

Type or print legibly. Complete the application in full and e-mail, mail or fax to venue with copy of driver's license. Incomplete applications will be returned to contact person.

**Contact Information:**

Organization/Business name: \_\_\_\_\_ 501 (c) (3) ?  Yes  No  
\* If yes, provide copy of 501 (C) (3) with application

Contact person: \_\_\_\_\_

Contact person is responsible for contract compliance including payments

Organization/Business address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

County where organization/business is located: \_\_\_\_\_

Contact person's day phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact person's e-mail address: \_\_\_\_\_

**EVENT DETAILS**

**Type of Event** (Private/invitation only; public; fund raiser): \_\_\_\_\_

Estimated number of guests/participants: \_\_\_\_\_

**Reservation is not confirmed until a rental contract has been executed and deposit payment received.**

Date & Date of Event/Activity (MM/DD/YY)	Type of Activity (meeting, birthday party; retirement party, etc)	Access to venue requested at (xx:xx a.m./p.m.)	Event/Activity begins at: (xx.xx a.m./p.m.)	Event/Activity ends at: (xx:xx a.m./p.m.)	Venue vacated by (lights out, cleaned up, locked up) (xx:xx a.m./p.m.)

**Usage dates and times will be confirmed and finalized in consultation with the venue staff**

Which venue are you requesting? \_\_\_\_\_ Outdoor set-up? (additional fee)  Yes  No

Will tickets be sold for this event?  Yes  No

Note: Advanced ticket sales, exchange of money activities requires Manager's approval and Park Police presence at the contract holders expense.

Entertainment:  Live Band  DJ  Other (explain): \_\_\_\_\_

On site catering service requested?  Yes  No Have your  own  caterer? Yes No

Caterer's Name: \_\_\_\_\_ Caterers' Phone number : \_\_\_\_\_

Caterer's email address: \_\_\_\_\_ Serving alcohol?  Yes  No  Cash bar  Open bar

(Cash bar require 501 (C) (3) status and requires Department approval and Park Police presence at the contact person's expense)

How did you hear about Elegant Settings– historic rental properties?:  Word of mouth  Internet  Print ad

I have received a copy of the Rental Rules and Regulations and will comply with the terms within. I take full responsibility for damages, injuries and non-compliance.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person**

Mail/fax/e-mail complete Rental Application with copy of driver's license/proof of residency to your desired venue– see reverse side for address and fax #/e-mail address of Elegant Settings venues. **The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register at least a minimum of two weeks in advance of the event start date to request and receive a disability accommodation.**



Rental fees include entire venue, tables and chairs. You are welcome to provide a licensed and insured caterer and an event planner of choice. M-NCPPC is a bi-county agency of which the bi-county residents (Prince George's and Montgomery Counties) receive discounted rates.

Billingsley House Museum  
6900 Green Landing Road  
Upper Marlboro, MD 20772  
(301) 627-0730; Fax# (301) 627-7085  
billingsley@pgparks.com

Newton White Mansion  
2708 Enterprise Road  
Mitchellville, MD 20721  
(301) 249-2004; Fax (301) 249-8009  
nwmansion@pgparks.com

Oxon Hill Manor  
6901 Oxon Hill Road  
Oxon Hill, MD 20745  
(301) 839-7782; Fax (301) 839-4867  
ohmanor@pgparks.com

Prince George's Ballroom  
2411 Pinebrook Avenue  
Landover, MD 20785  
(301) 341-7439; Fax (301) 322-8021  
pgballroom@pgparks.com

Snow Hill Manor, Laurel, MD  
13301 Laurel-Bowie Road/Route 197  
Laurel, MD 20708  
(301) 725-6037; Fax (301) 498-2053  
snowhillmanor@pgparks.com

### CONCISE INFORMATION

1. **Security Deposit:** The security (damage) deposit is required to secure the date and, is separate from the rental fee, and cannot be applied towards the rental fee. Security deposits are refunded provided there are no charges assessed due to damage, loss, cleanup or extension of contract time. Refunds will then be processed and returned within two to three business weeks. All credit card payment refunds will be refunded to the original card used to make payment, unless a six month window has passed and the card number is no longer available due to credit card compliance standards. All other payments will be refunded via check to the contract holder also known as the account main contact.
2. **Security:** Park Police is required for all social events including those involving advance ticket sales and/or the sale of liquor. One officer per 75 guests is required with a minimum of 4 hours. Payment is payable by cash to the officer on site on the day of the event.
3. **Ticket Sales:** Tickets may not be sold on venue premises.
4. **Force Majeure:** The Commission 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. The Commission shall not be liable for failure of the participants to appear, present or perform if such failure is caused by or due to a natural disaster. If the Contract Holder or the Commission exercises their right and cancels the event before it has begun, the Commission shall refund all monies previously paid, except for monies used to pay for service invoices or service contracts including un-cancellable commitments.
5. **Cancellation by the Contract Holder:** All cancellations must be in writing, signed by the contract holder, and addressed to the venue manager. Telephone cancellations will not be accepted. If the contract holder cancels the event: 180 days (6 months) or more prior to the event date, a \$200 cancellation fee will be assessed and taken from the security deposit; between 179 days and 91 days (between 6 -3 months) prior to the event date, the security deposit will be forfeited.; within 90 days or less (3 months or less) prior to the event date, the security deposit will be forfeited plus 50% of the total rental fees.
6. **Cancellation by the Commission:** It is the Commission's mission to ensure an extraordinary rental experience. If at any time any element of the event is found to compromise the venue or the Commission staff (i.e., schedule conflict, number of participants or spectators, event agenda, etc.), the Commission reserves the right to cancel the event without reimbursement.
7. **Date Changes:** A one time only reserved date change, 180 days prior to the event date, by the contract holder within the same venue is acceptable with the original security deposit applied to the new date. More than one reserved date change by the contract holder or date changes made less than 180 days prior to the event will be treated as a cancellation. Cancellation policy will be applied.
8. **Transfers:** Transfer of an event between Commission owned venues will be treated as cancellations. The policies for cancellation by the contract holder will apply. See policy #5, above (Cancellation by the Contract Holder).
9. **Caterer Guidelines:** Caterers must submit a copy of their liability insurance certificate (must be insured up to \$1,000,000 per occurrence under General Liability), venue permit (the caterer's name must be linked to the venue permit) issued by the Health Department in their county and an individual food handler's permit of the catering supervisor who will be on site. All caterers must comply with the Commission's rules and regulations regarding food service, set-up, break-down, and clean up at an event.
10. **Set Up, Break Down:** Only the insured caterer is allowed to set up and tear down tables and chairs. If the caterer is not available or unable to set up and tear down the tables and chairs, Commission staff will, at an assessed fee.
11. **Alcohol and Smoking:** The sale of alcoholic beverages require 501 (C) (3) status, written request to the Director's Office, M-NCPPC, Prince George's County, Department of Parks and Recreation, 6600 Kenilworth Avenue, Riverdale, MD 20737 and Park Police presence at the contract holder's expense. Smoking is prohibited inside the venue. Ash urns are provided outside.

**Note: The contact person is responsible for notifying the venue of any status change of name, address, or phone number. The refunds (if applicable) will be mailed and made payable to the business or organization listed as the contract holder.**