

**STRONG MANSION**  
**2010 Rental Rate Schedule**

**RENTAL PERIOD:** The rental period is seven (7) hours. *Four (4) hours are allotted for the actual function*, with two (2) hours allotted for set-up and one (1) hour for clean-up and close. **The time in and out is documented. Overtime fees begin after the seventh hour.** The rental time for both Saturday and Sunday weddings may be from 10 a.m. to 12 midnight. Additional ceremony and reception time may be purchased upon request for \$300.00 per hour.

**CONTRACT FEES:** The rental fee for seven (7) hours is **\$3,200.00** and is due thirty (30) days prior to the date of the event. This includes a tented 40 x 57 patio. The tent includes sides that can be opened or closed, two chandeliers, dixie lights, and four mounted fans in each corner of the tent. The option of renting a tent extension towards the pond (20x40).

**RESERVATION DEPOSIT:** A **\$600.00 deposit** is required with the rental contract to confirm a reservation date. *The reservation deposit will become the security deposit* that will be refunded following the event **less any damage or overtime charges** against it. The refund will be mailed within thirty (30) days after the event.

**CLOSING TIME:** *All functions must end at the conclusion of the (7) seven hour rental period.* In the event of non-compliance, *an overtime rate of \$300.00 per hour (or portion thereof) will be assessed.*

**FORFEITURE:** A deposit of \$600.00 must accompany the rental contract (page 5). The **\$3200 rental fee** must be paid thirty (30) days prior to the date of the event. **DO NOT DEDUCT the \$600.00 deposit.** The deposit remains as a security deposit that will be refunded, unless there exists damage or overtime charges against it, following the event. If the full rental fee is not paid thirty (30) days prior to the date of the event, the reservation will be canceled.

**CANCELATION POLICY:** If a reservation is canceled **MORE than six (6) months prior to the date of function**, the \$600.00 deposit less a **\$300.00 Booking Fee** will be refunded.

If a reservation is canceled **LESS than six months (6) months prior to the function**, the \$600.00 deposit less a \$300.00 Booking Fee will be refunded **ONLY if the reserved date is subsequently filled by another rental.** Therefore, the \$600.00 deposit will be held until the subsequent reservation is secured.

## **RULES AND REGULATIONS FOR FUNCTIONS AT STRONG MANSION**

### **GUEST LIMITS/TIME RESTRICTION/REHEARSAL**

1. Maximum number of guests is 200. Event time is 7 hours. The amount of time that guests are allowed to be in the Mansion is 4 hours with an additional 2 hours for preparation and 1 hour for clean up. An additional charge of \$300.00 per hour will be assessed if you extend your event past the allotted 7 hours. If rehearsal time is needed, you may do so at 5:00 p.m. or 6:30 p.m. the Friday evening preceding your event. This must be arranged with the Events Coordinator and will be scheduled on a first come basis.

### **SET-UP AND CLEAN-UP RESPONSIBILITIES**

2. Lessee is responsible for set-up and clean-up. All articles brought by Lessee, caterers, florists, etc. must be removed from the Mansion and grounds the day of the event. The Mansion should be left in a "broom finish" condition. Kitchen should be left as it was found; floors wet mopped, tables clean, refrigerator clean and empty, etc. All trash must be removed from property.

### **SERVING OF FOOD**

3. Food must be served in the Ball room or out of doors. Those wishing a sit down meal must do so out of doors, under the tented patio.

### **CATERING**

4. The renter will be held liable for caterer actions and damages incurred during the rental period. The caterer should include a check of references, insurance and track record. Caterer is responsible for table set-up, breakdown and clean up.
5. The Saturday wedding rentals (tent extension, tables, chairs, glass and dishes) must be broken down and left in the tent for Sunday pickup between 8 a.m. to 10 a.m. This is necessary if there is a Sunday wedding. Sunday wedding deliveries must be scheduled on Sunday after 10 a.m. and pickup of rental equipment scheduled for Monday. Holiday weekends the Sunday pickup may be scheduled for Tuesday.
6. The caterer or a supervisor from the catering service must be present throughout the function and assume full responsibility for clean-up requirements. Caterers may use the kitchen (stove, refrigerator, sink, etc.) but must provide their own utensils. The kitchen is not designed, nor available for cooking, boiling, frying, roasting, etc., but only for warming or reheating previously prepared foods. The use of chaffing dishes is permitted but open flame food containers or equipment for self service food preparation (skillets, woks, deep fat fryers) are not permitted.
7. Caterers should deliver food and equipment at the scheduled time. Earlier or previous day deliveries will not be accepted. All catering equipment must be removed and clean-up completed by the agreed scheduled time or an overtime charge will be levied. These rules apply equally to florists, musicians or other suppliers of goods or services to the function. Any exterior decorations (i.e., balloons, signs, garland, etc.) must be removed.

### **FURNITURE AND FURNISHINGS/FLOWER ARRANGEMENTS**

8. No furniture or furnishings shall be moved by lessee for any reason.
9. In the event of an indoor ceremony, chairs used inside, must have plastic protective feet in good condition.
10. Flower arrangements should be in vases or leak proof pots. Mansion lamps or vases will not be moved or used for floral arrangements. No floral additions shall be made to the exterior trees, plantings or garden areas. Floral arrangements may not be disposed in the sinks, toilets or bathtubs in the Mansion.

### **MUSIC AND DANCING**

11. If music is desired, please use bands or recorded music with reasonably amplified music. If sound levels are too loud, the Events Manager may ask for moderation.
12. If there is to be dancing, on the driveway, lessee is required to rent a dance floor. Dancing on the patio under the tent and in the ballroom does not require a dance floor. Dance floors are prohibited on the grass.

### **PARKING**

13. There is room for a maximum of 75 cars on and around the Mansion grounds.
14. All vehicles must park in designated areas as instructed by Stronghold staff. No vehicles permitted in driveway entrance to the rear of the Mansion. Small shuttle buses are permitted.

### **NO RICE OR CONFETTI/USE OF BIRDSEED**

15. Throwing of rice or confetti is prohibited. The use of birdseed for this purpose is permitted, provided it is distributed to guests outside the building and only thrown from the porch or elsewhere outside the building. A charge of \$100.00 will be made if birdseed is scattered in the building. All flowered petals used during the Ceremony must be cleaned up and cigarette butts placed in ash trays provided.
16. A separate \$100.00 clean-up charge applies (a) for scattered material other than birdseed **outside** the building or (b) if garbage and refuse is not removed from the premises and (c) if caterer does not comply adequately with the items on the "Caterer Check Out List". Larger clean-up charges may apply if the situation warrants.

### **SMOKING/USE OF CANDLES/FIREPLACES**

17. **NO CIGARETTE SMOKING IS PERMITTED IN THE MANSION.**  
Stronghold provides candles for the two fireplaces in the Ballroom. No additional candles are permitted in the Mansion.

### **USE OF INSECTICIDES**

18. Spraying with any type of insecticide is strictly prohibited.

### **MARRIAGE LICENSE**

19. If the actual marriage ceremony is to take place the Strong Mansion, you **must obtain a Frederick County marriage license.**

### **TENT RULES AND REGULATIONS**

1. No additional extensions will be allowed towards the Gazebo area. A 20x40 tent extension is permitted from the permanent tent towards the driveway and pond.
2. Smoking is prohibited in the tent. Smoking areas are provided outdoors and we ask smokers to please extinguish cigarettes in the ash trays provided.
3. No additional lighting is permitted without prior permission from the Event Coordinator. No additional decorations are permitted using the **Tent Frame.**
4. Candles are permitted on table arrangements if they are contained in a hurricane or glass enclosure. No open flames are permitted in the tent.
5. Use of crepe paper, or adhesive is STRICKLY prohibited.
6. Tent heaters MUST be placed outside tent and ducted to the inside of the tent.

### **POND RULES AND REGULATIONS**

1. Tike touches or hanging oil lamps are permitted around the pond except near the three trees located around the pond. Dispensing wax or oil from additional lighting is prohibited in the grass, pond or driveway. Please bring metal container to empty wax or oil and remove from the grounds at the end of clean-up time.
2. Floating candles or additional flowers in the pond are prohibited. Stronghold pond contains fish, frogs, lily pads and additional plant growth which we do not want to disturb.

**STRONG MANSION RENTAL CONTRACT**

Name(s): \_\_\_\_\_ Function \_\_\_\_\_  
(Lessee) \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Function \_\_\_\_\_  
\_\_\_\_\_ Type: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_  
Work \_\_\_\_\_

Reservation/Security Deposit: \$ \_\_\_\_\_ **(Please enclose check with Rental Contract)**

Rental Fee:\$ \_\_\_\_\_ Full Payment Due: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name \_\_\_\_\_

Special Information: \_\_\_\_\_

**I/We, \_\_\_\_\_, Lessee(s) hereby agree to assume full responsibility and financial liability for any damage to art, loss of objects or property belonging to Stronghold, Inc. Lessee assumes responsibility of personal injury to persons and quests during rental period of building and property. I further agree to abide by the rules governing the reservation, rental use of the building, grounds and adhere to the scheduled hours of use. I understand that Stronghold, Inc. assumes no responsibility for items brought into or left in the facility by Lessee(s), guests, caterer or other employee. In the event of an act of God or circumstances beyond the direct control of Stronghold Inc., Stronghold, Inc. reserves the right to cancel the event or rescind the contract without further liability of either party, upon refund of the deposit.**

Signature of Lessee(s): \_\_\_\_\_ Date: \_\_\_\_\_

Role in the Function: \_\_\_\_\_  
(Relationship to Bride/Groom)

Signature of Lessor for Stronghold, Inc.: \_\_\_\_\_  
DATE: \_\_\_\_\_

How did you hear about Stronghold Mansion? \_\_\_\_\_

Please make check out to: **Stronghold Inc.** & write on check Memo the date of event.

**A COPY OF THE ACCEPTED RENTAL CONTRACT WILL BE RETURNED FOR YOUR RECORDS.**

## **STRONG MANSION RESOURCE LIST**

The following is a listing of vendors who have provided services at Strong Mansion.

<u><b>COMPANY NAME</b></u>	<u><b>AREA</b></u>	<u><b>PHONE NUMBER</b></u>
<b>CATERING:</b>		
A Cut Above	Frederick	301-663-1517
Canapes	Frederick	301-663-8220
Capitol Catering	Alexandria	703-739-1030
Catering by Ron	Annapolis	301-802-1500
Design Cuisine	Arlington	703-979-9400
Festive Foods	Rockville	301-230-2700
Gail's Vegetarian Catering	Silver Spring	301-565-0674
Gourmet with Paula Catering	Frederick	301-639-5531
Helga's Caterer Inc.		703-556-0780
Innovative Gourmet	Baltimore	800-722-1317
Marco Polo Caterers	Vienna	703-281-3922
Occasions	Washington	202-546-7400
Purple Onion Caterer	Fairfax	703-631-0050
R & R Caterer	Springfield	703-451-2798
Rock Creek Catering	Silver Spring	301-650-0073
Ridgewell's	Bethesda	301-652-1515
Susan Gage Catering	Oxon Hill	301-839-6900
Wickey's Catering	York	800-942-5391
Fresh Start Catering	Washington	202-234-0707
Windows Catering	Alexandria	703-519-3500
Lebanese Taverna Catering		240-876-8342
3 Citron Catering	Washington	202-342-3400
Main Event Caterers	Arlington	703-820-2028
Maters of Taste	Alexandria	703-683-6555
<b>RENTAL EQUIPMENT:</b>		
Capital Party Rentals	Rockville	301-231-9600
Gaithersburg Party Rentals	Gaithersburg	301-963-9011
Totally Tents	Frederick	301-473-7004
Select Event Rentals	Beltsville	301-937-7600
<b>WEDDING CAKES:</b>		
Carriage House Bake Shop	Mt. Pleasant	301-898-7559
Creative Cakes	Silver Spring	301-587-1599
Sweet Encounters	Gaithersburg	301-977-2838

**LODGING:**

Hampton Inn	Frederick	301-698-2500
Hampton Inn	Germantown	301-428-1300
Holiday Inn	Frederick	301-694-7500
Fairfield Inn by Marriott	Frederick	301-631-2000
The Gaithersburg Inn	Gaithersburg	301-330-1331
Residence Inn Marriott	Frederick	301-360-0010
Courtyard Marriott	Frederick	301-631-9030
Woodfin Suites	Rockville	301-590-9880
The Inn at Buckeystown	Buckeystown	301-874-5755
Econo Lodge	Frederick	301-698-0555
Comfort Inn	Frederick	301-668-7272

**FLOWERS:**

Bealls's Florist	Damascus	301-253-2840
Flowers by Jim	Frederick	301-662-6977
Hillview Designs	Brinklow	301-924-4718
Suzann Stotlemeyer		301-718-0280
The Flower Vendor	Frederick	301-694-6966
Victorian Elegance	Frederick	301-831-1311
Vince's Agnes	Silver Spring	301-588-8484
Studio Florist	Centerville	703-968-6681

**PHOTOGRAPHY:**

Arnie McGaha Photography	Mt. Airy	301-846-0402
Creative Force Photography	Frederick	301-695-8151
King Video	Frederick	301-831-3500
Ken Graham Photography	Gaithersburg	301-869-8584
Marc Kent Photography	Leesburg	703-727-1290
Susan Hornyak	Bethesda	301-263-0349
Soko Hiroyma		571-214-2606
Rodney Bailey & Associates		703-440-4086
Roman Grinev Photography, Inc.	Bethesda	888-656-2121

**MUSIC:**

Chamber Music Unlimited	Frederick	301-846-0855
Soundsations	Frederick	301-696-5572
Mid-Atlantic Professional DJ Association	Kensington	800-795-1808
Elan Artists		800-933-7917

**CLERGY:**

Rabbi Arthur Blecher	Washington	202-462-5448
Rabbi Harold White	Georgetown Univ.	
Pastor Merritt Ednie	Boyds	301-540-2544
St. Mary's Catholic Church	Barnesville	301-972-8660
Reverend Susan W. Taylor	Berkley Springs	304-258-661

**TRANSPORTATION:**

Autopark Parking & Transportation	Reston	703-707-0202
Chariots for Hire	McLean	703-790-5466
Pioneer Coach	Frederick	301-662-6860

**FREDERICK COUNTY MARRIAGE LICENSE** 301-694-1960

**REHEARSAL DINNER SUGGESTIONS:**

Comus Inn – 301-349-5100  
The Inn at Buckeystown – 301-874-5755  
St. Mary's Catholic Church – Barnesville – 301-972-8660  
Dutches Daughter – Frederick – 301-668-9500  
Gabriel's Inn – Ijamsville – 301-698-5217  
Monocacy Crossing Rt. 355 Frederick – 301-846-4204

## **HELPFUL HINTS FROM STRONGHOLD, INC.**

- Be sure you read over your contract regularly to be sure you are making decisions that are within your contract.
- Make two plans for your event: One for sunny weather and one for rainy weather.
- Check the almanac for the weather of your special day!
- You may want to add a note in your invitations to all ladies coming to your event so they can be prepared with flat shoes.
- Be sure to appoint someone within the family to go through the house with the coordinator at the end of your event to make sure that there are no damages to the Mansion.
- Please remember, we have NO Air Conditioning. You may want to bring extra fans.
- Bring towels if you are going to shower at the Mansion.
- Please remember, we are not responsible for personal items. Have your belongings watched or locked up in a safe place. Anything left in the Mansion after your event is not Stronghold's responsibility. We will be happy to look for any lost items following your event.
- Please remember to check in with the Events Coordinator at your rehearsal and before your wedding.

Feel free to contact our office at any time if you have any questions!