



Civic Center Conference Information Packet

Rates valid from July 1, 2022 to June 30, 2023

Rockville Civic Center Business Office:

Glenview Mansion at Rockville Civic Center Park
603 Edmonston Drive, Rockville, MD 20851
Phone: (240) 314-8660 | Fax: (240) 314-8669
E-mail: conference@rockvillemd.gov

Monday to Friday | 8:30am – 5pm
Closed for staff lunch from 1pm – 2pm
Phone: 240-314-8660
Fax: 240-314-8669

Rockville Civic Center Park, has many unique facilities available for weekday conferences and meetings, including Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre, and Social Hall. Owned and operated by the City of Rockville, Maryland.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am – 5:00pm
Closed for staff lunch from 1pm – 2pm
(All times listed within this information packet are in Eastern Standard Time)

RENTAL TOURS

Personalized tours of the Civic Center are scheduled around our private events and to meet your scheduling needs. Tours are by appointment only and can be scheduled through the Civic Center Business Office at 240-314-8660 or conference@rockvillemd.gov.

All information in this packet is subject to change.

COVID-19 HEALTH AND SAFETY

City properties and staff function under current [Montgomery County](#) and [City](#) COVID-19-related executive orders, health officer directives, and regulations. All COVID-19 mandates are subject to change at any time. Help keep everyone safe. Do not come to any City of Rockville property if you are sick with any COVID-19 or cold/flu-like symptoms, are otherwise instructed to remain at home, or came into contact or share a home with anyone who tested positive for COVID-19 or is exhibiting COVID-19 or cold/flu-like symptoms.

GENERAL INFORMATION

- Fees and services apply Monday – Friday for daytime conference rentals until 5pm only. Friday conference rentals may be limited to an earlier end time due to other rentals.
 - Tables and chairs will be provided and set-up by the facility. Renter is responsible for table linens, if desired.
 - There may be other rentals simultaneously scheduled in the facility. Please inform attendees as to which areas are available for use per contract.
 - To protect the surfaces in all our facilities, renters must utilize painters’ tape to post flipchart papers or signs. **Regular masking tape or scotch tape is strictly prohibited.**
 - Renters must provide their own paper, pens, and other conference materials.
 - We work with **The Bean Bag** on all food and beverage orders (menus are included in this information packet).
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ROCKVILLE RESIDENCY

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The contract must be in the name of the Rockville resident(s). Proof of residency is required at contracting and includes driver’s license, lease agreement, deed to house, utility bill, and homeowner or renter’s insurance. Rockville resident rental rate is only available at the time of booking.

TO RENT WITH US

All rental contract holders must:

- Be at least 18 years old of age
- Have a valid form of photo ID
- Ensure the name on the valid form of ID matches the name(s) on the contract

The contract and/or addendum holder is the main point of contact during the contracted rental period and is the only person who can make changes to an existing contract and/or addendum. With a request made in writing, the contract holder may grant City of Rockville staff permission to discuss by telephone or e-mail the contract, addendum, or rental details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.). Please send all requests to conference@rockvillemd.gov.

MAXIMUM CAPACITIES

The maximum capacity for each facility is included in the information packet.

HOLD POLICY

Contracting an available date is on a first-come, first-served basis. An available date may be put on hold for five (5) calendar days. Failure to initial and sign a contract and present the contract payment in full before the close of business on the fifth day will result in the date becoming available to the public effective immediately.

ACCEPTABLE FORMS OF PAYMENT

Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

CONTRACTS & ADDENDUMS

All set-up time, conference time, and clean-up time must be included in the paid rental period.

Change of Plans to Contract and/or Addendum:

Any changes to the contract or addendum must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the contracted event date**. All catering orders for your conference should be submitted to the Civic Center Business Office at **least two (2) weeks prior to your contracted event date**. Any catering changes must be made at **least three (3) business days prior to the event date**. Please send all requests and changes to conference@rockvillemd.gov.

To Secure a Date:

A contract must be initialed, signed and returned to the Civic Center Business Office with a full payment of the total contract amount.

For Non-Company/Non-Organization:

The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.

For Company/Organization Social Events:

The organization name must appear on the contract and/or addendums. The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendum on behalf of the company or organization. The contract down payment, contract balance and addendums must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, money order or credit card.

Security Deposit:

A refundable security deposit must be paid as part of the contract. The specific security deposit amount for each facility is indicated below in the information packet.

Money can be withheld from the security deposit if any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure, subcontractor, etc. causes any property, grounds, furnishings, or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville and/or Civic Center Park policies and rules are not followed. The Civic Center Business Office determine fees. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

If the security deposit is paid by check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the contract since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

PLEASE NOTE: Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the contract by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

CANCELLATION POLICY

Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Be sure to follow-up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to conference@rockvillemd.gov.

A 50% cancellation fee will be charged if the conference is cancelled more than seven (7) calendar days prior to the date of the conference. All contracted fees, including food service charges, are forfeited if the cancellation occurs seven (7) calendar days or less prior to the date of the conference.

A 10% change of date fee of the total contracted amount will be charged to reschedule the conference, pending date availability.

INDEMNIFICATION

Contract holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Contract holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the contract holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Contract holders, guests, and vendors waives all rights and claims against the City of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental contract and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of contract holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the contract holder, its agents, servants, employees or invitees. All personal property of contract holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its (their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of contract holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the City of Rockville cancels the contract and/or addendum for any unforeseen reason, the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

HOLIDAY SURCHARGE

There is a \$1,000 surcharge added to any rental rate at the Civic Center on a holiday, regardless of the number of hours contracted. Holidays are Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Rentals on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day depend upon staff availability.

GLENVIEW MANSION

Area A (1st floor)

- Includes use of the Dining Room, Living Room, outside porch and terrace
- WIFI access available
- Maximum 50 attendees
- Shared Main and Lower Foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total contracted amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Area B (1st floor)

- Includes use of the Conservatory, Library & Lyon Room
- WIFI access available
- Maximum 70 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total contracted amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Area C (2nd floor)

- Includes use of Conference Room 5 and Conference Room 6 separated by a kitchenette
- Maximum 10 attendees for Conference Room 5 and 12 attendees for Conference Room 6
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total contracted amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

COTTAGE

- Located in the Formal Gardens of Glenview Mansion
- Includes one (1) room, access to kitchenette and one unisex restroom
- Maximum 25 attendees depending on set up needs
- WIFI access available, no conference phone available
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total contracted amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

F. SCOTT FITZGERALD THEATRE

- Includes use of the auditorium, lobby for registration, and concession area with refrigerator
- Maximum 446 persons
- Basic sound and lighting package provided by house technician
- WIFI access available
- Additional technical support available at \$50 per hour (minimum 4 hours)
- Box Office located in the lobby is open to the public Tuesday from Saturday from 2pm to 6pm
- \$500 security deposit required in addition to total contracted amount

	<u>4-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$980	\$245 each
Rockville	\$860	\$215 each

SOCIAL HALL

- Located on the lower level of the F. Scott Fitzgerald Theatre
- Includes use of kitchenette area with refrigerator, sink, countertop space, and ice machine
- Maximum 200 persons
- Includes one large banquet hall with tables and chairs
- WIFI access available
- \$500 security deposit required in addition to total contracted amount

	<u>4-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$360	\$90 each
Rockville	\$320	\$80 each

ADDITIONAL FEES & SERVICES

For events exceeding 70 people, the renter must contract with an independent catering company. A list of caterers familiar with the facilities is attached to this packet. **No potluck or homemade food is permitted on-site.** The following services are available for conferences up to 70 people:

Coffee/Tea Set-up (30 cups):	\$45.00
Coffee/Tea Set-up (72 cups):	\$85.00
Canned Soda (Regular, Diet):	\$2.00 each
Purified Bottled Water:	\$2.00 each
Food Fee:	\$150.00 (client must pay this fee if any food comes onto the property)

AUDIO VISUAL EQUIPMENT

The following audio/visual packages and individual items are available at all Civic Center daytime conference facilities. All audio/visual equipment items are subject to availability.

Package 1 (not available in the F. Scott Fitzgerald Theatre):

LCD projector, split-level projector/laptop stand, screen and extension cord \$100
This system is not compatible with apple – if using a mac, please bring your own connector cables.

Package 2 (only available in the F. Scott Fitzgerald Theatre):

LCD front projector with screen (ceiling mounted at back of house) \$200

Package 3 (only available in the Social Hall):

80" flat screen television, split-level projector/laptop stand and extension cord \$100

Package 4:

Stand-up floor podium with built-in microphone/amplification system \$50

Package 5:

Projector stand, screen and extension cord \$30

Package 6:

One standing easel with flipchart paper, markers, and blue painters tape for hanging flipchart paper on the walls (up to 6 easels and flipchart paper available) \$30

Individual Items:

Cisco conference phone	\$25
Projector Stand	\$15
Screen	\$15
Second pad of flipchart paper (up to 6 available)	\$15
Roll of Blue Painter's Tape (does not damage wall surfaces)	\$7
Extension Cord (up to 3 available)	\$5
Standing floor easel (up to 6 available)	\$5
Wireless Internet	\$0

CONFERENCE CATERING MENUS

The following information applies to conferences and meetings for 70 persons or less. If your conference is for more than 70 people, you will need to work with an independent catering company for your food service needs.

All food and beverage orders for your conference should be submitted to the Rockville Civic Center Business Office at least two (2) weeks prior to your contracted event date. Any catering changes must be made at least seven (7) business days prior to the event date. Please send all requests and changes to conference@rockvillemd.gov.

Modifications to the menu selections are not possible. Please contact the Civic Center Business Office for special dietary needs options. All condiments are served on the side.

THE BEAN BAG MENU

BREAKFAST & BRUNCH: <https://www.thebeanbag.com/catering/breakfastbrunch>

LUNCH & DESSERT: <https://www.thebeanbag.com/catering/lunch-a-dinner>
