

Rockwood Manor Retreats & Events

3-day/2-night Retreat Manor House Hours

This form is due 45 days prior to your event.

Please Email RockwoodManor@MontgomeryParks.org

Contract Holder Name _____ Permit # _____

Confirmed Event Attendance for Day 1: _____ Day 2: _____ Day 3: _____ Day 4: _____

Choose Your Manor House Hours

Your overnight rooms are available 24/7 during your retreat. For the event spaces, Lobby, Ready Room, and kitchen in the Manor House, you choose one block of time per day for your set up, events, and clean up. Park staff will be scheduled to be onsite during your Manor House Hours.

For a 3-day/2-night Retreat, you have a total of 16 hours to use as you wish.

Event Dates	Start Time	End time	Number of Hours	Available Time
				3:00 pm – 12:00 am
				8:00 am – 12:00 am
				8:00 am – 11:00 am

Total Hours _____

I understand that this document is an official addendum to my permit contract. I agree to abide by the Manor House hours above, including set up and clean up by me and all vendors.

Contract Holder Signature

Date