



Mansion at Strathmore Rental Rates and Rules for Private Concerts and Recitals

These rates and rules effective March 1, 2011 and subject to change

Strathmore is pleased to make the **Shapiro Music Room at the Mansion at Strathmore** available for rental to recitalists at a significant discount. In consideration of this discount, additional rules apply.

MUSIC ROOM (Private Concerts)

\$400 for 3 hours

After signed agreement and payment are received, renters may schedule a one-hour rehearsal during Mansion open hours at a mutually agreeable time; make arrangements directly with Rentals Office at rentals@strathmore.org or 301.581.5255.

MUSIC ROOM (Music Teachers' Student Recitals)

\$300 for 3 hours

Rehearsals not permitted.

RECEPTIONS AND CATERING: Receptions may occur with prior permission in the Dining Room or Sun Porch. Reception space NOT available for recitals held on Saturdays between 10am-3pm. Any catering MUST be provided by Restaurant Associates; contact catering@strathmore.org or 301.581.5225. Food brought in by renters may NOT consist of anything more than cookies and punch. No alcoholic beverages allowed unless handled by Restaurant Associates.

PARKING: Mansion Lot availability is dependent on the number of attendees and other activities occurring on campus. Rental manager will confirm details prior to the event.

MARKETING: All marketing and publicity/media materials must be approved by Strathmore prior to printing or publicly announcing the event. Soliciting Reviewers is not permitted. For approval of materials, contact Jennifer Buzzell at marketing@strathmore.org or 301.581.5190.

SERVICES AND FEES:

Piano Tuning (2 weeks advance notice required; only by Strathmore-approved technician)	\$185
Music Sound System (technician for 4 hours)	\$500
DID Telephone for local service only (2 weeks advance notice required)	\$ 50
High-Speed Internet Access per day/jack (2 weeks advance notice required)	\$150
High-Speed Wi-Fi Internet Access per day (2 weeks advance notice required)	\$150

OTHER PERFORMING ARTS RULES:

- Recitals can be confirmed and license agreements issued no more than **60 days** prior to rental date. While dates may be held up to one year in advance, they may be bumped for full Mansion events until recital is contracted.
- Each renter is limited to no more than four holds per month.
- Events must be restricted to invited guests not to exceed 110.
- Tickets may not be sold at the door or advertised for sale. Reservations and donations are acceptable.
- Renter has sole responsibility for all setup, break-down, and cleanup, within time specified on the license agreement.
- Renter is responsible for ensuring that event guests do not attempt to enter Mansion before contracted time.
- Minimum rental time is three hours, including setup and cleanup time. An additional refundable security deposit is required. -Additional hours or portions thereof are \$100.
- If recital is cancelled, \$100 of the rental fee is forfeit; remainder may be applied to another recital rental within the same fiscal year. A second cancellation forfeits entire rental fee.