

MANSION
STRATHMORE

Private Events

Application to Rent

Please note: Application required to request a hold. Date is not considered held without approval and receipt of this application from the Strathmore Rentals Office.

Date Requested:	<input type="checkbox"/> Full Mansion & Grounds <u>OR</u> Indicate Requested Room(s) Below:	
	<input type="checkbox"/> Music Room	<input type="checkbox"/> Dining Room
	<input type="checkbox"/> Library	<input type="checkbox"/> Lockheed Martin Conference Room
	<input type="checkbox"/> Sun Porch	<input type="checkbox"/> Back Portico

PERSON SIGNING CONTRACT & TITLE	SECONDARY CONTACT NAME
COMPANY/ORGANIZATION (if applicable)	ROLE
FULL ADDRESS	FULL ADDRESS
PRIMARY PHONE	PRIMARY PHONE
E-MAIL	E-MAIL
FEDERAL ID # OR SOCIAL SECURITY # (only applicable for companies/organizations)	

Please give the name and a short description of your proposed event:	Number of Guests:
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START TIME (beginning of entry & setup)	START TIME (guests present)	END TIME (guests present)	END TIME (end of cleanup & all guests departed)
WILL YOU NEED USE OF A PIANO?			
DO YOU HAVE ANY A/V OR EQUIPMENT NEEDS? Please outline in detail.			
ARE THERE ANY PRE-OR-POST ACTIVITIES BEYOND THE MAIN EVENT? NO YES (IF YES, PLEASE EXPLAIN)			
IS THE EVENT INVITATION ONLY? NO YES (IF YES, PLEASE EXPLAIN)			

CATERING Catering arrangements are made through one of our preferred caterers. Please note: events with 25+ guests require a licensed caterer on site.
Small Event (under 25) or No Catering? If there will not be a caterer on-site, the room set-up with in-house furniture will be done by Strathmore. The setup/strike for my event is a flat fee of \$100 . Please list setup details:

Return this application to:

STRATHMORE/ ATTN: Rentals
10701 Rockville Pike, North Bethesda Maryland 20852-3385
(301)581-5255 / rentals@strathmore.org