

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 <input type="checkbox"/> First Floor Only <input type="checkbox"/> Other: _____	<input type="checkbox"/> West Side of Mansion Only <input type="checkbox"/> Small Scale (≤ 40 ppl) <input type="checkbox"/> Ceremony Only (≤ 40 ppl)
PERSON SIGNING CONTRACT & TITLE I		SECONDARY CONTACT NAME
COMPANY/ORGANIZATION (if applicable)		ROLE
STREET ADDRESS		STREET ADDRESS
CITY, STATE, ZIP		CITY, STATE, ZIP
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: <small><i>This is the vendor and client arrival time. Allow 2 hours prior to guest arrival.</i></small>	INVITATION START TIME:	GUEST DEPARTURE TIME:	END TIME: <small><i>This is the vendor and client departure time. Allow 1 hour following guest departure.</i></small>
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WILL YOU NEED USE OF A PIANO?

All wedding are required to have a Day of Coordinator. Will you be adding The Coordinated Collective?

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