

Mount Airy Mansion

9640 Rosaryville Road
Upper Marlboro, MD 20772
Phone 301-856-9656, Fax 301-856-4206
e-mail events@mountairymansion.org
Web Site www.mountairymansion.org

Rental Fees 2017/2018

Saturdays	\$3500.00
Sundays	\$2800.00
Friday	\$2500.00
Monday - Thursdays Evening House rentals are for an Eight Hour Time period	\$1500.00
Extra Hours (Hourly Fee)	\$ 250.00
Additional Rooms	
Marlborough Suite – Second Bridal Changing Room	\$ 150.00
Duval Room – Baby Sitting Room	\$ 300.00

Non-profit rates are available Monday - Thursday

- Meetings Weekday Before 5:00pm (Hourly Rates, 3 Hour Minimum)
- Main Floor \$ 180.00 per hour
- Second Floor \$ 180.00 per hour
- Wine Cellar Rental \$ 500.00 4 Hours

Rehearsals \$ 75.00 per hour

Holiday Rental Rates \$3500.00

Mount Airy Mansion is managed by The Rosaryville Conservancy, Inc.

Mount Airy Mansion Client Time Line

Reserve Date –

Half of rental fee and signed contract for the Mansion holds your date.

Six-Weeks Before –

The remainder of Mansion fee is due. Checks made out to and mailed to:

The Rosaryville Conservancy
8809 Old Branch Avenue
Clinton MD 20735

Caterers documentation due – Food Facility License, Liability Insurance
and Food Handlers Permit

Reserve Rehearsal Date/Time –

Two month prior to the event date you can reserve your rehearsal date
and time.

Mount Airy Rental Contract

9640 Rosaryville Road, Upper Marlboro, MD 20735

General Information: Please include a copy of driver's license with contract.

Name of renter (Individual or Group): _____

Contact: _____

Address: _____

City _____ State _____ Zip _____

Telephone: (H) _____ (Fax) _____ (C) _____

Email: _____

Date requested: _____ Time of event: Start _____ End _____

Type of event: Wedding _____ Reception _____ Attendance: _____

Outdoor Set-up: _____

Spouse A Name: _____ Phone _____ E-Mail _____

Spouse B Name: _____ Phone _____ E-Mail _____

Wedding Coordinator: _____ Phone _____ E-Mail _____

Caterer: _____ Phone _____ E-Mail _____

* See Caterer's Responsibilities in Rental Rules

Rental Fees:

Rate for above noted event: _____ Check _____ Visa/Master _____

Please make all checks payable to: The Rosaryville Conservancy

How did you hear about Mount Airy Mansion: _____

Signature*: _____ Date: _____

*I have reviewed the Rental Rules and Regulations

Title: _____

Mount Airy Representative:

Signature: _____ Date: _____

Please return signed contract and deposit to:

The Rosaryville Conservancy 8809 Old Branch Avenue Clinton, MD 20735

The Rosaryville Conservancy

The above fee refers to an **eight hour period of use**. Additional time is billed at the rate of Two Hundred and Fifty Dollars (\$250.00) per hour and can be pro-rated when necessary.

A fifty percent (50%) deposit of the total rental fee is due at the time of the confirmed reservation in order to hold the date available. This deposit will be refunded if the reservation is cancelled at least six (6) months prior to the event. **The balance of the total payment plus the \$250.00 Deposit is due and payable six (6) weeks prior to the event date.**

Terms:

1. The Renter agrees to indemnify and hold harmless, The Rosaryville Conservancy, from any claims, damage, loss or expense (including attorney's fees and court costs) arising out of the use of Mt. Airy by Renter, Renter's guests, agents of those such as musicians and others who are working for or with the Renter.
2. The Renter hereby agrees to be responsible for maintaining Mt. Airy and its grounds in the good, clean condition in which it was found immediately prior to Renter's usage. The Renter further agrees to pay any and all reasonable costs of repair of damage to the facility caused by, or occurring during its use of the facility pursuant to this contract.
3. Ticket Sales – Tickets may not be sold on premises.
4. Alcoholic Beverages – Cash bars are not permitted at Mount Airy Mansion unless the caterer has a MD issued liquor license.
5. Rehearsals – Rehearsals may be scheduled 2 months prior to event date. The rehearsal time may need be adjusted to accommodate a last minute booking. Food and drink are not allowed in the Mansion during a rehearsal. There is a \$75 per hour which must be paid with the final payment.
6. 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 Rosaryville Conservancy's rules and regulations regarding food service, set-up, break-down, and clean up at an event.
7. No vehicles may be driven on the grass or brick walk ways, please inform your vendors.
8. Smoking is prohibited inside the venue. Smoking is only permitted in designated outdoor areas. Monetary fines may apply if no-smoking rules are not adhered to.
9. The renter agrees to remove all items belonging to the renter at the conclusion of the event (including outside decorations). Mount Airy is not responsible for any items remaining after the event that belong to the renter or the renters guests.
10. The Renter agrees to abide by all Rules and Regulations for Mt. Airy which are made part of this contract.
11. Cancellation – All cancellations must be in writing, signed by the contract holder and addressed to the venue manager. If the cancellation occurs prior to 6 months before the event date the full down payment will be refunded. If cancellation occurs less than six (6) months prior to the event date any payment swill be forfeited.

Caterers Letter

It is our understanding that you will be catering the _____ event on _____ date. Enclosed you will find a list of Caterers' Responsibilities. You are required to sign at the bottom of the responsibilities list every time you cater an event and return to the Mount Airy Mansion at least 1-2 weeks prior to your scheduled date.

You may enter Mount Airy Mansion **two hours prior** to event start time to set up the tables and chairs for your event. All floor plans (plan A for fair weather and plan B for inclement weather) need to be submitted and approved by Management at least 1-2 weeks prior to the event. You have one hour for breakdown.

As you are aware, it is the caterer's responsibility to set up and break down the tables and chairs for your client's event. Please plan to have an appropriate number of staff on site to accomplish this task in a timely manner. Since Mount Airy Mansion is an historic facility, it is of the utmost importance that your staff takes special care in setting up, breaking down, and storing the equipment. At Mount Airy Mansion an event supervisor will be on site to monitor the set up and break down of the equipment. All caterers will be evaluated on their efficiency to be able to set up and break down within the allotted time frame. If problems should occur, you will be contacted within a few days following the event.

Caterers are not allowed to leave equipment overnight. All rental equipment must be removed from the facility and completely removed from the premises by the end of the contracted time. Please refer to the attachment for extra fees if this should occur.

We are looking forward to working with you to ensure a successful event. As always, if you should have any questions, please feel free to contact me at (301) 856-9656.

Mount Airy Mansion Caterers' Responsibilities

All caterers must submit a copy of the following at least 2 months prior to the scheduled date:

Liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability) naming The Rosaryville Conservancy as the additional insured as follows mentioning the dates of your event:

The Rosaryville Conservancy
9640 Rosaryville Road
Upper Marlboro, MD 20772

Facility permit issued by the Health Department in their county (caterer's name must be linked to the facility permit)

Food handler's permit of the staff who will be on site throughout the duration of the event.

In order for Alcohol to be served at the function, a non-SCAT licensed caterer must provide an on-site staff member (preferably a bartender) with T.I.P.S. certification. Please provide a copy of the certificate.

Caterers that have not catered at the Mount Airy Mansion are required to make an appointment with the Facility Manager at least one month in advance. The above-referenced credentials must be submitted in advance of the meeting.

The cleaning of the kitchen, dining areas, and guest tables and chairs is the sole responsibility of the caterer.

1. The caterer must call in advance to verify entry/set up time at (301) 856-9656. No caterers will be allowed to enter any earlier than the approved time. The caterer must check in/out with the supervisor at time of arrival and departure.
2. The caterer is responsible for setting up and breaking down the floor plan. Since the Mount Airy Mansion is an historic site, please be careful with equipment and protection of facility. Plan to have an adequate number of staff on site in order to set up and breakdown in a timely manner. Mount Airy Mansion 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 e-mailed to the Mount Airy Mansion at least 1-2 weeks prior to the scheduled date. The Mansion's e-mail is events@mountairymansion.org. If you need blank floor plans please visit our web site www.mountairymansion.org or please call the office at (301) 856-9656.

3. **DO NOT** drag tables and chairs across the hardwood floors, lift instead.
4. All deliveries and the pick-up of rental equipment **must** be made within the client's 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.
5. Food items must be prepared and cooked off premise. The kitchen is for warming food only.
6. Remove all food containers from walk-ins, ovens and tabletops. Mount Airy Mansion will not be held responsible for items left behind.
7. Provide all cleaning supplies, including trashcan liners for the large kitchen trashcans.
8. Grease or food refuse shall not be dumped into the sink. These items should be disposed of in the trash receptacles provided. The Mansion does not have a garbage disposal.
9. Clean all preparation tables, sinks, ovens, stoves and refrigerators, inside and out. Wipe down the walls if food or sauce has been spilled.
10. Clean all trash from the guest seating and dining area. All areas of the Mansion where food and beverage is either served or partaken; must be swept and mopped and/or vacuumed.
11. Remove all trash and dispose of same in the dumpster located beside the Mansion. All receptacles throughout the Mansion (with the exception of the rest rooms) must be emptied and replaced with a fresh liner. Do not leave trash around the base of the dumpster or an additional cleanup fee will be assessed. Tie all trash bags before throwing into the dumpster.
12. Sweep and Wet-mop the kitchen, Sign caterers' check-off list, which will be given to you by the Event Supervisor.

Kitchen equipment provided:

- (4) Convection Ovens
- (1) three-compartment sink
- (1) mop sink and mop
- (1) commercial Walk-in
- 400-lb capacity ice machine

I have read the caterer's responsibilities and agree to abide by them.

Signature of Catering Supervisor Date

Print Name

Caterer Name:

Event Date and Time:

Accommodations:

Within 25 minutes from Mount Airy Mansion
Staying at National Harbor

Aloft – National Harbor
156 Waterfront Street
National Harbor, MD 20745
301-749-9000
184 Rooms

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor MD 20745
301-965-4000
2,000 Rooms

Hampton Inn and Suites
250 Waterfront Street
National Harbor, MD 20745
301-567-3531
151 Rooms

Residence Inn By Marriot
192 Waterfront Street
National Harbor, MD 20745
301-749-4755
162 Rooms

Westin
171 Waterfront Street
National Harbor, MD 20745
301-567-3999

Wyndham
250 Mariner Passage
National Harbor, MD 20745
301-265-4200
250 Rooms

Within 10-15 minutes from Mount Airy Mansion

Econo Lodge – Andrews AFB
7851 Malcolm Road
Clinton, MD 20735
301-856-2800
240 Rooms
(9 minutes)

Colony South Hotel
7401 Surratts Road
Clinton, MD 20735
301-856-4500
195 Rooms
(10 minutes)

Holiday Inn
4783 Allentown Road
Camp Springs, MD 20746
301-420-2800
139 Rooms
(12 minutes)

TownePlace Suites by Marriott
7800 Ferry Ave
Clinton, MD
301-856-2266
1-877-331-2266
115 Apt. style suites
(7 minutes)