organization (i.e. personal events do not apply).

Extra Hours: On Saturdays, extra hours are available for purchase prior to 10:00am.

Capacity:

The current Indoor Capacity: 100

Outdoor Capacity: 100

The use of the outdoor patio does not increase the capacity of the facility and is available between April and October. The Commission strictly upholds the facility's capacity restriction. The event will be shut down if the capacity level is exceeded.

Rental Hours

The facility will be available to the renter at the starting time stated in the rental contract. All caterers' set-up and clean-up must be made within the contracted time period. Typically, caterers require at least 1-1/2 – 2 hours for prep and one hour for cleanup. The event must end one hour before the contract ending time.

Example: If your contracted hours are 6:00pm – 1:00am, 6:00pm would be the very earliest that your vendors could enter the Ballroom. This means your event should NOT start before 7:30pm or 8:00pm. The event would need to end by 12:00am, so that cleanup can take place between 12:00am and 1:00am. Please check with your caterer and other vendors regarding the amount of time needed for setup and breakdown time.

Due to liability issues, access to the venue by all parties, including the coordinator, florist, decorator, DJ/band, photographer, etc. is allowed only at the start of the contracted time.

Only the caterer is given one hour before the contracted time.

Rehearsals

Wedding rehearsals are not guaranteed. A contingency plan (i.e., an off-site rehearsal) is highly recommended in case the desired date for a rehearsal is not available.

Rehearsals are scheduled:

- On a "first-come, first-serve" basis
- Monday – Friday, Associated rates are contingent on time and county of residence.
- At a maximum advance notice of 30 days prior to the contracted event date
- On a "first-come, first-serve" basis
- Never on Saturdays, Sundays, Holidays or the hour before the contracted time of the event.

Decorating and Set-Up

Manager approval is required for all decorations no later than two (2) weeks prior to the event.

Guidelines:

- Decorations may be secured with string, or non-permanent adhesive fasteners.
- Glue, nails, tacks, masking tape, or scotch tape may not be used to secure decorations or signs to the physical structure of the Ballroom. Decorating or signage must be free standing or secured by coated wire, string or painters tape.
- Tape cannot be used on the glass, walls or floor to secure any items including post-it sheets. Please inquire about use of easels.
- Glitter, flower petals, confetti, rice, and birdseed are strictly prohibited.
- Open, unprotected flames, including candelabras, are not permitted indoors or outdoors.
- Candles in sand-filled bags are allowed outdoors.
- Hurricane globes and votive candles are also permitted as long as a sturdy, non-flammable base is used to protect against fire and to avoid wax spillage.
- Bubbles may be blown outside the facility only.
- Balloons may not be released anywhere on the premises of the facility. Non-compliance with this rule will result in forfeiture of the security deposit or portion thereof.
- All decorations must be removed at the close of the event. Non-compliance with this rule will result in forfeiture of the security deposit or a portion thereof.
- Fog machines are not permitted.
- Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.
- Use of unmanned aerial vehicles (i.e. drones) are prohibited.

Set-up:

The decorator/wedding coordinator may not enter the Ballroom until the contract start time. Failure to comply will result in the contract holder being charged the appropriate hourly fee.

- If the event includes an outdoor set-up, two (2) floor plans must be submitted 1- 2 weeks prior to the event date, "Plan A" for fair weather and "Plan B" for inclement weather. Both floor plans must indicate the placement of tables, chairs and other equipment. Please meet with the caterer, decorator and/or wedding coordinator in regards to the floor plan(s).
- All deliveries (e.g., rental equipment, flowers, cakes, etc.) must be within the contracted time.
- Vendors are not allowed to park on any grass or bricked paved areas.
- Rental equipment left inside or on the property overnight (see Food and Catering section for fees if this should occur) is strictly prohibited.
- Driveways, corridors and emergency exits cannot be blocked and must be accessible at all times.

Outdoor set-up:

The outdoor chairs are available to rent April – October only. The facility staff will set up the outdoor chairs for your outdoor ceremony. Please submit a separate floor plan for your ceremony set-up. If planning an indoor ceremony.

Food and Beverage

In-house catering service is not available. The contract holder may select an outside licensed and insured caterer of their choice. Only caterers that provide the required documentation are permitted to serve and/or provide service within the facility. Family catered events **are not** permitted.

A list of licensed and insured caterers is provided for your convenience. Please note that the list of caterers is not an endorsement or referral. The list contains caterers that have previously provided service for events scheduled at the facility.

Caterers must be approved by management at least 90 days in advance to provide service at M-NCPPC properties, and must be licensed, insured and have a kitchen permit in the caterer's name. The Caterer must agree to abide by all laws, rules, and regulations of the State of Maryland and Prince George's County, as well as all the rules and regulations pertaining to the facility.

All of the selected caterer's required documentation must be received by the facility at least 90 days (3 months) prior to the event date. Selection from the area professional list is required after the 90-day deadline.

Caterers are responsible for (a copy of the caterer's responsibility list is attached for your convenience):

- Submitting a copy of their liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability), a facility permit issued by the Health Department in their county, and a food handler's permits of the staff who will be on site for the duration of the event, at least 3 months prior to the event date. **The caterer's name must be linked to the facility permit.**
- Cleaning the kitchen, dining areas, and guest tables and chairs. Commission employees are not responsible for cleaning these areas. Failure to clean the kitchen and other areas of the Ballroom used by the contract holder will result in the forfeiture of all or part of the contract holder's security deposit.
- Staying on site for the duration of the event. Absolutely no drop offs are allowed. The caterer must call in advance to verify entry/set-up time (301.341.7439). No caterer will be allowed to enter any earlier than the set-up time. The caterer must check in/out with the event supervisor at time of arrival and departure.
- Setting up buffet tables, food stations, cake tables and beverage stations.
- The setup and breakdown of tables and chairs. Only the licensed and insured catering staff is permitted to setup and breakdown the tables and chairs. If the caterer is not able to setup and breakdown, they will not be permitted to cater at the Ballroom. The caterer

will have access to the Ballroom furniture and equipment. **If it is determined that the caterer did not provide the set up and breakdown of the table and chairs, the entire security deposit will be forfeited.**

- The breakdown must be done in the last hour of the contracted time. Failure for the caterer to cleanup by the end of the contract holder's contracted time will result in additional overtime fees to the contract holder.
- Cooking and preparing all food off the premises and warming the food at the facility. Cooking and preparing food is not permitted inside the facility.
- Collecting all cooking residues outside in a container and safely discarding them.
- Complying with the Commission's rules and regulations regarding food service and clean up at an event.
- Signing a caterer's responsibilities agreement and returning it to the facility 1 – 2 weeks prior to the event.

*Food handler's permits are only necessary in counties that require them: Prince George's County, Montgomery, Howard, Baltimore and Baltimore County. All other jurisdictions must submit updated certificates of insurance and Facility Permits.

Alcohol and Smoking

- Alcoholic beverages may be served throughout the facility (Please refer to "Entertainment, Advertising and Security" section for advance ticket sale events).
- The contract holder must ensure that all guests attending ticketed social events where alcohol is being served are twenty-one (21) years of age or older.
- BYOL (Bring your own liquor) is prohibited.
- Tapped beer kegs are permitted on the outdoor patio only.
- Red wine, red punch, cranberry juice, or any other red beverages are prohibited.
- The bar must be closed down one (1) hour before the end of the contract time (no exceptions).
- Alcohol is not permitted at teen parties.
- A copy of the Prince George's county liquor board license must be submitted to the facility at least one week prior to the scheduled event.
- The license must be displayed on the bar at all times during the event. The Liquor Board is located in Upper Marlboro.

Smoking:

- Smoking is prohibited inside and outside of the facility.

Entertainment, Advertising and Security

- DJs and Bands are permitted. All Live Entertainment must be vetted through Park Police; the appropriate form should be submitted 90 days prior to your event.
- Electronic equipment used for sound amplification, as well as lights, is limited to 20 amps at 115 volts.
- The DJ or band must breakdown their musical equipment one hour before the end of the contract. The Commission staff will be on site to enforce this.
- A protective mat must be used by any piece of band equipment that could damage the flooring in any of the rooms.
- Fog machines are not allowed inside or outside of the facility.
- The facility staff reserves the right to remove guests for unruly behavior.

Advertising:

- Tickets and other promotional material must reflect the proper start and end time of the event.
- All advertisement is subject to approval by the management of the facility.
- Advertisements must be shared to private listings. Rentals may not be “open to the public” in nature.
- A copy of proposed advertising and tickets must be submitted to the facility for approval at least ninety (90) days prior to the event date.
- All ticket sales must take place in advance of the event.
- All tickets must be numbered in sequential order from 1-100 (maximum capacity).
- Cash exchanges and ticket sales may not occur on the facility premises.
- For “free admission” events, tickets still need to be issued in order to control the number of guests attending the event and to avoid the possibility of exceeding the capacity restrictions.

Security:

Park Police are required for:

- All social gatherings, to include events with advance ticket sales, school proms, graduations and teen parties
- All events involving a cash bar

One officer per 75 guests is required with a minimum of 4 hours or until the end of the contract time, whichever is greater. The facility will make arrangements for Park Police security. ***The contract holder must pay the officers in cash at the onset of their arrival time. Please inquire about rates.***

Restrictions: There is a curfew of 12:00 am on Sunday through Thursday and 1:00 am on Friday and Saturday. There are no exceptions to this rule. Other restrictions on party type may apply. All activities must end one hour prior to the curfew.

Furniture and Equipment

The facility provides tables and chairs and other equipment. Listed below are the items provided with the rental:

| | |
|-----|---|
| 25 | 6-foot round tables |
| 23 | 6-foot rectangular tables |
| 100 | indoor upholstered banquet chairs (indoor use only) |
| 100 | white resin patio chairs (outdoor use only) |
| 7 | 30" round cocktail tables |
| 2 | portable bars (indoor use only) |
| 2 | serpentine tables |
| 3 | 6-foot half-round tables |

Kitchen equipment provided:

| | |
|---|--|
| 4 | stainless steel preparation tables |
| 1 | three-compartment sink |
| 1 | mop sink and mop |
| 2 | commercial refrigerators |
| 1 | electronic range with stovetop burners |
| 1 | convection ovens |
| 2 | 300-lb. capacity ice machine (cannot guarantee that it will be filled to capacity, especially for Saturday evening events) |

Facility Measurements:

85' x 40' - Main Room

14' x 85' - Sun Porch

17' x 33' - Fireplace Area

12' x 24' - Stage

16" - Stage to Floor

11' - Wall behind the Stage

14'10" - Highest Point of Floor to Ceiling

100 mahogany chairs are available for rent at a rate of \$4 per chair. Chiavari chairs are for indoor use only. Chiavari chair requests should be submitted 3 weeks prior to your event, and payment provided at the time of request. *Please note that the caterer is responsible for setting up and putting the Chiavari chairs away, following the event.

The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received from the facility manager. **The quantities of above furnishings and equipment are subject to change. Please consult with your caterer, decorator, facility staff and/or coordinator before preparing your floor plan.**

Rental items from an outside vendor must be delivered and removed during the client's contracted time. Equipment or property left behind, lost or damaged is not the responsibility of M-NCPPC

Fireplaces, if applicable, are only operated by venue staff upon request. Electric inserts are available at some venues and will be operated by venue staff upon request.

Floor plans should indicate the use of the stage (if applicable), placement of tables, chairs and other equipment and must be submitted within 3 weeks of the event date.

Parking and Grounds

- Drop off only is permitted in the circular driveway.
- Ample, free parking for guests, as well as designated accessible parking.
- Service vehicles must use the parking areas designated for deliveries.
- Parking, standing or driving on any grass is strictly prohibited.

Grounds:

- Landscaping may appear less than optimum due to seasonal changes or unforeseen circumstances.
- Children must be under the direct supervision of an adult at all times.
- Children are not permitted near the fountain on the front lawn without the direct supervision of an adult.
- Any sport or activity (i.e. horseshoes, volleyball, badminton, etc.), that requires stakes or poles to be driven into the ground is strictly prohibited.
- Softball, baseball, croquet or other sports that involve hitting a ball with a bat are prohibited.
- The landscaping is for viewing pleasure only. Picking of flowers and greenery are strictly prohibited.
- No birdseed, flower petals, rice, confetti or other items may be thrown indoors or outdoors.
- Sparklers and fireworks are prohibited.
- Bubbles may be blown outside the facility only.
- Balloons are not allowed in the venue and may not be released anywhere on the premises of the facility.
- Non-compliance with these rules will result in forfeiture of the security deposit or portion thereof.

The bricked patio is generally used when there is still daylight. If planning to use the patio after sundown, it will be the responsibility of the contract holder to supply additional lighting, as the patio is dimly lit at night.

The height of the fountain cannot be adjusted.

Indemnification

Contract holders and guests are required to abide by all applicable Federal, State and/or County public laws and ordinances arising from use of venues.

The contract holder shall indemnify and hold harmless the M-NCPPC from and against all actions, liabilities, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC of which M-NCPPC must pay and incur by reason of or in any manner resulting from the sponsor's negligent performance of or failure to perform any of his/her obligations under the terms of the reservation agreement.

M-NCPPC 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.

a place for your *Historic* side
PRINCE GEORGE'S BALLROOM

2411 Pinebrook Avenue, Landover, MD 20785 🌿 301-341-7439 🌿 venues.pgparcs.com



A circular driveway leads you through the portico to the front door of the **PRINCE GEORGE'S BALLROOM**. One of the largest in the Washington, D.C. area, this ballroom is a former art deco country club. This design first appeared in France just before World War I and quickly became adopted in the United States following the end of the War. The art deco style influenced the design of buildings, furniture, and fashion throughout Prince George's County in the 1920s. The main ballroom offers more than 3,400 square feet of event space and includes an expansive patio that can accommodate over 200 guests. Our facility allows for varied floor plans that are adaptable to your unique needs. Within its walls, admire the elegant, crystal chandeliers and feel the warmth of the copper fireplace during winter months. Experience the beauty of the gardens, sun porch, and large, outdoor patio in the warmer months. The Ballroom has become a versatile center for both large and small events. Our professional and courteous staff are on hand to help make your occasion a memorable success.

IDEAL FOR:

- 🌿 Corporate Meetings
- 🌿 Holiday Parties
- 🌿 Milestone Anniversaries
- 🌿 Proms
- 🌿 Retirement Celebrations
- 🌿 Retreats
- 🌿 Weddings and Receptions
- 🌿 Workshops

AMENITIES & FEATURES:

- 🌿 Ample, free parking
- 🌿 Circular drive
- 🌿 Large brick patio for seasonal use
- 🌿 Park setting
- 🌿 Wheelchair accessible
- 🌿 Drop-down screen and projector
- 🌿 Coatroom
- 🌿 Large, warming kitchen
- 🌿 Two dressing rooms
- 🌿 Wireless connection and audio-visual equipment

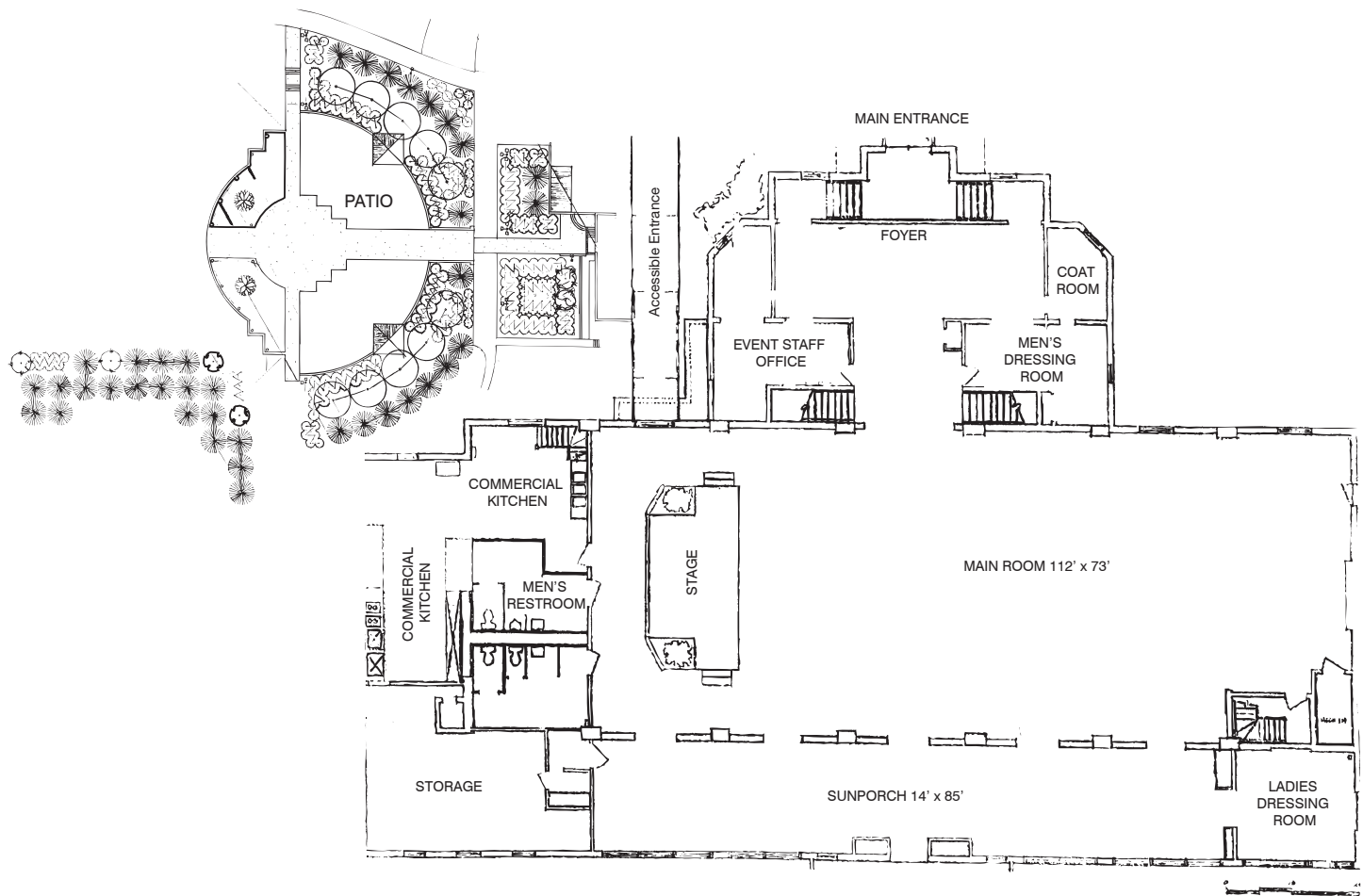
CAPACITY:

- 🌿 Indoor seated: 250
- 🌿 Indoor standing: 250
- 🌿 Patio: 200



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PRINCE GEORGE'S BALLROOM

2411 Pinebrook Avenue, Landover, MD 20785 📞 301-341-7439 🌐 venues.pgparcs.com



TTY (Text Telephone) for customers who are deaf, hard of hearing or have a speech disability 301-699-2544.

Our staff has access to an interpretation service and can help in over 150 languages. Please ask for assistance when you call or visit us.

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register at least a minimum of two weeks in advance of the program start date to request and receive a disability accommodation.





For Office Use Only

Date Received _____ Rental #: _____

Please type or print legibly. Completed applications should be sent via email, fax or mail with a copy of driver's license.

Contract Holder's Name _____

Organization/Business Name _____

501 © (3)? Yes No

*If Yes, provide a copy of 501 © (3) with application

Organization/Business Address _____

County where organization/business is located _____

City _____

State _____

Zip _____

County _____

Day phone # _____

Cell phone # _____

Fax # _____

E-mail address _____

Type of Event: (Private/invitation only; public; fundraiser) _____

Event date _____ Event time _____ Contract time _____

Outdoor set-up? (additional fee) Yes No Stage set-up? (additional fee) Yes No # of guests anticipated _____

Will tickets be sold for this event? Yes No

Note: Advanced ticket sales, exchange of money activities requires Manager's approval and Park Police presence at the contract holder's expense.

Entertainment: Live Band DJ Other (explain): _____

Caterer's Name _____

Caterer's Phone # _____

Caterer's E-mail _____

* I understand selection is required from the Elegant Settings exclusive list of caterers, and notification of my selection is required 90 days prior to the event. See caterer's responsibilities and guidelines in the Rules and Regulation packet.

How did you hear about Prince George's Ballroom? Word of Mouth

Magazine? (which one): Washington/Maryland Bride I Do- The Knot

Maryland Life Other

Web Site? Unique Venues.com Brides.com Wedding Channel.com Party Spot.com

pgparks.com Other

I have received a copy of the Rental Rules and Regulations and will comply with the terms within. I take full responsibility for damages and injuries.

Signature: _____

Date: _____

Contract Holder

Mail/fax complete Rental Application with copy of driver's license/proof of residency to: Prince George's Ballroom, 2411 Pinebrook Avenue, Landover, MD 20785. Fax # 301-322-8021.

The Department of Parks and Recreation encourages and supports the participating individuals with disabilities. Register at least a minimum of two weeks in advance of the event start date to request and receive a disability accommodation.

Rental fees include venue, tables and chairs. You are required to select from the exclusive list of caterers, but may choose an event planner/decorator of your choice. M-NCPPC is a bi-county agency of which bi-county residents (Prince George's and Montgomery County) receive discounted rates.

Billingsley House Museum
6900 Green Landing Road
Upper Marlboro, MD 20772
(301) 627-0730; Fax# (301) 627-7085
billingsley@pgparks.com

Newton White Mansion
2708 Enterprise Road
Mitchellville, MD 20721
(301) 249-2004; Fax (301) 249-8009
nwmansion@pgparks.com

Oxon Hill Manor
6901 Oxon Hill Road
Oxon Hill, MD 20745
(301) 839-7782; Fax (301) 839-4867
ohmanor@pgparks.com

Prince George's Ballroom
2411 Pinebrook Avenue
Landover, MD 20785
(301) 341-7439; Fax (301) 322-8021
pgballroom@pgparks.com

Snow Hill Manor
13301 Laurel-Bowie Road/Route 197
Laurel, MD 20708
(301) 725-6037; Fax (301) 498-2053
Snowhill.manor@pgparks.com

Dorsey Chapel
10704 Brookland Road
Glenn Dale, MD 20769
(240) 264-3416; Fax (301) 446-3233
pg-historic-rental@pgparks.com

CONCISE INFORMATION

1. **Reservations:** A 10 calendar day hold can be placed on a specific date with a non-refundable \$50 application fee and completed rental application. The \$50 application fee will be applied to the final 50% rental payment, due 90 days prior to the event date.
2. **Security Deposit:** The security deposit must be paid within the 10 day calendar hold.
3. **Security:** Park Police is required for all social events including those involving advance ticket sales and/or the sale of alcohol, teen parties, and school proms. Payment is payable by cash to the officer on site on the day of the event.
4. **Ticket Sales:** Tickets may not be sold on venue premises.
5. **Force Majeure:** The Commission 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. The Commission shall not be liable for failure of the participants to appear, present or perform if such failure is caused by or due to a natural disaster. If the Contract Holder or the Commission exercises their right and cancels the event before it has begun, the Commission shall refund all monies previously paid, except for monies used to pay for service invoices or service contracts including un-cancellable commitments.
6. **Cancellation by the Contract Holder :** All cancellations must be in writing, signed by the contract holder, and addressed to the venue manager. Telephone cancellations will not be accepted. If the contract holder cancels the event: within 90 days after making the reservation, the security deposit and application fee are forfeited. If the contract holder cancels the event 91 days after making the reservation to 90 days prior to the event date, the security deposit, application fee and 50% of the rental fee will be forfeited. If the contract holder cancels the event less than 90 days before the event date, the security deposit, application fee, and entire rental fee are forfeited.
7. **Cancellation by the Commission:** It is the Commission's mission to ensure an extraordinary rental experience. If at any time any element of the event is found to compromise the venue or the Commission staff (i.e., schedule conflict, number of participants or spectators, event agenda, etc.), the Commission reserves the right to cancel the event without reimbursement.
8. **Date Changes:** A one time only reserved date change within the same venue is acceptable up to 6 months prior to the event date. Any further date changes will be treated as a cancellation.
9. **Transfers:** Transfer of an event between Commission owned venues will be treated as cancellations. The policies for cancellation by the contract holder will apply. See policy #6, above (Cancellation by the Contract Holder).
10. **Rehearsals:** Rehearsals are not guaranteed and are scheduled on a first-come, first served basis. Rehearsals may only be scheduled 30 days or less in advance of the wedding date. Rehearsals are not scheduled on Saturdays, Sundays, holidays, or the hour before the contracted time.
11. **Caterer Guidelines:** Caterers must submit a copy of their liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability), venue permit (the caterer's name must be linked to the venue permit) issued by the Health Department in their county and an individual food handler's permit of the catering supervisor who will be on site 90 days prior to the event date. All caterers must comply with the Commission's rules and regulations regarding food service, set-up, break-down, and clean up at an event.
12. **Set Up, Break Down:** Only the insured caterer is allowed to set up and break down tables and chairs.
13. **Alcohol and Smoking:** The sale of alcoholic beverages requires 501 (C) (3) status, written request to the Director's Office, M-NCPPC, Prince George's County, Department of Parks and Recreation, 6600 Kenilworth Avenue, Riverdale, MD 20737 and Park Police presence at the contract holder's expense. Smoking is prohibited inside the venue. Ash urns are provided outside.

Note: The contract holder is responsible for notifying the venue staff of any status change of name, address, or phone number. The refunds (if applicable) will be mailed and made payable to the address and person listed on the contract.

HISTORIC

Prince George's Ballroom

Base Rental Pricing

| Weekends | Resident | Non-Resident |
|---|--|--|
| Friday Evenings & Sundays | \$2,580 | \$3,174 |
| Saturday Morning 10am-5pm | \$2,800 | \$3,460 |
| Saturday Evening 6pm-1am | \$3,020 | \$3,746 |
| Saturday All Day 10am-1am | \$5,160 | \$6,348 |
| Weekdays | | |
| (Monday - Thursday) Before 5pm Hourly Rate (3 hour minimum) | \$200 (security deposit not included) | \$260 (security deposit not included) |
| Evening Catered Event | \$1,755 | \$2,105 |
| Additional Fees | | |
| Extra Hours | | |
| Monday-Thursday (After 5pm) | \$242 | \$395 |
| Friday, Saturday, Sunday, Holidays | \$305 | \$395 |
| Patio Setup | \$550 | \$715 |

All pricing includes security deposit for the basic 7-hour time block

Rates will change for *All Day* Bookings



VENDOR COLLECTION



CATERERS

Caribbean Caterers

301-255-0001

www.caribbeancaterers.com

Hayward's Private

Chef & Catering

301-395-2772

www.haywardspccatering.com

Mad Cow Grill

301-332-2333

www.madcowgrill.com

Putting on the Ritz

301-725-4220

www.puttingontheritz.com

Bennett Caterers

301-203-8561

www.bennettcaterers.com

Sweet Bazil

609-362-2945

www.sweetbazil.com

Key Ingredients Catering

240-474-5158

www.keycaterers.com

Too Blessed to be Stressed

301-768-2118

www.tbtcatering.com

EVENT COORDINATORS

Creative Visionary

301-768-2118

www.creativevisionaryevents.com

Too Blessed to be Stressed

301-768-2118

www.tbtcatering.com

Trebella Events

240-925-2687

shawn@trebellaevents.com

PHOTOGRAPHY

Carjen Photography

301-442-0900

www.carjenphotography.com

Cesar Chavez Photography

516-524-8884

www.ceasarchavezphotography.com

Blue Palm Photography

240-401-5924

www.bluepalmphotography.com

CAKES & DESSERTS

Tiered & Petite

240-467-3977

www.tieredandpetite.com

Occasional Cakes

301-868-3640

www.occasionalcakesinc.com

Sweet Bobbies Cakes Creations

301-793-4874

www.sweetbobbies.com

Cakes Plus

301-490-3600

www.cakesplus.com

BAR TENDER SERVICES

Mix in Mimi Mixology

202-351-6180

www.mixinmimi.com

Sugar Rim Bar

240-264-0247

www.sugarrimbar.com

Mixology Bartending

301-500-0227

www.mixologybar.com

EVENT RENTALS

AAA Rentals

301-386-4000

www.aapartyrentals.com

Allied Party Rentals

301-986-8006

www.alliedpartyrentals.com

Catering by Vest

301-423-3151

www.cateringbyvest.com

Mad Cow Grill

301-332-2333

www.madcowgrill.com

Putting on the Ritz

301-725-4220

www.puttingontheritz.com

Bennett Caterers

301-203-8561

www.bennettcaterers.com

Sweet Basil

609-362-2945

www.sweetbazil.com

Key Ingredients Catering

240-474-5158

www.keycaterers.com

Too Blessed to be Stressed

301-768-2118

www.tbbscatering.com

EVENT DECORATION

Sheta Decoration

202-210-8817

www.shetadecoration.com

Showtime Events Inc.

301-744-7469

www.showtimeeventsinc.com

Talk of the Town

301-738-9500

www.tottevents.com

DaVinci Decorations

301-588-8900

www.eventandfurniturerentals.com

HOTELS

Doubletree by Hilton (Largo, MD)

301-773-0700

www.hilton.com

Holiday Inn (Largo, MD)

301-636-6090

www.ihg.com

Metro Points Hotel

301-459-6700

www.metropointshotel.com

ENTERTAINMENT

Jammin or Groovin

301-661-3917

www.jamminorgroovin.com

Let it Flow Band

202-409-6383

www.letitflowtheband.com

Showtime Events Inc.

301-744-7469

www.showtimeeventsinc.com

Talk of the Town

301-738-9500

www.tottevents.com