VENUE RULES AND REGULATIONS

TO RENT A VENUE:

All rental contract holders must:

- Be at least 21 years of age and;
- Have a valid form of ID and proof of residency. Valid forms of ID include: a driver’s license, utility bill, deed to house, lease agreement, homeowner’s insurance policy, or renter’s insurance policy.

RESERVATIONS:

A 10 day calendar 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% of the rental fee, due 90 days prior to the event date.

- Application/Hold fee can be paid by:
  a. Credit card/by phone
  b. Cash/credit card OR money order in person by appointment

- The security deposit must be paid within the 10 calendar day hold. The security deposit fees are as follows:
  a. $750 Newton White Mansion and Oxon Hill Manor
  b. $600 Prince George’s Ballroom
  c. $500 Snow Hill Manor and Billingsley House

Accepted forms of payment for deposit include: Visa or 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.

- After the security deposit is paid, the client will receive the rental contract which must be signed and submitted by the due date specified on the contract.
PAYMENT SCHEDULE:

1. 90 days (3 months) after paying the security deposit, 50% of the rental fee is due.
2. 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).
3. Reservations, extra fees, and requests made less than 90 days prior to the event date require full payment at the time of booking/request.

CANCELLATION POLICY:

All cancellations must be made in writing by the contract holder, signed and addressed to the facility manager. (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 aspect 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.

If the venue is unable to fulfill a contract due to causes beyond the control of the venue, any payments, except for services already rendered, will be refunded in full or payments received can be applied to a future re-booking.

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.

RENTAL HOURS:

Contracted rental hours include the setup and breakdown time for all vendors. 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 for setup. If available, additional hours may be purchased with a written request. Extra hours cannot be purchased on Saturdays at some venues.

REHEARSALS:

Rehearsals can be booked **30 days prior** to the event date and are not guaranteed.

Rehearsals must be paid in full at the time of booking and are scheduled Monday-Friday.

ALCOHOL AND SMOKING:

Alcoholic beverages must be served by a licensed bartender who can ensure all guests being served are twenty one (21) years of age and over.

The following are prohibited: BYOL (bring your own liquor), red wine, punch or cranberry juice or any red beverage.

The bar must close down one hour before the end of the contracted time (no exceptions).

**Cash bars:** Only non-profit organizations that have received approval to obtain and acquire a one day liquor license can have a cash bar. All cash bar approval requests must be made in writing and addressed to:

Director’s Office  
M-NCPPC  
Prince George’s County
If approved, the director’s office will address a letter of approval directly to the Prince George’s County Liquor Board for your convenience.

The contract holder is responsible for purchasing the one day liquor license from the Liquor Board. **A one day license is only granted to Non-Profit organizations.**

A copy of the license must be submitted to the venue at least one week prior to the scheduled event and the original license must be displayed on the bar during the event.

**Smoking:** Smoking is prohibited inside the venue; ash urns are available outside in designated areas.

**FOOD AND CATERING SERVICES:**

Caterers must be approved by management 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 provide copies of the required documents listed below to the business office where the event is taking place prior to 90 days of the event date.

**REQUIRED DOCUMENTS:**

1. Food Service Facility License
2. Food Managers License
3. Certificate of Liability Insurance with a minimum of $1,000,000 per occurrence under general liability and names The Maryland National Capital Park and Planning Commission located at 6611 Kenilworth Avenue, Riverdale, MD 20737 as an additional insured.

*Food Service Facility License and Certificate of Liability Insurance must list same name*
The approved caterer must abide by all laws, rules and regulations of the venue, the State of Maryland, Prince George’s County and the Commission.

The caterer is responsible for setting up the furnishings and equipment in the interior rooms based on the contract holder’s floor plan.

The caterer must stay on site for the duration of the event and is responsible for cleaning the facility. Failure to clean the facility properly or vacate the venue by the end of contracted hours will result in additional fees to the contract holder.

**FURNITURE/EQUIPMENT:**

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.

Please refer to the equipment list for available furnishings. Consult with facility staff for availability as these quantities are subject to change.

**DECORATING AND FLOOR PLANS:**

Decorating or signage must be free standing or secured by coated wire, string or painter’s tape. Nails, screws, push pins, metal hooks, damaging adhesive, etc. are prohibited.

Flower petals (real or fake), balloons, rice, confetti, decorative glitter and birdseed are not allowed.

Hurricane globes and votive candles are permitted on a sturdy, non-flammable base for fire protection and to prevent wax spillage.

Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.

Venue furniture and décor may not be removed or rearranged during events.
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. If the event includes an outdoor setup, 2 floor plans must be submitted: “Plan A” for fair weather and “Plan B” for inclement weather.

Driveways, corridors and emergency exits cannot be blocked and must be accessible at all times.

ENTERTAINMENT/ADVERTISING/SECURITY:

ENTERTAINMENT: All entertainment is subject to approval. The facility must be informed of all entertainment planned for events 90 days prior to the event date as this must to be approved by Park Police. Amplified music is only allowed at certain venues.

The DJ and/or band must cease playing music and begin breakdown of their equipment one hour before the end of the contract.

ADVERTISING: A copy of proposed advertising and tickets must be submitted to venue management for approval at least 90 days prior to the event date. Tickets must be numbered to not exceed the maximum capacity of the venue and must indicate the proper closing time of the event. All tickets must be sold in advance; there are NO ticket sales at the door.

SECURITY:

Park Police are required for:

▷ All social events involving advance ticket sales
▷ All social events involving the sale of alcohol
▷ School proms and teen parties

If the nature of your contracted event requires Park Police coverage, the facility will make arrangements to schedule security. Please inquire with management about rates and number of officers required for your scheduled event.
Restrictions: There is a curfew of 12:00am on Sunday through Thursday and 1:00am on Friday and Saturday. There are no exceptions to this rule. Other restrictions on party type or noise may apply

**Curfew at Snow Hill Manor is 10:00pm on Friday and Saturday (non amplified music off at 9:00pm). Sunday-Thursday curfew is 9:00pm (non amplified music off at 8:00pm)

TENTS:

At least one month (30 days) advanced notice is required to request M-NCPPC approval for tent installation and vendor approval. 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 Department of Environmental Resources.

A refundable tent deposit is due no later than **30 days prior** to the event date. Providing there are no damages to the grounds of the venue, the tent deposit will be refunded with the venue security deposit within three (3) weeks of the event.

Please contact the business office at the specific site for details, available dates and details on tent installation.

PARKING AND GROUNDS:

**PARKING:** There is ample free parking provided for guests as well as designated accessible parking.

Parking, standing or driving on any grassy areas is prohibited.

**VEHICLES:** Vehicles should be removed by the end of the event and may not be left overnight. M-NCPPC is not responsible for vehicles left on the premise.

**GROUND:** Children must be under the direct supervision of an adult at all times.
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.