

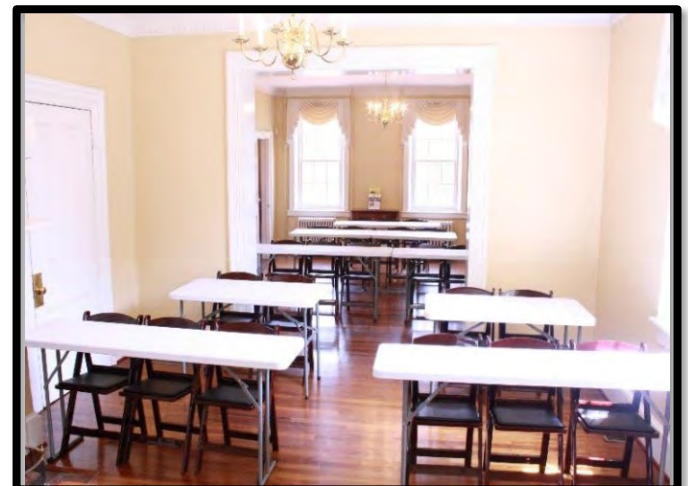


WOODLAWN MANOR  
CULTURAL PARK

## Woodlawn Manor House Business Meeting Rentals

Woodlawn Manor Cultural Park is conveniently located between Baltimore and Washington D.C. minutes from I-95/I-495. Woodlawn Manor House is a restored 19th century Federal-style home that provides an affordable and relaxed setting for a business meeting or retreat.

The Parlor (15' x 37') is used for most meetings and presentations. The Dining Room, with convenient access to the Kitchen area, is used for most food/beverage service set-up. The Hearth Room may be used for break-out activities or additional eating space. Restrooms are located on the 1<sup>st</sup> floor.



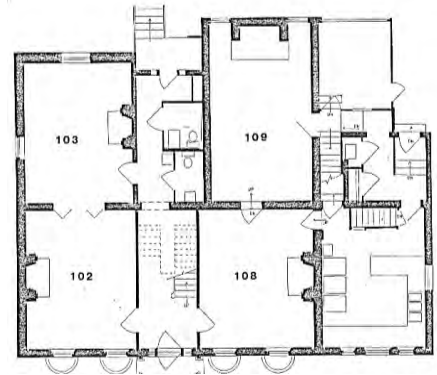
# Business Meeting Rates

Rentals Available Wednesday – Friday 9 am – 5 pm <b>Minimum 3 hours required</b>	County Business or Nonprofit Rate	Non-County Business or Nonprofit Rate
Rental Rate 9:00 AM – 5:00 PM	\$75 per hour	\$90 per hour
RENTAL RATE NON-OPERATING HOURS (Before/after 9:00 am – 5:00 pm)	\$100 per hour	\$120 per hour
<b>Add-on: AV Package</b> Projector, screen, microphone (tax included)	\$75 Flat Rate	—
<b>Add-on: Easels/Pads/Markers</b> (tax included)	\$30 Flat Rate	—
<b>Add-on: Table Linens</b> (tax included)	\$25 per table	—
<b>Add-on: Guided Tour</b> Manor House & Woodlawn Museum (1 hour) <u>OR</u> Underground Railroad Experience Trail Hike (1 ½ hour)	\$8 per person	—

Rates subject to change

## Amenities Included:

- Use of 1<sup>st</sup> Floor Rooms (Parlor, Dining Room, Hearth Room, Warming Kitchen, 2 restrooms)
- Free indoor chairs and tables (set-up & breakdown included)
- Handicap Parking and accessible building entrance
- Free Parking (50+ spaces)
- Free Wi-Fi (Manor House area)



## Maximum Accommodation:

**Classroom style:** 25 people (tables with chairs 1 side)

**Boardroom/meeting style:** 25 people (tables with chairs 2 sides)

**Workshop style:** 35 people (tables & chairs on 2 sides)

**Theater style:** 40 people (chairs only)

- ❖ **Rental time is the total time you have access to the space.** Be sure to include in your planning set-up time, you’re meeting and all activities, and clean-up time.
- ❖ Food and beverage service is not available. We can provide a list of local restaurant and catering options.
- ❖ **Payments:** Rentals require a 50% payment within 30 days of date hold. Final payment is due 30 days prior to the event date. Reservations made less than 60 days in advance require 100% payment at the time of reservation.
- ❖ **A minimum of 4 weeks reservation required.** All space rentals must be paid in full prior to your rental date. (See Rental Terms of Use for details.) Add-on group tours may be paid for the day of your visit for the total number people participating.

**Site visits to view meeting spaces are by appointment only.**

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