

MANSION
STRATHMORE

Private Events

RATECARD

RATE SCHEDULE FOR RENTAL OF THE MANSION AT STRATHMORE

This rate card is effective July 1, 2019 and is subject to change.

FULL MANSION RENTAL FEE

Saturday	\$4800
Friday or Sunday	\$3800
Monday - Thursday	\$2500*

*Rate includes the use of the Mansion 1st floor, 2nd floor hallways and restrooms, the Lockheed Martin Conference Room, and the Mansion Grounds. The 8-hour window includes load-in, load-out, onsite house manager, in-house overhead sound system and custodial services. *Monday-Thursday rentals are for 6-hour window.*

Security Deposit for Full Mansion Rental	\$1000
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Fully refundable if there is no damage, overtime, or breach of contract

INDIVIDUAL ROOM RENTAL

Music Room	\$ 200/hour
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Rate includes the use of the piano and up to 100 blue chairs, subject availability, and approval upon request

Library	\$ 75/hour
Sun Porch	\$ 75/hour
Library	\$ 75/hour
Small Galleries (Chairman's Lounge and Small Gallery)	\$ 75/hour
Dining Room	\$ 100/hour
Lockheed Martin Conference Room	\$ 100/hour

Security Deposit for Individual Room Rental	\$100
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Fully refundable if there is no damage, overtime, or breach of contract

SERVICES & FEES

Grand Piano Tuning	\$ 225
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**Usage of grand piano is included in rental of Music Room.*

AV Equipment Use and Set Up	\$150
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**available equipment includes: Two 42" LCD screens, laptop, projector, projector screen, podium w/microphone and built-in speaker.*

Renter to inform Strathmore of final event requirements no less than two weeks prior to event.

SCHEDULE OF PAYMENTS

The security deposit (\$1000 on full mansion rentals and \$100 on individual room rentals) plus half of rental fee due upon signing License Agreement. Balance of rental fee and additional fees due 90 days prior to the event. Security deposit is fully refundable after event if no time-overage, damage to property, or violation of License Agreement.

CANCELLATION POLICY

NOTE: Change of date requests are also considered cancellations. See table below:

Timeframe	Rental Fee	Security Deposit
Up to 180 days prior to event date	Refunded	Retained
Between 90 to 179 days prior to event date	Retained (1/2 of rental fee)	Refunded
Less than 90 days prior to event date	Retained (full rental fee)	Refunded

ADDITIONAL TIME

Full Mansion Rental Fee above includes **5 hours of event time** with two hours of setup and one hour of cleanup time. We require at least two (2) hours for setup and at least one (1) hour for cleanup. This is for our caterers, your vendors, and any organizers or planners you may have. Setup and clean up time for individual room rentals will vary depending upon the nature of the event and will be added to the event time.

For full mansion rentals, additional event time can be purchased at the cost of \$200 (before 12am) or \$300 (after 12am) per half hour or part thereof. For individual room rentals, additional time may be purchased at the hourly rate or part thereof.

The above additional time rates apply **ONLY IF** pre-arranged with the Director, Mansion, Rentals & Retail.

Occupant understands that event conclusion and cleanup (to include loadout and cleanup of ALL vendors) outside of the specified contracted timeline shall result in a penalty for overtime at the rate of \$100 per 15 minutes. If the Occupant wishes to change the contracted time(s), they must notify the rental office in writing no later than 14 days prior to the event.

RENTAL HOURS AVAILABLE

Full Mansion Rentals:

4:00 pm – 1:00 am Mon, Tue, Thu, Fri & Sat (some Wed)

7:00 am – 12:00 am Sundays

Individual Room Rentals:

7:00 am – 12:00 am daily for Music Room, Lockheed Martin Conference Room, Library and Sun Porch

4:00 pm – 12:00 am Mon, Tue, Thu, Fri, Sat & Sun for Dining Room

PARKING

Parking for events and exhibitions in the Mansion at Strathmore is free in the Mansion lot on a space available basis. Enter the Mansion lot at 10701 Rockville Pike. Additional parking is available in the Strathmore-Grosvenor Metro garage and is \$5.20 on weekdays or free on weekends.

CATERING

Catering is provided by Ridgewells Catering exclusively. Contact General Manager Jeff Wingate at jwingate@ridgewells.com or 301.581.5220 for detailed pricing and menu information.

- Catering prices include food, staff, use of house tables and chairs, and non-alcoholic beverages.
- Upgrades of Rental Equipment (including chairs, tables, linens, napkins, etc.) used in place of house equipment are available for an additional fee.
- Bar packages are in addition and can be priced out in a per person package.

MANSION EVENT MANAGER

A Mansion Event Manager will be provided to oversee each event. The Mansion Event Manager has the authority to interpret and enforce Strathmore Mansion rules and make any other decisions in the best interests of the facilities and grounds. The Mansion Event 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 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.

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ADDITIONAL RULES AND IMPORTANT INFORMATION

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.
2. Access to the Mansion begins precisely at the time specified in the license agreement. A two-hour setup and a one-hour cleanup are standard. All decorating, setup, cleanup, 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. The renter will be charged for overtime if the guests, caterer, or other vendors remain past the contracted time.
3. A Mansion Event Manager will be on site for the entire event. The Mansion Event Manager's signature on the time sheet determines billing times for the event, including overtime, if applicable.
4. Art work must not be moved, rearranged, or covered. No adjustments of the spotlights are allowed. Room lights may be dimmed if desired. 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 the art and equipment.
5. 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. Small hand-carried items may be brought directly up the kitchen steps on the east end of the building.
6. All equipment must be removed at the end of the event, within the contractual time. Arrangements for setup and cleanup should be arranged through the caterer; the Mansion at Strathmore does not provide staff for cleanup or setup. All trash is to be removed from the Mansion.
7. There are approximately 88 parking spaces on-site for caterer and guest parking. Five spaces near the west, handicapped entrance are ADA van accessible.
8. Furniture, including pianos, may only be moved with the advance permission of the rental office and under supervision of the House Manager, and must be returned to its original position following the event. The grand piano in the Music Room and the large sideboard in the Dining Room, may not be moved for any reason. Nothing can be placed on either piece.
9. 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. The members of the District IV Garden Clubs install Holiday decorations through the Mansion after Thanksgiving and they remain through January 1; holiday decorations are not to be moved. Decorations that threaten the safety or integrity of the art or facility are prohibited.
10. 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 Back Portico. Bars, beverage stations, or displays using water, ice, or other liquid are restricted to the Sun Porch or outside the Mansion. Spillage must be cleaned up immediately.