

STRONG MANSION 2013 **Rental Rate Schedule**

RENTAL PERIOD: The rental period is seven (7) hours. *Four (4) hours are allotted for the actual function*, with two (2) hours allotted for set-up and one (1) hour for clean-up and close. **The time in and out is documented. Overtime fees begin after the seventh hour.** The rental time for both Saturday and Sunday weddings may be from 10 a.m. to 12 midnight. Additional ceremony and reception time may be purchased upon request for \$300.00 per hour.

CONTRACT FEES: The rental fee for seven (7) hours is **\$3,500.00** for **Saturday**, **\$3,200.00** for **Sunday** and is due thirty (30) days prior to the date of the event. This includes a tented 40 x 57 patio. The tent includes sides that can be opened or closed, two chandeliers, dixie lights, and four mounted fans in each corner of the tent. The option of renting a tent extension towards the pond (40x16). Friday evening each bride is provided 1.5 hour Rehearsal Time on a first come, first serve basis 5 – 6:30 or 6:30 – 8 with no additional charge. On site Stronghold house attendant and staff parking attendant.

RESERVATION DEPOSIT: A **\$600.00 deposit** is required with the rental contract to confirm a reservation date. *The reservation deposit will become the security deposit* that will be refunded following the event **less any damage or overtime charges** against it. The refund will be mailed within thirty (30) days after the event.

CLOSING TIME: *All functions must end at the conclusion of the (7) seven hour rental period.* In the event of non-compliance, *an overtime rate of \$300.00 per hour (or portion thereof) will be assessed.*

FORFEITURE: A deposit of \$600.00 must accompany the rental contract (page 5). The *rental fee* must be paid thirty (30) days prior to the date of the event. ***DO NOT DEDUCT the \$600.00 deposit.*** The deposit remains as a security deposit that will be refunded, unless damage or overtime charges are documented against it, following the event. If the full rental fee is not paid thirty (30) days prior to the date of the event, the reservation will be canceled.

CANCELATION POLICY: If a reservation is canceled ***MORE than six (6) months prior to the date of function***, the \$600.00 deposit less a ***\$300.00 Booking Fee*** will be refunded.

If a reservation is canceled ***LESS than six months (6) months prior to the function***, the \$600.00 deposit less a \$300.00 Booking Fee will be refunded ***ONLY if the reserved date is subsequently filled by another rental.*** Therefore, the \$600.00 deposit will be held until the subsequent reservation is secured.

RULES AND REGULATIONS FOR FUNCTIONS AT STRONG MANSION

GUEST LIMITS/TIME RESTRICTION/REHEARSAL

1. Maximum number of guests is 200. Event time is 7 hours. The amount of time that guests are allowed to be in the Mansion is 4 hours with an additional 2 hours for preparation and 1 hour for clean up. An additional charge of \$300.00 per hour will be assessed if you extend your event past the allotted 7 hours. If rehearsal time is needed, you may do so at 5:00 p.m. or 6:30 p.m. the Friday evening preceding your event. This must be arranged with the Events Coordinator and will be scheduled on a first come basis.

SET-UP AND CLEAN-UP RESPONSIBILITIES

2. Lessee is responsible for set-up and clean-up. All articles brought by Lessee, caterers, florists, etc. must be removed from the Mansion and grounds the day of the event. The Mansion should be left in a "broom finish" condition. Kitchen should be left as it was found; floors wet mopped, tables clean, refrigerator clean and empty, etc. All trash must be removed from property.

SERVING OF FOOD

3. Buffett may be set up in the Ballroom or under the tent. Those wishing a sit down meal must do so out of doors, under the tented patio.

CATERING

4. The renter will be held liable for caterer actions and damages incurred during the rental period. The caterer should include a check of references, insurance and track record. Caterer is responsible for table set-up, breakdown and clean up.
5. The Saturday wedding rentals (tent extension, tables, chairs, glass and dishes) must be broken down and left in the tent for Sunday pickup between 8 a.m. to 9 a.m. This is necessary if there is a Sunday wedding. Sunday wedding deliveries must be scheduled on Sunday after 10 a.m. and pickup of rental equipment scheduled for Monday. Holiday weekends the Sunday pickup may be scheduled for Tuesday.
6. The caterer or a supervisor from the catering service must be present throughout the function and assume full responsibility for clean-up requirements. Caterers may use the kitchen (stove, refrigerator, sink, etc.) but must provide their own utensils. The kitchen is not designed, nor available for cooking, boiling, frying, roasting, etc., but only for warming or reheating previously prepared foods. The use of chafing dishes is permitted but open flame food containers or equipment for self service food preparation (skillets, woks, deep fat fryers) are not permitted.
7. Caterers should deliver food and equipment at the scheduled time. Earlier or previous day deliveries will not be accepted. All catering equipment must be removed and clean-up completed by the agreed scheduled time or an overtime charge will be levied. These rules apply equally to florists, musicians or other suppliers of goods or services to the function. Any exterior decorations (i.e., balloons, signs, garland, etc.) must be removed.

8. Caterer must cover the floor in the formal dining room around the tables to protect the hardwood floor.

FURNITURE AND FURNISHINGS/FLOWER ARRANGEMENTS

9. No furniture or furnishings shall be moved by lessee for any reason.
10. In the event of an indoor ceremony, chairs used inside, must have plastic protective feet in good condition.
11. Flower arrangements should be in vases or leak proof pots. Mansion lamps or vases will not be moved or used for floral arrangements. No floral additions shall be made to the exterior trees, plantings or garden areas. Floral arrangements may not be disposed in the sinks, toilets or bathtubs in the Mansion.

MUSIC AND DANCING

12. If music is desired, please use bands or recorded music with reasonably amplified music. If sound levels are too loud, the Events Manager may ask for moderation.

Band Contracting: Lessee should advise any musical arrangements that will need the use of power, Strong Mansion has a limited amount of electrical amperage available for this use. It is advised that all musical arrangements be prepared with a generator of their own.

PARKING

13. There is room for a maximum of 75 cars on and around the Mansion grounds.
14. All vehicles must park in designated areas as instructed by Stronghold staff. No vehicles permitted in driveway entrance to the rear of the Mansion.

NO RICE, CONFETTI, BIRDSEED, or SPARKLERS

15. Throwing of rice, bird seed, fireworks including sparklers and confetti is prohibited. A \$100.00 clean-up will be documented by Stronghold and will be deducted from the security deposit. All flowered petals used during the Ceremony must be cleaned up and cigarette butts placed in the ash trays provided.
16. A separate \$100.00 clean-up charge applies (a) for scattered material **outside** the building or (b) if garbage and refuse is not removed from the premises and (c) if caterer does not comply adequately with the items on the "Caterer Check Out List". Larger clean-up charges may apply if the situation warrants.

SMOKING/USE OF CANDLES/FIREPLACES

17. NO CIGARETTE SMOKING IS PERMITTED IN THE MANSION.

Stronghold provides candles for the two fireplaces in the Ballroom. No additional candles are permitted in the Mansion.

USE OF INSECTICIDES

18. Spraying with any type of insecticide is strictly prohibited.

MARRIAGE LICENSE

19. If the actual marriage ceremony is to take place the Strong Mansion, you **must obtain a Frederick County marriage license.**

TENT RULES AND REGULATIONS

1. A **40x16** tent extension is permitted from the permanent tent towards the driveway and pond. If your event exceeds **150** guest, we encourage the rental of a tent extension from one of the rental companies listed on our vendor list. Larger tent extensions are prohibited and not allowed on any other areas on the grounds.
2. Smoking is prohibited in the tent. Smoking areas are provided outdoors and we ask smokers to please extinguish cigarettes in the ash trays provided.
3. No additional lighting is permitted without prior permission from the Event Coordinator. No additional decorations are permitted using the **Tent Frame.**
4. Candles are permitted on table arrangements if they are contained in a hurricane or glass enclosure. No open flames are permitted in the tent.
5. Use of crepe paper, or adhesive is **STRICTLY** prohibited.
6. Tent heaters **MUST** be placed outside tent and ducted to the inside of the tent.

POND RULES AND REGULATIONS

1. Tiki torches or hanging oil lamps are **prohibited.**
2. Floating candles or additional flowers in the pond are prohibited. Stronghold pond contains fish, frogs, lily pads and additional plant growth which we do not want to disturb.

STRONG MANSION RENTAL CONTRACT

Name(s): _____ Function _____
(Lessee) _____ Date: _____
Address: _____ Function _____
_____ Type: _____

Phone: Home _____ Rehearsal Time: _____
Work _____

Reservation/Security Deposit: \$ _____ (Please enclose check with Rental Contract)

Rental Fee: \$ _____ Full Payment Due: _____

Bride's Name: _____ Groom's Name _____

Special Information: _____

I/We, _____, Lessee(s) hereby agree to assume full responsibility and financial liability for any damage to art, loss of objects or property belonging to Stronghold, Inc. Lessee assumes responsibility of personal injury to persons and quests during rental period of building and property. I further agree to abide by the rules governing the reservation, rental use of the building, grounds and adhere to the scheduled hours of use. I understand that Stronghold, Inc. assumes no responsibility for items brought into or left in the facility by Lessee(s), guests, caterer or other employee. In the event of an act of God or circumstances beyond the direct control of Stronghold Inc., Stronghold, Inc. reserves the right to cancel the event or rescind the contract without further liability of either party, upon refund of the deposit.

Signature of Lessee(s): _____ Date: _____

Role in the Function: _____
(Relationship to Bride/Groom)

Signature of Lessor for Stronghold, Inc.: _____
DATE: _____

How did you hear about Stronghold Mansion? _____

Please make check out to: **Stronghold Inc.** & write on check Memo the date of event.

A COPY OF THE ACCEPTED RENTAL CONTRACT WILL BE RETURNED FOR YOUR RECORDS.

STRONG MANSION RESOURCE LIST

The following is a listing of vendors who have provided services at Strong Mansion.

<u>COMPANY NAME</u>	<u>AREA</u>	<u>PHONE NUMBER</u>
CATERING:		
Avalon	Alexandria	202-337-2000
A Cut Above	Frederick	301-663-1517
Canapes	Frederick	301-663-8220
Design Cuisine	Arlington	703-979-9400
Festive Foods	Rockville	888-230-4440
Gourmet with Paula Catering	Frederick	301-639-5531
Helga's Caterer Inc.		703-556-0780
Innovative Gourmet	Baltimore	800-722-1317
Leiter's Fine Catering	Hagerstown	301-223-7070
Marco Polo Caterers	Vienna	703-281-3922
Occasions	Washington	202-546-7400
Purple Onion Caterer	Fairfax	703-631-0050
R & R Caterer	Springfield	703-451-2798
Rock Creek Catering	Silver Spring	301-650-0073
Ridgewell's	Bethesda	301-652-1515
Susan Gage Catering	Oxon Hill	301-839-6900
Wickey's Catering	York	800-942-5391
Windows Catering	Alexandria	703-519-3500
3 Citron Catering	Washington	202-342-3400
Main Event Caterers	Arlington	703-820-2028
Maters of Taste	Alexandria	703-683-6555
Stone Soup Catering	Gaithersburg	301-515-6998
Bricello's Caterer's	Baltimore	410-688-4654
RENTAL EQUIPMENT:		
Capital Party Rentals	Rockville	301-231-9600
Fun 4 Hours	Mt. Airy	301-829-2735
Gaithersburg Party Rentals	Gaithersburg	301-963-9011
Totally Tents	Frederick	301-473-7004
Select Event Rentals	Beltsville	301-937-7600
WEDDING CAKES:		
Carriage House Bake Shop	Mt. Pleasant	301-898-7559
Creative Cakes	Silver Spring	301-587-1599
Custom Cake Design, LLC	Gaithersburg	301-216-1100
Ed's Country Bakery	Adamstown	301-788-5409
Heavenly Cakes		301-915-7100
Sweet Encounters	Gaithersburg	301-977-2838
Icing on the Cake		443-570-9933

LODGING:

Hampton Inn	Frederick	301-698-2500
Hampton Inn	Germantown	301-428-1300
Holiday Inn	Gaithersburg	800-741-5072
Holiday Inn	Frederick	301-694-7500
Fairfield Inn by Marriott	Frederick	301-631-2000
Residence Inn Marriott	Frederick	301-360-0010
Courtyard Marriott	Frederick	301-631-9030
Marriot Rio	Gaithersburg	301-590-0040
The Inn at Buckeystown	Buckeystown	301-874-5755
Econo Lodge	Frederick	301-698-0555
Comfort Inn	Frederick	301-668-7272

FLOWERS:

Bealls's Florist	Damascus	301-253-2840
Celebrate with Flowers		301-528-8618
Flowers by Jim	Frederick	301-662-6977
Hillview Designs	Brinklow	301-924-4718
Ory	New Market	301-865-8860
Suzann Stotlemeyer		301-718-0280
The Flower Vendor	Frederick	301-694-6966
Victorian Elegance	Frederick	301-831-1311
Vince's Agnes	Silver Spring	301-588-8484
Studio Florist	Centerville	703-968-6681
Yellow Door Floral Designs	Mclean	703-734-1137
To The 9's	Frederick	301-665-9090

PHOTOGRAPHY:

Creative Force Photography	Frederick	301-695-8151
Freed Photography	Bethesda	301-652-5452
King Video	Frederick	301-831-3500
Ken Graham Photography	Gaithersburg	301-869-8584
Marc Kent Photography	Leesburg	703-727-1290
Susan Hornyak	Bethesda	301-263-0349
Timmester Photography	Alexandria	571-332-2825
Soko Hiroyma		571-214-2606
Rodney Bailey & Associates		703-440-4086
Roman Grinev Photography, Inc.	Bethesda	888-656-2121
Deb Lindsey Photography	Potomac	301-765-2075

MUSIC:

Ray Bialek	Washington	301-340-6206
Chamber Music Unlimited	Frederick	301-846-0855
Dynomite Dj		301-831-9500
Jim Bowie Band		301-370-7971
Soundsations	Frederick	301-696-5572
Mid-Atlantic Professional DJ Association	Kensington	800-795-1808
Elan Artists	Washington	888-800-3526
Frederick Strings	Frederick	301-695-8868
Jakob Hofer-Violinist-Quartet, Trio or Duo		760-415-7593
Chris Laich - DJ		202-997-2514
Chris Andrews - DJ		443-744-1467
Karen Devitt - Piano & Vocals		301-593-9018
Shew-sical Entertainment Services		888-743-9742
Musical DJs/Dan Lamaestra		703-598-4433

CLERGY:

A.C. Warden		202-494-7855
Pastor Merritt Ednie	Boys	301-540-2544
St. Mary's Catholic Church	Barnesville	301-972-8660
Reverend Susan W. Taylor	Berkley Springs	304-258-661
Reverend Bill Cochran	Derwood	301-648-8385
Reverend Shirley Gomez	Berkley Springs	304-258-0396
Reverend Alberta Eaton		410-256-5330
Reverend Sandra Bearden		410-340-3224
Jo Ostby: Licensed & Ordained Chaplin		240-529-4815
Dave Albertson	Urbana	240-285-9758

TRANSPORTATION:

A Touch of Class	Frederick	301-698-2650
Autopark Parking & Transportation	Reston	703-707-0202
American Limousine & Bus Service	Mclean	866-847-9655
Chariots for Hire	Mclean	703-790-5466
Pioneer Coach	Frederick	301-662-6860
Kewl Tours & Charters	Walkersville	301-898-8628
Yellow Cab	Frederick	301-662-2250
Rill's Bus Service	Westminster	800-801-7530 ex. 101

ALCOHOL & BARTENDING SERVICES

Mixology Bartending Services Co.		301-641-4631
Ye Olde Spirit Shop Liquor Store	Frederick	301-662-4803
Sugarloaf Mountain Vineyard	Comus	301-605-0130

FREDERICK COUNTY MARRIAGE LICENSE 301-694-1960

STRONG MANSION CATERER RULES & REGULATIONS

1. Arrival at designated agenda time: All Caterers equipment must be unloaded within 45 minutes, please move vehicles and or trucks to the parking lot ASAP. No vehicles are permitted on the grass at any time. All driveways must be cleared as soon as unloading is complete.
2. Caterer's equipment must be out of site prior to guests arrival, during the event and when guests depart. Equipment used for serving during the event is permitted. Dirty dishes, silver ware and glasses etc. must be brought back to the kitchen. The above are not allowed to be left in the dinning room.
3. The dinning room should be used to transport food from the kitchen to the event area. Runners have been placed on the floor to avoid spilling and damage to the floor. Antique Buffets are not to be used by the Caterer. No equipment is allowed on the window ledge, or formal antique buffet tables where lamps are located. Equipment may not be visible to guests anywhere outside the Mansion. No additional tenting is permitted on the grounds except the extension permitted from the tent over the driveway rented by the Lessee. Caterer's may use the covered tables located in the dinning room.
4. Spill it, drop it, splash it – **Clean It Up**. Do not use cleaning detergent on hardwood floors, use a damp cloth to clean spills immediately.
5. If you use Stronghold mops they must be rinsed, wrung out and properly stored where you found them. Waste of any kind including bar waste must be placed in trash containers and removed from the property. Do not dispose solids, straws, paper products etc. in the flower beds, sinks, bathtubs, toilets or woods anywhere on the property. Please return brooms, three 55 gallon trash cans and bar waste bucket marked Stronghold. Please do not sweep debris under carpets. Debris such as straight pins, gum, food particles etc. do not favor the finish of the hard wood floors.
6. Stronghold provides a propane stove/oven, commercial refrigerator, box freezer for ice only. Caterer or Lessee is responsible for providing ice for the event. All left over ice must be removed from the freezer and taken with the trash the day of the event. Please clean kitchen countertops, sinks, tile floor, stove top/oven and refrigerator.
7. Tables as well as all other furniture in the Mansion are not to be moved under any circumstances, unless approved by Event Coordinator. Our on site staff may not approve any changes in the rules, please call 301-869-7846 if you have special request **prior** to the event.

Caterer is responsible for bringing the following cleaning supplies:

1. Pine Sol or Mr. Clean for mopping kitchen floor. (never use on wood floors)
2. Sweep wood floors – do not use any detergent/wipe floor with damp clean mop.
If liquids or solids spill on hard wood floor – please wipe up immediately with a damp cloth or paper towels, do not use our c-fold towels provided in the bathrooms.
3. Paper towels and cleaning product.
4. 55 gallon trash can liners.
5. Never flush paper towels down the toilets (we are on a septic system & this prevents the toilets from becoming clogged and overflowing.)
6. Caterer must cover the floor in the formal dining room around the tables to protect the hardwood floors.

BARTENDERS

1. No bar set ups are permitted on any grass locations, must be set up on hard surface; Portico, driveway or tented patio. No bars allowed in the Ballroom!
2. Please bring waste bucket and strainer, do not dispose any materials into the gardens or grounds around the Mansion including the wooded area. Remove all ice and garbage from the property when you leave. DO NOT dispose waste in toilets, bathtubs or sink!
3. Ice disposed of on the grass is an automatic \$100.00 cleanup fee assessed to the Lessee. Ice kills the grass and must be replaced!
4. Bartenders are required to have a current TAM license from the State of Maryland.

Stronghold Inc. would appreciate all efforts to adhere to these regulations.

Thank you,
Stronghold Inc. Management
Event Coordinator

This form must be completed and returned to Events Coordinator prior to departure.

Lessee: _____
Catering Firm: _____

Date: _____
Time In: _____

Caterer's Check-Out List

KITCHEN AND MAIN DINING AREA:

- _____ Removal of RENTED equipment, food, serving ware, etc.
- _____ Refrigerators cleared out and sponge wiped if spills, etc.
- _____ Kitchen counters, sinks and equipment sponge wiped, do not dispose grease or solid materials down sinks, toilets, bathtubs. Mansion is on septic system!

INTERIOR OF MANSION:

- _____ TRASH removal from all areas (i.e. bedrooms, bathroom, hallways, stairways, mantles, hearths, atop furnishings, etc.)
- _____ Removal of RENTED equipment, silverware, glassware, decorations, flower arrangements and the like.

FLOORS:

- _____ Wet mop kitchen and pantry, rinse out mops and mop buckets.
- _____ Broom sweep all hardwood areas including stairways and wedding cake area.

EXTERIOR OF MANSION AND SURROUNDING GROUNDS:

- _____ **Trash** removed from and event and disposed by Caterer.
- _____ Removal of Rented equipment, silverware, glassware, decorations, flower arrangements and the like. **DO NOT** dump extra ice on the grass, remove ice from Mansion.
- _____ Sweep Portico and Patio. **DO NOT** dispose Bar materials into gardens, sinks or toilets. Liquid waste may be disposed in the woods, solid materials are considered trash to be taken with Caterer.

WALK THROUGH AND FINAL CHECK-OUT

- _____ Walk through checklist with Events Coordinator
- _____ Departure notification to Events Coordinator

SIGNATURES

Catering Supervisor: _____

Time Out:

Events Coordinator: _____

Time Out:

Comments: