

RATES FOR INDIVIDUAL ROOM RENTALS AT THE MANSION AT STRATHMORE

This rate card is effective for events after July 1, 2011 and is subject to change.

ROOM	CAPACITY (Seated)	RENTAL FEE (3 hr. minimum)
Dorothy M. and Maurice C. Shapiro Music Room	70	\$200/hr
Lockheed Martin Conference Room	20	\$150/hr
Library	20	\$75/hr
Sun Porch	25	\$75/hr

NO MANSION RENTALS ON WEDNESDAY EVENINGS.

RENTAL CONFIRMATION

Individual room rentals can be confirmed no more than 60 days prior to the requested date.

SCHEDULE OF PAYMENTS

Balance of rental fee + \$100 security deposit due upon signing license agreement. Security deposit is fully refundable after event if no time-overflow or damage to property.

RENTAL HOURS AVAILABLE

Rental hours available: Monday, Tuesday, Thursday, Friday after 4pm, Saturday after 3pm, and Sundays. Rental times must include setup, event times, and clean up.

PARKING

Parking is provided depending on number of attendees and other activities on campus.

CATERING

Catering is provided by Restaurant Associates. Contact the Director of Catering at catering@strathmore.org or 301.581.5225 for detailed pricing and menu information.

HOUSE MANAGERS

A House Manager will be provided for each event. The House Manager has the authority to interpret and enforce and Mansion or Music Center rules and make any other decisions in the best interests of the facilities and grounds. The House Manager's decisions are final; failure to comply with those decisions may result in forfeiture of some or all of the renter's security deposit.

SMOKING

Smoking is permitted on the outdoor porches, terraces, and patios ONLY. Smoking indoors is prohibited.

Strathmore Hall Foundation is not responsible for the loss of or damage to any equipment or personal items of the renter or other vendors whether the loss or damage occurs before, during, or after the event. Guests should always take precautions to make sure valuables are secure.