



RULES FOR RENTAL EVENTS IN THE MANSION AT STRATHMORE

- 1 The primary purpose of Strathmore Hall Foundation is to provide the public with art exhibits, concerts and literary programs. Rental events must respect, and not infringe upon, the art exhibited and the equipment required to support the Foundation's programs. Strathmore Hall Foundation expects renters and their guests to take excellent care of the Mansion at Strathmore.
2. The Mansion at Strathmore can accommodate up to 150 guests seated at tables or 225 guests at a standing reception. A seated event may be expanded to accommodate 225 people by using a tent, which requires a separate agreement, deposit and fee. Please consult the rental office for details.
3. Access to the Mansion at Strathmore begins precisely at the time specified in the contract. A two-hour setup and an one-hour clean-up are standard. Early entry or set-up is specifically prohibited. All decorating, setup, clean-up, and load-out must be accomplished within the contractual block of time. The bar must close and the music must stop a minimum of one hour prior to the contracted time out so that the caterer will have time to clean up. The renter will be charged for overtime if the guests, caterer, or other service providers remain past the contracted time. If the renter wishes to change the contracted time(s) they must notify the rental office in writing no later than 10 days before the event.
4. The caterer must have a supervisor on site for the entire event. This person must sign in with Strathmore's House Manager upon arrival and must go through a post-event checklist and sign out with the House Manager after the house is clear, clean and secure. The caterer's signatures on the time sheet determine billing times for the event, including overtime, if applicable.
5. Art work on exhibit must not be moved, rearranged or covered. No adjustments of the spotlights are allowed. Room lights may be dimmed as desired. Acoustical shells will provide a backdrop for the gazebo from June through August. It is highly recommended that the renter, caterer and florist do a walk through of the site several days in advance of the event to become familiar with the current placement of art and equipment.
6. All equipment must be delivered within the contractual time of the event. No equipment is permitted through the front door. Heavy and wheeled equipment must be loaded in through the ground level door at the west end of the building. Smaller hand-carried items may be brought directly up the kitchen steps on the east end of the building. All food, beverages and ice must be contained in a manner so as to prevent spills and leakage.
7. All equipment must be removed at the end of the event, within the contractual time. Arrangements for setup and clean-up should be made with the caterer; the Mansion at Strathmore does not provide staff for cleanup or set-up. The Mansion at Strathmore should be left as clean as it was prior to the event. All trash is to be removed from the mansion. The caterer, if they choose not to take their trash with them, must comply with Montgomery County's recycling program regarding the separation of and disposal of recyclable containers. The House Manager will explain and facilitate the recycling program for the caterer.
8. On-site equipment at the Mansion at Strathmore includes 110 chairs and six 72" rectangular tables. Chairs and tables may be used inside the building or on the South Portico. The piano may be used on the first floor. There are approximately 88 parking spaces on site for caterer and guest parking. Four spaces near the west, handicapped entrance are ADA van accessible.

9. Furniture, including the pianos, may only be moved with the advance permission of the rental office and under the supervision of the House Manager. The piano in the Music Room cannot be moved out of the Music Room. Furniture must be returned to its original position following the event. The large sideboard in the dining room and the antique Broadwood piano in the library may not be moved for any reason. Nothing is permitted to be placed on the pianos.

10. Decorations are prohibited in the fountains, window boxes and outdoor planting. The use of nails, tacks, tape, glue or similar materials to affix decoration is prohibited. Coated wire or string may be used to hold decorations to hand-rails or the banister. All decorations must be removed from the house and grounds at the end of the event. Holiday decorations are installed by the members of the District IV Garden Clubs throughout the Mansion at Strathmore after Thanksgiving through January 1; holiday decorations are not to be moved. No decorations will be allowed if they threaten the safety or integrity of the art or facility.

11. Dancing, amplified music and DJs are restricted to the music room. Subject to prior approval, smaller acoustic ensembles may perform in any room or on the Terrace. Bars, beverage stations, or displays using water, ice, or other liquid are restricted to the Sun Porch or outside the Mansion at Strathmore. Spillage must be cleaned up immediately.

12. Throwing birdseed, rice, glitter, confetti, flower petals or any other material is prohibited inside or outside. Use of helium balloons inside is prohibited.

13. The Caterer's kitchen is intended for reheating and last-minute preparation of previously cooked foods. Kitchen equipment includes a commercial refrigerator, freezer, warming oven, 3-bin sink, and three preparation tables. No stoves or ovens, whether electric or gas, may be brought into the Mansion at Strathmore. Stoves and grills may be used outside the building, in catering trucks or on the patio directly below the kitchen, subject to placement by the House Manager. There is no icemaker in the Mansion. Openflame cooking, frying, or stir frying is prohibited inside the house; supervised use of sterno at chafing dishes to keep foods warm at buffet tables is permitted.

14. Candles and open flames are prohibited inside the house except for enclosed votive candles and hurricane lamps with a base. Ceremonial candelabra are allowed, provided that the wax drips are contained and the candles are extinguished immediately following the ceremony.

15. Smoking is prohibited inside the Mansion. Smoking is permitted on the outdoor porches; sand urns are provided.

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

17. The House Manager has the authority to interpret and enforce these rules and make any other decisions in the best interests of the Mansion at Strathmore. 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.