

**Rock Creek Mansion
Rules and Regulations - 2016**

5417 West Cedar Lane

Bethesda, MD 20814-1317

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www.rockcreekmansion.com

Rock Creek Mansion Rentals include use of the entire first floor including ballroom (maximum capacity 200) lounge with fireplace and built-in bar, front foyer, coat room, prep kitchen and restrooms, outdoor patio overlooking private grounds and dressing room on the 2nd floor. A House Manager is present from beginning to end of each event including set up and clean up.

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The following equipment is included in the rental:

Indoors: 6 – 3’ round table, either regular height or high tops
20 – 5’ round tables 1 – 4’ round table
10 – 6’ rectangular tables 1 – 2’ x 4’ rectangular table
180 beige padded metal chairs

Outdoors: 6 square tables with 4 chairs each and 4 rounds with 4 high top stools
There is a covered side walkway with direct access to the ballroom.

Parking: Private, lit parking lot behind the mansion, with 65 spots and street parking in front of the building

There is a warming kitchen at the front corner of the building with easy access, in which there is a stacked warming oven, a small regular oven, 2 microwaves, countertops, and sinks. There is a small coat room/staging area.

Caterers are responsible to bring all sterno, chafing dishes, serving pieces, pot holders, silverware, china, glassware and ice for their purposes. The Rock Creek Bar provides beer, wine, liquor, sodas and plastic glassware. **Bartenders are furnished by the Rock Creek Bar. No outside beer, wine or liquor can be brought into the building or be consumed on the premises.**

The client/caterer is to provide a diagram of the requested set up at least one week prior to the rental. The Mansion staff will pre-set all our tables and chairs prior to the beginning of the rental. If rental chairs are to be used, mansion chairs will be removed and stored prior to rental. It is then up to the caterer to set up all rental chairs then stack these at the end for pick up. Similarly, the caterer is to set up any additional rental tables, then break these down at the end for pick up.

The standard set up time is two hours. One additional hour, if available can be arranged at no charge. More than three hour set up, if available, can be rented at an additional charge.

All rental equipment deliveries are to be coordinated with the Event Manager. If the calendar allows, drop offs can take place on Friday and pick ups on Mondays, but this is based on the rental schedule. (to be determined one week in advance). **If necessary, drop offs and pick ups need to take place on the same day/night.**

CLEAN UP

The caterer/client is required at the end of the event to stack chairs in groups of 8, to sweep the ballroom, remove all trash from the ballroom, lounge, upstairs changing room (if used), patio (if used) and place all trash in the dumpster on site. The kitchen is to be mopped, if necessary. The House Manager will approve the clean up prior to the caterer leaving. Based on a satisfactory clean up, security deposit is returned to the client.

All decorations and rentals are to be removed that night unless other arrangements have been made with the Event Coordinator

The client is to furnish a list with contact information of all vendors and contact information at least two weeks in advance. (example: caterer, dj/music, bakery, florist, rental company, event coordinator, décor company)

Candles are allowed as long as they have a glass enclosure – ie, hurricane globes and votive candles. No open tapered candles are permitted unless it is for a birthday/religious blessing, then are to be promptly blown out.

No metallic confetti is allowed in the building. Bubbles are **only** allowed outside the building.

No nails, screws or tape are to be used on the walls or mirrors. The bannister and front entrance railing and side canopy posts can be decorated using twisting ties or twine to secure decorations (nothing that removes the paint).

Decorations can be hung from the ceiling only with magnets that attach to the metal grids. The ceiling tiles are not to be moved.

For further information, please contact:

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