

**STRONG MANSION**  
**2017 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 \$400.00 per hour.

**CONTRACT FEES:** The rental fee for seven (7) hours is **\$3,900.00** for **Saturday**, **\$3,600.00** for **Sunday** 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 (40x16). Friday evening each bride is provided 1.5 hour rehearsal time from 5-6:30 (Saturday couple) or 6:30-8 (Sunday couple) at no additional charge. We reserve the right to book a Friday event within six months of your event. If this occurs you will be notified promptly. An alternative day and time will be scheduled. On site Stronghold house attendant and staff parking attendant are also provided.

**RESERVATION DEPOSIT:** An **\$800.00 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 seven (7) hour rental period.* In the event of non-compliance, *an overtime rate of \$400.00 per hour (or portion thereof) will be assessed.*

**FORFEITURE:** A deposit of \$800.00 must accompany the rental contract (page 6). The *rental fee* must be paid thirty (30) days prior to the date of the event. ***DO NOT DEDUCT the \$800.00 deposit.*** The deposit remains as a security deposit that will be refunded, unless damage or overtime charges are documented 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.

**CANCELLATION POLICY:** If a reservation is canceled ***MORE than six (6) months prior to the date of function***, the \$800.00 deposit less a ***\$400.00 Booking Fee*** will be refunded.

If a reservation is canceled ***LESS than six (6) months prior to the function***, the \$800.00 deposit less a \$400.00 Booking Fee will be refunded ***ONLY if the reserved date is subsequently filled by another rental.*** Therefore, the \$800.00 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 175, and a guest count over 150 will require a custom tent extension provided by Capital Party Rentals at Lessee's expense. Event time is 7 hours: designating 2 hours for preparation/setup, 1 hour for breakdown/cleanup, and 4 hours ceremony/reception time. Additional hours may be purchased at a rate of \$400.00/hr if you opt to extend your event past the allotted 7 hours.

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

2. Lessee Caterer 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 by the caterer.

### **SERVING OF FOOD**

3. Buffet may be set up in the Ballroom or under the tent. Those wishing a sit down meal must do so under the tented patio.

### **CATERING**

4. The Lessee will be held liable for caterer actions and damages incurred during the rental period. The caterer must be licensed and insured. A copy of the caterer's current Certificate of Liability insurance must be provided with final payment. Caterer is responsible for table and chair set-up, breakdown and clean-up.

5. The Saturday wedding rental (tent extension, tables, chairs, glass and dishes) must be broken down and left in the tent for Sunday pickup between 8 a.m. to 9 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 chafing 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 the evening of the event.

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

8. No furniture or furnishings shall be moved by Lessee for any reason.
9. Please relay this rule to all vendors, furnishings are antiques and must never be moved for any reason. This means chairs, tables, beds, lamps, vanities, pictures and rugs, etc.
10. Flower arrangements should be in vases or leak proof pots. No floral additions shall be made to the exterior trees, plantings or garden areas. Floral arrangements may not be disposed of in the sinks, toilets or bathtubs in the Mansion.

#### **MUSIC AND DANCING**

11. Please use bands or recorded music with reasonably amplified volume. If sound levels are too loud, the Event Manager may ask for moderation. PLEASE NOTE: Our property DOES NOT supply Wifi access.

**Live Band Contracting: Lessee should advise any musical arrangements that will need the use of power, Strong Mansion has a limited amount of electrical amperage available for this use. It is advised that all musical arrangements be prepared with a generator of their own.**

#### **PARKING**

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

#### **NO RICE, CONFETTI, BIRDSEED, OR SPARKLERS**

14. Throwing of rice, birdseed, fireworks including sparklers and confetti is prohibited. A. \$100.00 clean-up fee will be documented by Stronghold and will be deducted from the security deposit. All flowered petals used during the Ceremony must be cleaned up and cigarette butts placed in the ash trays provided.
15. A separate \$100.00 clean-up charge applies (a) for scattered material **outside** the building or (b) if garbage and refuse is not removed from the premises by the caterer and (c) if caterer does not comply adequately with the items on the "Caterer Check Out List".

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

16. **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 (candles contained in Hurricane glass are permitted in the Ballroom only).

#### **USE OF INSECTICIDES**

17. Spraying with any type of insecticide is strictly prohibited. Please consult with Stronghold Event Coordinator for alternate options.

#### **MARRIAGE LICENSE**

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

#### **BARTENDING**

19. A TAM Certified Bartender must be provided for any bar service involving alcohol. A bartender is required at all events, whether serving alcoholic or non-alcoholic beverages.

#### **TENT RULES AND REGULATIONS**

1. A **40X16** tent extension is permitted from the permanent tent towards the driveway and pond. Additional tenting is prohibited in any grassy areas on the grounds.
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 or support wires.**
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 **STRICTLY** prohibited.
6. Tent heaters **MUST** be placed outside tent and ducted to the inside of the tent.
7. Tent liners may only be rented from and installed by Capital Party Rentals.
- 8. Heaters must be rented from companies that deliver, set up, and remove.**

#### **POND RULES AND REGULATIONS**

1. Tiki torches or hanging oil lamps are prohibited.
2. Floating candles or additional flowers in the pond are prohibited. Stronghold pond contains fish, frogs, lily pads and additional plant growth which are protected.

**We advise additional tenting for guest count of 140-175 at the Lessee's expense. A 40x16 additional tenting may be rented from Capital Party Rentals at (301) 540-5070.**

**A Frederick County Marriage License is required for ceremonies taking place at the Strong Mansion Property (301) 694-1960.**

**ANY VIOLATION OF RULES AND REGULATIONS CAN RESULT IN UP TO A 100% FORFEITURE OF SECURITY DEPOSIT.**

**Please include the Strong Mansion address on your invitations: 7802B Comus Rd., Dickerson, MD 20842.**

## 2017 STRONG MANSION RENTAL CONTRACT

Function Date: (SAT./SUN.) \_\_\_\_\_

Friday Rehearsal: (Saturday bride) 5-6:30 (Sunday bride) 6:30-8

How did you hear about Strong Mansion: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Lessee's Name(s): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name/Address for All Future Correspondence: \_\_\_\_\_

**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 guests 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: \_\_\_\_\_

***PLEASE MAKE CHECKS PAYABLE TO STRONGHOLD, INC., 7901 Comus Rd.,  
Dickerson, MD 20842 WITH WEDDING DATE IN THE MEMO: LINE.  
INVITATIONS to the Mansion address: 7802B Comus Rd., Dickerson, MD 20842***

## Security Deposit Refund Fee Policy

Please note that effective January 1, 2016, Stronghold, Inc. will be issuing a \$30.00 fee for all security deposit refund checks that require cancellation and resubmission by Stronghold, Inc., on behalf of Security Deposit recipients.

The \$30 check cancellation fee will be deducted from the resubmitted check issued to the recipient.

*To avoid this fee, please keep Stronghold, Inc. apprised of any and all name or address changes other than what has originally been submitted on your contract signature page. Notification of name and address changes must be made no later than thirty days prior to your event.*

## STRONG MANSION RESOURCE LIST

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

<u>COMPANY NAME:</u>	<u>AREA:</u>	<u>PHONE NUMBER:</u>
<b>CATERING:</b>		
Canapes	Frederick	301-663-8220
Corcoran	Silver Spring	301-588-9200
Delicious Gourmet	Gaithersburg	240-472-6547
Elegancia	Rockville	301-770-1778
Geppetto Catering	Bethesda	301-927-8800
Helga's Caterer, Inc.		703-556-0780
Indaroma	Alexandria	703-354-1812
Main Event	Arlington	703-820-2028
Marco Polo Caterers	Vienna	703-281-3922
MK Catering	Hyattsville	301-277-8494
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
Rouge Catering	Hunt Valley	410-527-0007
Stone Soup Catering	Gaithersburg	301-515-6998
Windows Catering	Alexandria	703-519-3500
3 Citron Catering	Washington	202-342-3400
<b>RENTAL EQUIPMENT:</b>		
Capital Party Rentals	Rockville	301-231-9600
Fun 4 Hours	Mt. Airy	301-829-2753
Gaithersburg Party Rentals	Gaithersburg	301-963-9011
Totally Tents	Frederick	301-473-7004
Select Event Rentals	Beltsville	301-937-7600
<b>WEDDING CAKES:</b>		
Canapes	Frederick	301-663-8220
Carriage House Bake Shop	Mt. Pleasant	301-898-7559
Creative Cakes	Silver Spring	301-587-1599
Custom Cake Design, LLC	Gaithersburg	301-216-1100
Ed's Country Bakery	Adamstown	301-788-5409



Heavenly Cakes		301-915-7100
Sweet Encounters	Gaithersburg	301-977-2838
Icing on the Cake		443-570-9933

**LODGING:**

Hampton Inn	Frederick	301-698-2500
Hampton Inn	Germantown	301-428-1300
Holiday Inn	Gaithersburg	800-741-5072
Holiday Inn	Frederick	301-694-7500
Fairfield Inn by Marriott	Frederick	301-631-2000
Residence Inn Marriott	Frederick	301-360-0010
Courtyard Marriott	Frederick	301-631-9030
Marriott Rio	Gaithersburg	301-590-0040
The Frederick Inn - B&B	Buckeystown	240-341-2902
Econo Lodge	Frederick	301-698-0555
Comfort Inn	Frederick	301-668-7272

**FLOWERS:**

Beall's Florist	Damascus	301-253-2840
Blossom & Basket Boutique	Mt. Airy	301-829-8300
Celebrate With Flowers		301-528-6818
Flowers By Jim	Frederick	301-662-6977
Hillview Designs	Brinklow	301-924-4718
Ory Florist	New Market	301-865-8860
Susan 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
Stephanie's Secret Garden	Poolesville	301-349-4050
Studio Florist	Centerville	703-968-6681
Yellow Door Floral Designs	McLean	703-734-1137
To The 9's	Frederick	301-665-9090

**PHOTOGRAPHY:**

Creative Force Photography	Frederick	301-695-8151
Elizabeth Fogarty		301-233-9842
Freed Photography	Bethesda	301-652-5452
Kristin Leigh Photography		240-678-0167
Mary Kate McKenna		202-213-1272
King Video	Frederick	301-831-3500

Ken Grahman Photography	Gaithersburg	301-869-8584
Mark Kent Photography	Leesburg	703-727-1290
Susan Hornyak	Bethesda	301-263-0349
Timmester Photography	Alexandria	571-332-2825
Rodney Bailey & Assoc.		703-440-4086
Roman Grinev Photography, Inc.	Bethesda	888-656-2121
Deb Lindsey Photography	Potomac	301-765-2075
Matt Brown	Clarksburg	240-215-7314

**MUSIC:**

Ray Bialek	Washington	301-340-6206
Chamber Music Unlimited	Frederick	301-846-0855
Crow Entertainment		410-257-7936
Mydeejay/Brian Jones		888-GET-MYDJ
Dynomite DJ		301-831-9500
Soundations	Frederick	301-696-5572
Mid-Atlantic Pro DJ Assoc.	Kensington	800-795-1808
Elan Artists	Washington	888-800-3526
Frederick Strings	Frederick	301-695-8868
Jakob Hofer-Violinist-Quartet, Trio, or Duo		760-415-7593
Chris Laich - DJ		202-997-2514
Chris Andrews - DJ		443-744-1467
Karen Devitt - Piano & Vocals		301-593-9018
Shew-sical Entertainment Services		888-743-9742
Musical DJs/Dan Lamaestra		703-598-4433

**CLERGY:**

A.C. Warden		202-494-7855
St. Mary's Catholic Church	Barnesville	301-972-8660
Reverend Susan W. Taylor	Berkley Springs	304-258-6611
Reverend Bill Cochran	Derwood	301-648-8385
Reverend Shirley Gomez	Berkley Springs	304-258-0396
Reverend Alberta Eaton		410-256-5330
Reverend Sandra Bearden		410-340-3224
Jo Ostby: Licensed & Ordained Chaplain		240-529-4815
Dave Albertson	Urbana	240-285-9758

**TRANSPORTATION:**

A Touch of Class	Frederick	301-698-2650
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Autopark Parking & Transportation	Reston	703-707-0202
American Limousine & Bus Service	McLean	866-847-9655
Chariots for Hire	McLean	703-790-5466
Kewl Tours & Charters	Walkersville	301-898-8628
Yellow Cab	Frederick	301-662-2250
Rill's Bus Service	Westminster	800-801-7530x101
On The Town Limousines	Info@OnTheTownLimousines.com	301-829-7999
Johnson Bus Service	Westminster	410-876-1457

**ALCOHOL & BARTENDING SERVICES:**

Mixology Bartending Services, Co.		301-641-4631
Ye Olde Spirit Shop Liquor Store	Frederick	301-662-4803
Sugarloaf Mountain Vineyard	Comus	301-605-0130

**REHEARSAL DINNER SITES:**

The Frederick Inn - B&B	Buckeystown	240-341-2902
Bennigan's	Clarksburg	301-540-1499
Sugarloaf Mt. Vineyard	Comus	301-605-0130
Alexander's	Buckeystown	301-874-1831
Dutch's Daughter	Frederick	301-668-9500
Brewer's Alley	Frederick	301-631-0089

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