



Rockwood Manor Retreats & Events

M-NCPPC Montgomery Parks Venue

Reservation Contract Rules and Regulations



11001 MacArthur Boulevard, Potomac, MD 20854
 RockwoodManor@MontgomeryParks.org | 301-563-7510

To Our Clients: Client (henceforth referred as contract holder) is responsible to read, understand, and communicate to vendors and guests the Rules and Regulations laid forth in this document. Failure to comply with the Rules and Regulations may result in ineligibility to use Rockwood Manor Retreats & Events for future events and/or suspension of the contract holder’s Active Montgomery account. These Rules and Regulations are subject to change. Please read indemnification clause and sign on page 9. A Reservation is NOT SECURED until receipt of (1) \$750 security deposit and \$750 down payment is received, (2) a signed copy of this Rules & Regulations contract, and (3) signed copy of ActiveMontgomery reservation contract.

INITIAL

Section 1: Reservations

- 1.1 A \$750 refundable security deposit and \$750 down payment is required to secure an event date.
- 1.2 The signed Reservation Contract must be returned within two business days.
- 1.3 A Reservation is confirmed and becomes binding upon receipt of:
 - (1) \$750.00 Security Deposit
 - (2) \$750.00 Down Payment
 - (3) This initialed AND signed Rules and Regulations Contract
 - (4) Signed ActiveMontgomery Reservation Contract

INITIAL

Section 2: Making Payments

- 2.1 For your convenience, we accept Visa, MasterCard, Discover, and AMEX.
- 2.2 Checks must be made payable to ActiveMontgomery and sent to the address as follows:

Rockwood Manor Retreats & Events
11001 MacArthur Boulevard
Potomac, MD 20854

- 2.3 For checks returned unpaid, the account will be debited for the original check amount, and electronically/via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 1-800-666-5222, ext. 2 to arrange payment for any outstanding checks and service fees due.
- 2.4 Cash and money orders must be exact change.

INITIAL

Section 3: Payment Schedule

- 3.1 A \$1,500.00 initial payment (\$750.00 security deposit plus \$750 down payment) is required to secure a date.
- 3.2 Three months after receipt of initial payment: 50% of the total rental fee minus the \$750 down payment is due.

- 3.3 Three months before event date: remaining 50% balance of total rental fee is due.
- 3.4 If a reservation is made one to two months prior to the rental date, 100% of the full rental fee and (\$750) security deposit is due immediately upon booking. Reservations will not be accepted less than one month prior to rental date without manager approval

INITIAL

Section 4: Security Deposit

- 4.1 A refundable Security Deposit of \$750.00 is required for all rentals and is due at contract signing
- 4.2 Security Deposit will be returned to client after conclusion of event provided there are no damages, concurred fees, and contract holder and vendors have complied with all specifications laid out in this document.
- 4.3 A failure to adhere to the rules and regulations in this document will result in a forfeiture of the security deposit and rental reservation date.
- 4.4 Security Deposit Refunds can take two (2) – four (4) weeks to be returned and can be determined by the original payment method. A check refund may take longer than a credit refund.
- 4.5 Security Deposits are processed through Active Montgomery and may be paid via Credit Card (Visa/Mastercard/Discover/American Express) or a check – made payable to ActiveMontgomery (Please refer to Sections 2.2 and 2.3).

INITIAL

Section 5: Cancellations

- 5.1 The contract holder may cancel an event for any reason.
- 5.2 All cancellations must be made in writing by email to RockwoodManor@montgomeryparks.org by the contract holder.
- 5.3 If the contract holder cancels the event after making the reservation, the security deposit is forfeited.
- 5.4 If the contract holder cancels the event three months after making the reservation to three months prior to the event date, the security deposit plus 50% of payments made to date will be forfeited.
- 5.5 If the contract holder cancels the event less than three months prior to the rental date, 100% of total paid will be forfeited.
- 5.6 If Rockwood Manor is unable to fulfill a contract/permit due to causes beyond the control of the event center, any payments, except for services already rendered, will be refunded in full or be applied to a future re-booking under the same terms and rates of the original agreement.
- 5.7 If at any time the Venue Manager finds that the event compromises the venue, safety to guests, or MNCPPC staff, M-NCPPC reserves the right to cancel the event immediately without reimbursement.

INITIAL

Section 6: Date Changes By Contract Holder

- 6.1 A one-time reservation date change at the same venue is acceptable up to six months prior to the event date. Any further date changes will be treated as a cancellation.
- 6.2 Transfer of date is allowed to any open date of the same value of the original event date. If the new available date is not of the same value, the contract holder is responsible to pay the difference.
- 6.3 Transfers between M-NCPPC-owned facilities will be treated as cancellations.
- 6.4 Retreat package downgrades (i.e., 3-day/2-night retreat to a 1-DAY Social Event Package) come with a \$200.00 package down grade fee. A package downgrade can be made up to three months prior the initial retreat start date.

INITIAL

Section 7: Capacity

- 7.1 The maximum capacity of Rockwood Manor is 120 guests.

7.2 M-NCPPC strictly upholds the maximum capacity and reserves the right to shut down any events which are over capacity without refund.

INITIAL

Section 8a: Rental Period

8.1 The Rental Period and Rental Site(s) are stated on the permit contract.

8.2 Rental Periods may start as early as 8:00 AM and must end no later than 12:00 AM midnight.

8.3 Due to liability, all deliveries, set-up, decorating, caterer preparation, event, breakdown, and clean-up must be accomplished within the Rental Period.

8.4 The final hour of the Rental Period is exclusively for clean-up. During this time, guests will be required to leave the venue to ensure the client and vendors can complete the clean-up within the hour allotment.

Example:

- If your Rental Period is 3:00 PM to 11:00 PM
- 3:00 PM is the earliest you or your vendors can enter the Venue.
- Your invitations to your guests should list 5:00 PM as the event start time.
- The event must end completely by 10:00 PM so that clean-up can take place between 10:00 PM and 11:00 PM.
- You must check with your caterer and vendors about their required set-up and cleanup time and plan accordingly within the Venue's Rental Period.

8.5 Contract Holder is responsible for communicating Rental Period and Rental Site information to all vendors.

8.6 Additional hours may be requested in writing and purchased no later than two months prior to the event.

INITIAL

Section 8b: Manor House Access Hours For Retreats

8.7 Manor House hours are included for events associated with Retreat Packages.

8.8 Rockwood Manor Retreats & Events staff is on site during Manor House hours.

8.9 During Manor House hours, contract holders have full access to the Manor House

- For a 3-day/2-night retreat, the contract holder has a total of **16** Manor House hours.
- For a 4-day/3-night retreat, the contract holder has a total of **24** Manor House hours.
- For a 5-day/4-night retreat, the contract holder has a total of **32** Manor House hours.

8.10 Final Manor House hours must be submitted in writing using the provided contract addendum 45 days prior to the retreat start date. Failure to submit Manor House hours to the Reservations Office will result in the Reservations Office assigning Manor House hours to the retreat.

INITIAL

Section 9: Rehearsal

9.1 A free, one-hour ceremony rehearsal for weddings is available, but not guaranteed.

9.2 Rehearsals are scheduled Monday - Thursday during business hours and are subject to availability.

9.3 The rehearsal may not be scheduled on the same day as the event.

9.4 Requests must be made in writing no earlier than one month prior to the event date.

9.5 M-NCPPC reserves the right to reschedule as necessary.

9.6 Decorating of the venue is not permitted during the rehearsal hour.

9.7 No food, drinks, or alcohol may be served or consumed during a rehearsal.

9.8 Moving any venue furniture (tables, chairs, etc.) is prohibited.

INITIAL

Section 10: M-NCPPC Park Event Staff

- 10.1 Park Event Staff are assigned to work the duration of each event to uphold the rules and regulations, and to ensure an excellent experience.
- 10.2 Park Event Staff does not assist with event-specific coordination or execution.
- 10.3 Park Event Staff manage the facility and grounds, parking, restrooms, adjusting HVAC and lighting, operating the fireplaces, and other venue-related tasks.
- 10.4 Park Event Staff will not assist with load in and load out, transport equipment or materials, or assist with decorating.
- 10.5 Park Event Staff will communicate with the day-of contact and vendors as necessary during events.

INITIAL

Section 11: Day-Of Contact

- 11.1 The contract holder is required to designate a Day-of Contact (DOC) with full name, email, and cell phone two months prior to the event.
- 11.2 The DOC may be the contract holder, planner, caterer, family member, or friend.
 - For all wedding related events, your DOC may be a planner, day-of coordinator, or the caterer.
- 11.3 The DOC **must** attend the walkthrough.
- 11.4 The DOC is responsible for communication with Park Event Staff and vendors on the day of the event.
- 11.5 The DOC will check in with Park Event Staff at the beginning of the rental period and must complete an Event Completion Checklist with Park Event Staff at the end of the Rental Period.
- 11.6 The DOC must stay until the end of the Rental Period.

INITIAL

Section 12: Food & Catering Services

- 12.1 Rockwood Manor does not provide in-house catering services.
- 12.2 All weddings and wedding related events (include pre-wedding events, anniversaries, celebrations, and vow renewals) must contract a full-service (bartender, wait staff, and cleanup staff), licensed and insured caterer who are currently in good standing with the venue.
- 12.3 All social events with 60 – 120 people must contract a full-service (bartender, wait staff, and cleanup staff), licensed and insured caterer who are currently in good standing with the venue.
- 12.4 For all non-wedding social event parties of 59 people or fewer, drop-off catering from a licensed caterer, restaurant or grocer is permitted.
- 12.5 For social events serving alcohol, the bartender(s) must be provided by the full-service, licensed, and insured caterer, no matter the guest count.
- 12.6 A licensed, insured full-service caterer is a caterer who employs enough wait staff, clean up staff, and bartender(s) for your event size in which you have contracted. They are required to remain on-site for the **entire** rental period and must complete the clean-up in the final hour of the rental period.
- 12.7 Any reservation contract made within three months of an event will require a full-service, licensed, and insured caterer who has worked at the venue within the previous year and is in good standing.
- 12.8 A list of licensed and insured full-service caterers who have provided services onsite can be provided, upon request. Inclusion on the list is not an endorsement or referral. Services by these vendors is not guaranteed.
- 12.9 The contract holder is required to email the Reservations Office with the name of their caterer, contact person, email address, and phone number six months before the event date. The caterer's documents must be on file in the Reservations Office by two months prior to the event date.
- 12.10 Homemade food is not permitted.
- 12.11 A representative from the catering company must participate in a walkthrough and sign the catering rules and regulations prior to providing services onsite.
- 12.12 The caterer must provide Rockwood Manor with one of the following: (a) a copy of the caterer's annual Food Service Facility License, Kitchen License or Kitchen Business License OR a copy of their Food Manager License provided by their county's Department of Health in lieu of the facility license, and (b) a copy of the Certificate of Insurance with up to \$1,000,000 per occurrence under general liability.

- 12.13 Any agreement between the permit holder and a vendor shall NOT include the venue or M-NCPPC as a party.
- 12.14 The insurance document shall name M-NCPPC as a certificate holder and additional insured as follows:

Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, MD 20737

- 12.15 The contract holder is responsible for ensuring all vendors abide by the Rockwood Manor rules and regulations.
- 12.16 While most contract holders delegate clean up to vendors, ultimate responsibility for clean-up is upon the contract holder.
- 12.17 The final hour of the rental period is exclusively for clean-up. See SECTION 17: CLEAN-UP for details.
- 12.18 Kitchen equipment provided includes: 2 warming ovens, 1 refrigerator, and 1 freezer. Equipment is subject to change. Please verify prior to your event.
- 12.19 Leftover ice must be disposed of by the dumpsters or behind the storage shed in the parking lot. Ice may not be dumped on the lawn or in the garden beds. Leftover liquids must be carefully disposed of in approved areas as to not damage plantings, flower beds, grass, and/or ground cover. All clients and/or vendors must check with Rockwood Manor Event Staff to obtain prior approval before disposing anywhere on the property.
- 12.20 No cooking is allowed onsite, unless inside a licensed food truck or in a designated outdoor area approved by the Venue Manager (please refer to Section 12.22)
- 12.21 Frying is permitted outdoors in the loading dock located outside of the Manor House Catering Kitchen with advanced consent of the Venue Manager. Upon receiving written approval, the caterer must provide their own tables and equipment.
- 12.22 All catering equipment must be set up and removed from the premises within the Rental Period.
- 12.23 All burned coals, smoked wood, and other waste from outdoor cooking must be removed from premises. Do not dispose of in dumpsters. Violations can result in a cleaning/removal fee of up to \$500.

INITIAL

Section 13: Alcohol

- 13.1 Contract holders, guests, caterers, and all other vendors are subject to the Maryland State and Montgomery County Laws concerning alcohol serving and consumption (Alcohol Laws) at all times relevant. Rockwood Manor Retreats & Events strictly enforces these Alcohol Laws with no exception.
- 13.2 Rockwood Manor allows alcohol to be served to anyone 21 years of age and older.
- 13.3 Shots (unmixed alcohol) are not allowed. Bartenders may only use shot glasses to serve mixed drinks. Contract holders may provide their own alcohol for the bartender to serve during the event. Contract holders are allowed to deliver alcohol onsite, but while on the premises, all alcohol must remain in the possession of the bartender.
- 13.4 All alcoholic beverages, including champagne, must be served by the drink by a certified & insured bartender (provided by the contracted full-service, licensed, and insured caterer).
- 13.5 "Bring Your Own Bottle" as well as open bottles of wine at tables are not allowed.
- 13.6 Guests may never serve themselves.
- 13.7 Homemade brews or drinks mixed offsite are not permitted.
- 13.8 Last call must be at least 30 minutes prior to the end of the event, or 90 minutes prior to the end of the Rental Period.
- 13.9 Bar Closes at least 15 minutes before the end of the event, or 1 hour and 15 minutes prior to the end of the Rental Period. Guests may not leave the venue at the end of the event with alcohol.
- 13.10 If alcohol is provided for guests at no cost, no additional licensure is required.

- 13.11 Only business-related or fundraising events can provide a cash bar.
- 13.12 If alcohol is served at a cash bar, or contract holder sells admission tickets with alcohol included, a “Class C Special Alcoholic Beverage License” must be obtained from the Board of Licenses, Commissioners of Montgomery County a minimum of 14 days in advance with a copy provided to the Manor.
- 13.13 Alcohol is not permitted to be consumed on the grounds outside of the Rental Sites.
- 13.14 Inappropriate behavior, damage to property, personal injury or other damaging activities may result in the closing of the bar at the discretion of the Park Event Staff onsite, Park Police notified, and forfeiture of the security deposit.

INITIAL

Section 14: Music And Noise Ordinances

- 14.1 Amplified music is not permitted outdoors, except for ceremony music.
- 14.2 Amplified ceremony music of more than 55 DBA is not permitted outdoors from 9:00PM – 7:00AM on the weekdays, and 9:00PM – 9:00AM on weekends and holidays.
- 14.3 M-NCPPC Staff reserve the right to monitor the volume of music and outdoor “noise” including loud conversation, based on regulations established by Montgomery County.
- 14.4 All music must end at least one hour before the end of the Rental Period to ensure one hour of cleanup time. Failure to comply with this may result in the forfeiture of the security deposit.
- 14.5 Any noise ordinance violation may result in a security deposit being withheld or have their event shut down without refund.

INITIAL

Section 15: Floor Plans And Event Timelines

- 15.1 Two plans, Plan A for fair weather and Plan B for inclement weather, will be created during a final walkthrough, which is held no later than two months prior to the event date, unless approved by the venue manager.
- 15.2 Events involving outdoor areas must have a Plan B for inclement weather. The contract holder must confirm their floor plan via email 48 hours in advance of their event date.
- 15.3 All tables and chairs provided by Rockwood Manor will be set-up by Park Event staff prior to the start of the rental period and according to a floorplan approved by the contract holder.
- 15.4 Park Event Staff are responsible for one initial set-up (per event space) per the contract holder’s approved floor plan.
- 15.5 Any last-minute revisions to the floorplans within the rental period by the contract holder, day-of contact, planner, caterer, or other designated party must be completed by the licensed and insured caterer or third party designated by the contract holder.
- 15.6 Timelines are due no later than one month prior to the event date.

INITIAL

Section 16: Walkthrough Appointments

- 16.1 A walkthrough with the contract holder, caterer, day-of contact, and park staff is required at least two months prior to your event. When scheduling the walkthrough, it is the contract holder’s responsibility to make certain that all required parties attend the walkthrough.
- 16.2 If the caterer has not worked at Rockwood Manor within the previous 18 months, the caterer is required to attend the walkthrough.
- 16.3 Each contract holder is allotted only one walkthrough appointment.
- 16.4 Critical vendors including the planner, coordinator, and day-of contact should be present to review event details including the timeline and floor plan. This is your vendor’s only time to visit the facility prior to your event.
- 16.5 Walkthroughs are scheduled through the Reservations Office Monday through Thursday during our business hours. Walkthroughs are not scheduled in the evening or on the weekends.

- 16.6 Documents finalized at the time of walkthrough include the floorplan, timeline, vendor contact list, and day-of-contact.

Initial

Section 17: Decorating

- 17.1 The contract holder is responsible for all decorating as well as removal of décor.
- 17.2 Seasonal holiday wreaths are provided on the outside of the venue from the week of Thanksgiving to the second week of January.
- 17.3 All decorating must be done within the Rental Period.
- 17.4 All décor items must be removed within the Rental Period.
- 17.5 No nails, glue, screws, push pins, metal hooks, damaging adhesive, or other material of such may be used.
- 17.6 Painter's tape and command strips are allowed with advance consent of the Reservations Office.
- 17.7 Items may not be attached to light fixtures.
- 17.8 All candles must be used with glass containers or vases taller than the flame with a base to catch the wax drippings.
- 17.9 Open unprotected flames, including candelabras and torches, are not permitted indoors or outdoors.
- 17.10 Due to liability concerns, Rockwood Manor cannot provide ladders or step stools. Contract holder must provide their own.
- 17.11 To ensure the safety of our natural wildlife, we do not allow rice, confetti, silk flower petals, glitter, birdseed, live animals, or any non-biodegradable items to be used or thrown on park property.
- 17.12 Balloons, lanterns, butterflies, and other items made to release into the sky may not be used.
- 17.13 No live animals are permitted or allowed in the venue and on the grounds, including but not limited to butterflies, horses, elephants, doves, pigeons.
- 17.14 Balloons used indoors must be individually weighted before arriving onsite.
- 17.15 All balloons must be popped and properly discarded or taken off premises.
- 17.16 Bubbles may be blown outside only.
- 17.17 Bounce houses and inflatable equipment are permissible with manager approval and may require additional insurance.
- 17.18 Fog machine, smoke machines, smoke cannons, streamer cannons, confetti cannons, haze machines, volcano machines, misters, dry ice, or similar equipment are prohibited.
- 17.19 Fireworks, including poppers and sparklers, are illegal in Montgomery County, Maryland. Park Police will be notified immediately if any fireworks or sparklers are found on the property.
- 17.20 Liquid or semi-liquid items such as paint, stain and similar items are not permitted to be used on the property.

INITIAL

Section 18: Clean-Up

- 18.1 Although clean-up is typically delegated to the caterer staff, clean-up is the ultimate responsibility of the contract holder if the caterer fails to properly complete it.
- 18.2 Guests must leave, and clean-up must begin at least one hour before the end of the Rental Period.
- 18.3 The clean-up checklist is as follows:
- All event spaces must be cleared of all trash and debris including the removal of all items and decorations.
 - Dumpsters for trash and recycling are provided onsite for your convenience.
 - Kitchen surfaces must be wiped down, floors mopped.
 - Event space floors must be swept, and spot mopped.
 - Refrigerator, freezer, and warming ovens must be left empty and wiped down as needed.
 - Unopened bags of ice may be left in freezer.
 - Ice must be dumped outside next to the dumpsters and not in the lawn or flower beds.
 - Park Event Staff will provide trashcans, bags, brooms, dustpans, and vacuums.

- Tables placed indoors provided by Rockwood Manor may stay in place.
- Tables placed outdoors provided by Rockwood Manor must be brought indoors.
- All chairs must be stacked no more than 5 chairs high.
- All chairs used outdoors must be stacked and placed on the Flagstone Patio.
- All outside rental equipment (linens, tables, chairs, glassware etc.) must be removed by the end of the Rental Period.

- 18.4 M-NCPPC is not responsible for equipment or property that is lost or damaged before, during or after an event.
- 18.5 Contract holder is responsible to pay for any damages to property by contract holder's guests and/or vendors.
- 18.6 Contract holder will be charged an additional \$500.00 for each hour outside of the Rental Period (or Rockwood Manor House hours) unless otherwise agreed upon with Reservations Office prior to event.

INITIAL

Section 19: Equipment Provided

- 19.1 See Equipment Menu on rental rates sheet for an inclusive inventory of tables, chairs, and other equipment.
- 19.2 The following equipment is not included in the contract rental: dance floor, linens, tableware, or décor of any kind.
- 19.3 The contract holder is responsible for providing ladders, electric cords, dollies, carts, and other incidental equipment.
- 19.4 All equipment provided by Rockwood Manor will be set up as indicated on floor plans created at the walkthrough.
- 19.5 Rockwood Manor does not provide trellis' or arches. Contract holders are welcome to provide their own.
- 19.6 Contract holders may rent additional equipment from a vendor, per manager approval.
- 19.7 Vendors contracted by the permit holder must be listed on the vendor contact form.
- 19.8 All additional rental items from a vendor must be delivered, set-up, and removed from property within the Rental Period.
- 19.9 Additional hours may be purchased to accommodate deliveries.
- 19.10 Parks Event Staff are not responsible for loading in, setting up, breaking down, or signing for rented equipment.
- 19.11 A portable speaker and microphone are available upon request.

INITIAL

Section 20: Tenting

- 20.1 Event tents are not permitted.
- 20.2 Pop-up tents no larger than 15'x15' are permitted in designated areas and with prior permission at walkthrough.
- 20.3 Park Event Staff reserve the right to approve and/or revise placement of popup tents.

INITIAL

Section 21: Pets And Wildlife

- 21.1 Pets must be on a leash at all times on the property.
- 21.2 Pets are not permitted inside except for service animals.
- 21.3 The contract holder is responsible for any damages caused by animals and for cleaning behind any animals brought onto the property.
- 21.4 In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties.

- 21.5 Insect repellent applied to the body is permitted.
- 21.6 Insect repellent torches with an open flame (i.e., tiki torches) are not permitted.
- 21.7 No plants or wildlife shall be fed or disturbed from their natural habitat.
- 21.8 To ensure the safety of our natural wildlife the following are not permitted on Rockwood Manor Retreat & Events Property: rice, confetti, glitter, birdseed, or any non- biodegradable items to be used on park property.

INITIAL

Section 22: Americans With Disabilities Act Accommodations

- 22.1 All event spaces have ramp access, and paved pathways are available around the property. There is an elevator inside Rockwood Manor.
- 22.2 Individual questions regarding accessibility can be directed to the Reservations Office.

INITIAL

Section 23: Public Safety And Security

- 23.1 Park Police may be notified to be present at specific events when the safety, protection, or well-being of guests may be at risk.
- 23.2 If a contract holder wishes to ensure Park Police presence, the request must be submitted directly to Park Police two months or more prior to the event. Applicable fees apply and vary due to season and schedule.
- 23.3 Driveways, corridors, and emergency exits must always remain accessible.
- 23.4 Parking on the grass or sidewalks are prohibited.
- 23.5 Parking is permitted in designated spaces only. Do not block any driveways, sidewalks, or crosswalks.
- 25.5 Park Event Staff reserve the right to contact Park Police to ensure the safety of guests.

INITIAL

Section 24: Fire Safety

- 24.1 The fireplaces at Rockwood Manor are operated by Park Event Staff only.
- 24.2 The fireplaces are available any time of year.
- 24.3 Grills provided by the caterer may be used in designated areas if their food handler license is provided.
- 24.4 Sterno may be used both indoors and outdoors but not on brick verandas.
- 24.5 Fireworks, including sparklers and poppers, are illegal in Montgomery County, MD and strictly prohibited on all Park properties. Park Police will be notified immediately if any fireworks or sparklers are found on the property.
- 24.6 For the safety of Rockwood’s guests, as well as the for the buildings and grounds, the outdoor firepit amphitheater is only available for use while Parks Event Staff are on-site. Any use of the firepit overnight or without Parks staff on the premises is prohibited and can be subject to citation(s) from Park Police and/or cancellation of the event without refund.

INITIAL

Section 25: Transportation And Parking

- 25.1 There are 65 parking spaces provided onsite.
- 25.2 Parking spaces are first come, first served.
- 25.3 If the contract holder wishes to designate reserved parking for specific guests, the contract holder is responsible for placement and removal of signs within the rental period.
- 25.4 Charter and shuttle buses are permitted, though space is limited.
- 25.5 If cars are to be left in parking lot overnight, a list of the license plate numbers must be provided to Park Event Staff so they can be reported to the Park Police. Otherwise, cars may be subject to towing.

Indemnification: The contract holder agrees to indemnify, defend and hold harmless the Maryland -National Capital Park & Planning Commission (M-NCPPC) from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or made against M-NCPPC or which M-NCPPC must pay and incur by reason of, or in any manner resulting from injury, loss, or damage to persons or property resulting from contract holder's or contract holder's contractors' (or any subcontractors') negligent performance of, or failure to perform any of contract holder obligations under the terms of this rental contract/permit.

I, _____, the contract holder, have read, understood, and initialed each section of the Rockwood Manor Retreats & Events Permit Contract Rules and Regulations.

Email _____

Signature _____ Date _____

For Staff Use Only

Received Date _____

Received by Facility Manager _____

Permit # _____