



Riversdale

Rental Information

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Thank you for your interest in booking the Riversdale House Museum for your upcoming event. A National Historic Landmark, the five-part stucco-covered brick estate was built between 1801 and 1807. Construction was begun by Henri Stier, a Flemish aristocrat who fled from political turmoil in Europe, and was completed by his daughter Rosalie and son-in-law George Calvert, grandson of the fifth Lord Baltimore. This architectural gem features excellent examples of European and Federal American tastes. Coupled with seven acres of grounds and historic gardens, Riversdale serves as an elegant backdrop for your event. We look forward to welcoming you to the site!

At-a-Glance

Client Requirements & Responsibilities:

- Be at least 21 years old.
- Adhere to all rules and regulations stipulated in the rental booklet.
- Pay all fees in accordance with the Fee Schedule ([FEES page 4](#)).
- Provide proof of residency to receive the Prince George's/Montgomery County rate (if applicable).
- Provide all necessary paperwork including:
 - Signed Contract
 - Vendor Information
 - Rental Layout
 - Catering license & insurance policy
 - Other items as may be required per specific rental
- Confirm all decorations with Riversdale staff no less than two (2) weeks prior to event.
- Employ an approved licensed and insured caterer for all food and beverage service.
- Make arrangements with all vendors to provide deliveries and services within rental timeframe.
- Provide written request in the instance of event cancellation, change, or waiver request.
- Provide payment to Riversdale Historical Society for room guides (if applicable).

Event Requirements:

- Maintain a maximum standing capacity of 75 or maximum seated capacity of 50 ([CAPACITY page 5](#)).
- Be held during dates and times accepted by Riversdale – no Sundays or holiday rentals.
- All food and beverages must be provided and served by a licensed and insured caterer.
- May not be a paid or ticketed event.
- May not include anything for sale in conjunction with event.
- All setup and cleanup must be completed within the booking timeframe.
- Rentals, including all cleanup and breakdown, must be completed by 11 pm.
- Other restrictions on party type may apply.

Site Specifications & Provisions:

- Seated capacity: 50 | Standing capacity: 75
- Space limitations do not allow for a dance floor
- Two (2) event rental spaces in the east and west wings
- Catering kitchen
- Opportunity for historic tours ([TOURS page 13](#))
- Setup of site-owned tables, chairs, and equipment ([FURNITURE & EQUIPMENT page 10](#))
- Manager(s) on Duty on site for all events
- Ample free parking

Rental Fees

Bi-County rates apply to residents of Prince George's or Montgomery Counties.
Proof of residency is required^{1*}.

TYPE OF FEE	Bi-County Resident	Non-Resident
Weekdays (up to 4 p.m.)		
Monday – Thursday (3-hour minimum) Hourly	\$ 60.00/hr.	\$ 78.00/hr.
Security Deposit	\$ 50.00	\$ 50.00
Weekdays (up to 4 p.m.)		
Monday – Thursday (4-hour minimum)		
Catered Functions –Hourly ²	\$ 120.00/hr.	\$ 156.00/hr.
Security Deposit	\$ 50.00	\$ 50.00
Weekday Evenings (after 4 p.m.)		
Monday – Thursday (7-hour maximum)		
Flat Rate	\$ 840.00	\$ 1,092.00
Security Deposit	\$ 500.00	\$ 500.00
Weekends (7-hour maximum)		
Friday (after 4 p.m.)	\$ 960.00	\$ 1,248.00
Saturday (1 event daily)	\$ 1,150.00	\$ 1,495.00
Security Deposit	\$ 500.00	\$ 500.00
Extra Hours:		
Monday – Thursday (after 4 p.m.)	\$ 180.00	\$ 234.00
Friday – Saturday	\$ 240.00	\$ 312.00
Miscellaneous Charges:		
Rehearsals (after 5 p.m.) Hourly	\$ 150.00	\$ 195.00
Kitchen Use ³	\$ 40.00	\$ 50.00
Equipment Use ⁴	\$ 10.00	\$ 10.00
Lectern with Light	\$ 10.00	\$ 10.00
Cocktail Tables ⁵	\$ 10/table	\$ 10/table
Museum Tours ⁶	\$ 1 per guest	\$ 1 per guest

**NOTE: Under no circumstances are Renters to stay past 11:00 pm.
Riversdale is not available for rentals on Sundays and holidays.**

¹ Proof of residency is required to receive the Prince George's/Montgomery County rate. Valid proof of residency includes a driver's license, utility bill, deed to house, lease agreement, home owner's insurance or Renter's insurance policy.

² Riversdale does not allow daytime catered events on Fridays.

³ The kitchen may be used without a professional caterer for coffee and tea only. Full meals must be served by a caterer, and kitchen use charge applies.

⁴ Equipment includes cart, screen, and extension cord. Renters are responsible for laptops, projectors, power cords, etc.

⁵ A total of 8 cocktail tables are available for use. These must be requested in advance, as they are stored off-site.

⁶ Museum guides may be arranged for a portion of your event through a separate agreement with the Riversdale Historical Society ([TOURS page 13](#)).

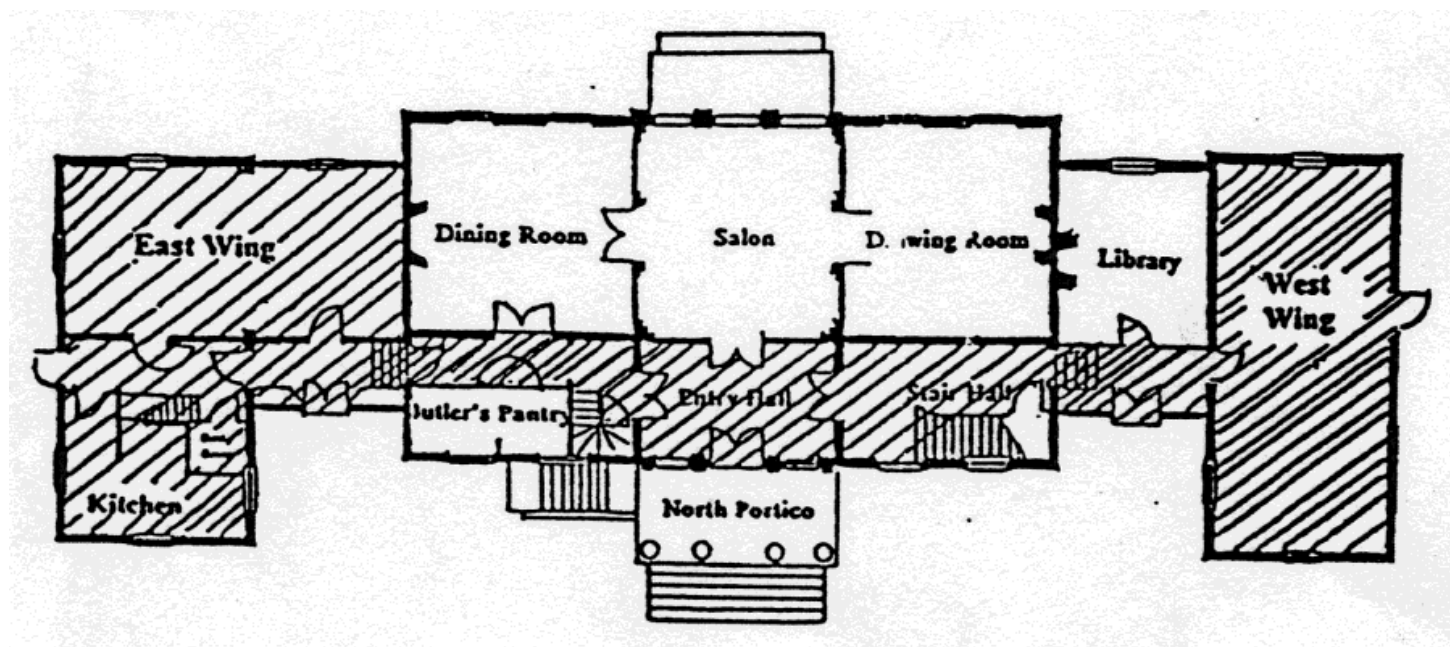
Capacity

The maximum capacity for guests at Riversdale is 75. This does not include catering staff or entertainers. However, due to the configuration of the rooms, the capacity may be less for certain types of events. The capacity of the east wing (17 x 33') is limited to 40 at tables and 50 seated theater-style. The capacity of the west wing, or ballroom, (19 x 38') is limited to 50 at tables, and 75 seated theater-style or standing as at a standing or cocktail reception. **Capacity is strictly upheld. If the event exceeds the 75 person maximum, it will be terminated.**

The rental fee includes use of the east and west wings of Riversdale. The east wing includes a catering kitchen and three restrooms, one of them handicapped-accessible.

Layout

The shaded areas of the first floor indicate the rental areas. All other parts of Riversdale, including the second floor (not shown), are defined as historic areas and will not be available during a rental event, other than under separate arrangements with the Riversdale Historical Society and the Museum Director for tours in conjunction with the event ([TOURS page 13](#)). No food or beverages are permitted in the historic areas of the museum.



Accessibility

The site has two ground-level entrances that provide accessible access to the east and west wings. There are three restrooms in the east wing of the house, with one being ADA-accessible. Please note there is no restroom in the west wing of the site.

Hours of Operation for Functions

The basic flat fee rental period is for seven hours. Riversdale will be available to the Renter at the starting time stated in the rental agreement. **All caterers' and other contractors' setup and cleanup must be made within the contracted time period. No persons are permitted to remain on the grounds after 11pm under any circumstances.** All deliveries (e.g. rental equipment, flowers, cakes) must be made within the contracted time. Renters, guests, caterers or other vendors will not be permitted inside prior to, or to remain on the grounds after, the contracted time. Occupancy of the premises prior to or after the contracted time will be subject to over-time charges in accordance with the rental fee schedule in this brochure ([FEE PAYMENT SCHEDULE page 7](#)). Riversdale is not available for rental on certain holidays.

Booking Procedures

- Contact Riversdale staff to confirm the availability of the date and time you desire.
- Make an appointment to view Riversdale, or come during open hours on Fridays or Sundays, noon to 3:30 pm, when no appointment is required.
- Make an appointment to sign the contract agreement and provide payment. The Riversdale office is located inside the Visitor Center, at 6005 48th Ave., Riverdale Park, MD 20737, and is open Monday-Friday, 9am-5pm.
- The date and time of your event is confirmed upon receipt of the deposit and signed contract.

Date Hold

Potential Renters may request a no-obligation ten-day hold for one (1) desired rental date. The hold will expire at the close of business on the tenth day, unless an official reservation is made. Potential Renters are encouraged to be mindful of the expiration date of tentative reservations.

Making an Official Booking

When possible, rentals should be booked at least two (2) months before the scheduled event. If an event is booked within 2 months of the date of the event, the entire rental fee and security deposit must be paid at the time of booking, and must be paid by credit card, money order, or certified funds-no personal checks can be accepted ([FEE PAYMENT SCHEDULE page 7](#)).

A reservation becomes official when the Renter signs a use agreement and makes a rental payment deposit of 50% of the applicable rental fee. The balance of the rental payment must be paid no later than two (2) months prior to the event. Rental payments may be made by personal check, cash, money order, certified check, or VISA or MasterCard. The management of Riversdale reserves the right to cancel the event if the remainder of the payment is not made according to this schedule.

Please make checks payable to "M-NCPPC/Riversdale" and deliver or mail to:
6005 48th Ave., Riverdale Park, MD 20737

Payments and Documents Schedule

Fee Payment Schedule

Booking Type	Fee	Due Date	Payment Methods
Rental scheduled 2 months+ in advance	50% rental fee	At booking	Cash MasterCard/Visa Personal Check Certified Check Money Order
	Remaining 50% rental fee	60 days prior to event	
	Security deposit	60 days prior to event	
	Rehearsal fee (if applicable)	30 days prior to event	
	Tour fee (if applicable)	2 weeks prior to event	
Rental scheduled less than 2 months in advance	100% rental fee	At booking	Cash MasterCard/Visa Certified Check Money Order
	Security deposit	At booking	
	Rehearsal fee (if applicable)	30 days prior to event	
	Tour fee (if applicable)	2 weeks prior to event	

Documents and Requests Schedule

The Renter is required to provide all documents and requests by the dates below. Failure to provide required documents can result in the termination of the contract.

Document	Due Date
Signed contract agreement	At booking
Request for tours	30 days prior to event
Scheduling of rehearsal	30 days prior to event
Copy of contract with caterer	30 days prior to event
Copy of caterer's license and insurance policy	30 days prior to event
Copy of caterer's responsibilities signed by caterer	30 days prior to event
Copy of contract with additional vendors (including all equipment rentals, performers, etc.)	30 days prior to event
Event layout	30 days prior to event
Day-of Contact Form (page 14)	30 days prior to event
List of Decorations	2 weeks prior to event

Security Deposit

A security (damage) deposit must be paid two (2) months before the event and is required for all events. Security deposits may be paid by personal check, cash, money order, certified check, or credit card. The security deposit does not apply towards the rental fee and must be paid as a separate payment. The Renter will be charged a fee in the event of a stop payment or returned check.

Security deposits are refunded approximately four (4) weeks after the event provided there are no charges due to damage, loss, clean up, extension of contract time, or other violation of the rental rules and regulations. If the deposit was made by credit card, it will be credited back to that card. If paid by cash or check, deposits will be mailed via check. The Renter must confirm an accurate address before a check will be mailed.

The security deposit or any portion thereof may be forfeited for:

- damage beyond reasonable wear and tear
- failure to leave the premises in a clean condition
- failure to abide by the regulations for use of the building
- staying past or arriving prior to the allotted rental period
- having equipment delivered or picked up outside of the booked event time

Cancellations and Refunds

Riversdale 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.

All cancellations must be in writing and addressed to the Director of Riversdale. Telephone cancellations will not be accepted. Cancellations may be delivered in person or mailed to: 6005 48th Avenue, Riverdale Park, MD 20737, or faxed to (301) 927-3498.

In the event of a cancellation, all rental payments, less a 20% administrative fee, will be refunded, **only if the scheduled event date is officially re-booked**. If an official reservation for the scheduled event date is not obtained, the **entire rental payment** will be forfeited. An official reservation requires a rental deposit and a signed agreement.

In the event of a cancellation, the entire security (damage) deposit will be refunded.

All payments made by credit card will be credited back to that card. Payments made by cash or check will be mailed via check. The Renter must confirm an accurate address before a check will be mailed.

If the client wishes to change the date of a reservation and the new requested date is available, any paid security deposits and payments will be applied to the new reservation. Remaining balances will come due in accordance with the fee payment schedule ([FEE PAYMENT SCHEDULE page 7](#)).

Catering

Tea and Coffee and/or Boxed Meal Only

Meeting rentals during which only tea, coffee, and/or bottled water are being served do not require a caterer. The renter must supply the pots, beverages, paper goods, cream, sugar, etc. Boxed meals may be delivered within the hours of the rental and the vendor and delivery information must be communicated to Riversdale staff at least two (2) weeks prior to the event. The Renter must pay the kitchen use fee for events requiring tea, coffee, bottled water, and/or boxed meals at the time of booking ([FEES page 4](#)).

The Renter is responsible for emptying all trash and making sure all recyclables are separated and placed in the appropriate bin. Failure to clean the kitchen and other areas used by the Renter will result in the forfeiture of all or part of the Renter's security (damage) deposit. Trash and recycling should be emptied into the large receptacles located to the right of the shed in the Visitor Center parking lot.

Food and drink is limited to the east and west wings only. It is the Renter's responsibility to make sure no food or drink is consumed in the historic portions of the house.

Catered Food and Beverage Service

No potluck-style food is allowed during a rental. A licensed, professional caterer (or caterers) shall be contracted by the Renter to supply and serve all food and drink consumed at Riversdale. All caterers must have an applicable Health Department license and liability insurance coverage of at least \$1,000,000. The above documentation must be provided by the caterer one (1) month prior to the rental date. A list of caterers who have given satisfactory performance at events is attached for reference, but Renter is not obligated to engage one of them ([CATERERS LIST page 18](#)).

It is the Renter's responsibility to forward the caterer's list of instructions and checklist ([page 16](#)). The Renter must also make all arrangements with the caterer regarding setup of food, drinks, tableware, tables and chairs, linens, and the number of service personnel. All first-time caterers to Riversdale must meet with the manager or designated staff at least one (1) month prior to the event for a walk-through of the mansion.

The catering kitchen is equipped with hot and cold water and a stainless steel triple sink, convection oven and two hot plates, and a refrigerator. There is **no garbage disposal**, and care must be taken not to clog the sinks with food wastes. Trash cans are on the premises. No cooking facilities, freezer, or ice maker are available.

No linens, dishes, or other equipment may be left after the event for later pick-up. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter. Riversdale is not responsible for anything left on the premises outside of scheduled rental time.

Catering Delivery and Setup

Food and drink must be served, carried, and consumed *only* within the east and west wing rooms of the rental area ([LAYOUT page 5](#)). All actual cooking must be confined to the kitchen and no cooking stations, such as omelets, pasta, or crepes, may be set up in any other rooms. It is the responsibility of the Renter and Caterer to make sure no food or drink is consumed in the historic portions of the house.

Catering and other service trucks may unload in the drive in front of Riversdale but must then be parked in one of the designated parking areas. All vehicles should enter only via the Riverdale Road gates and exit only via the Oliver Street gate. **No vehicles may be left on the driveway.**

The Caterer or Renter is responsible for emptying all trash and making sure all recyclables are separated and placed in the appropriate bin. Failure to clean the kitchen and other areas used by the Renter will result in the forfeiture of all or part of the Renter's security (damage) deposit. Trash and recycling should be emptied into the large receptacles located to the right of the shed in the Visitor Center parking lot.

Alcohol and Beverages

Alcoholic beverages may be served, but their re-sale (such as at a cash bar) is prohibited. To avoid staining the carpets, **kegged beer and red beverages of any kind are not allowed. This includes red fruit punches and soft drinks as well as red wine.**

Site and Grounds Usage

Setup

With advance notice, staff will provide setup of site-owned indoor tables, chairs, and equipment listed below. A room layout with requested setup must be provided to Riversdale no later than (1) week prior to the event.

All remaining setup is the responsibility of the Renter or the Renter's caterer, and all setup and breakdown must be completed within the 7 hour rental period. Unless instructed otherwise by the managers on duty, the caterer is responsible for taking down and storing tables and chairs after the event. Chairs for **A CEREMONY ONLY** may be set up on the mansion grounds; however, all outdoor chairs and furniture must be provided by, and set up and taken down by a rental company and must be delivered and removed during the 7-hour rental period.

Available Furniture and Equipment

Riversdale provides the following furniture and equipment. All furniture is for indoor use only. Items with an asterisk incur an extra fee, as outlined on [page 4](#). A layout including requests for furniture and equipment listed must be received by museum staff no later than two (2) weeks prior to the event.

tables, 5' round	7
tables, 36" x 72"	4
tables, 30" x 72"	2
tables, 30" round	2
chairs, wooden folding	75
guest book stand	1
check-in/gift table	1
screen & cart*	1
lectern with light*	1
cocktail tables, 30' round *	8

Deliveries

Additional authorized and rented equipment may be brought in as required, but **Riversdale staff will not sign for or otherwise be responsible for these items.** It is the responsibility of the Renter to sign for or designate a representative to sign for all equipment. Failure to comply may result in refusal of acceptance of delivery by Riversdale staff.

All equipment must be delivered and picked up within the 7-hour rental period. Failure to comply may result in an extra hours charge ([FEES page 4](#)). The only exception to this rule is the delivery and breakdown of a tent, which may occur, with advance notice, the day before and after an event, as outlined below.

Smoking

No smoking is permitted in the mansion or anywhere on the grounds.

Tents & Outdoor Chairs

A marquee tent may be set up on the lawn in an area approved by site staff. Tents shall not be used to expand the capacity of the mansion beyond the limit of 75 persons attending. In cases where a tent is set up on the grounds the day before the event, under a separate contract between the Renter and a supplier, Riversdale assumes no responsibility for it. Stakes and guy wires may not be driven into cultivated areas. No dance floors are allowed to be set up with a tent. **Note that any tables and chairs used outside must be under a tent, must be supplied by the Renter, and must be delivered and picked up during the seven-hour rental period.** Failure to comply with this rule may result in additional incurred fees, including an extra hours fee ([FEES page 4](#)).

Riversdale assumes no responsibility for any equipment left on the property outside of the rental hours booked.

Music

Riversdale is a good neighbor in a quiet, residential district. No music may be played outside, other than acoustic live or recorded music, which is an integral part of an outside wedding ceremony. **All other music must be played or performed in the east or west wings only, with doors and windows closed, and no speakers are allowed in other areas.** Renters may provide an acoustic piano, but it must be delivered and removed by professional movers. DJ equipment, including subwoofers, amplifiers, etc. are not permitted. Space limitations do not allow for dancing.

Decorations and Supplies

All decorations must be approved by the staff no later than two (2) weeks prior to the event. No glue, nails, tacks, or tape may be used to secure decorations to any surface of Riversdale. No loose glitter (for example, sprinkled on tables) is allowed. Helium-filled balloons may not be used, and no rice, confetti, birdseed, or similar material may be thrown inside or on the grounds. All decorations must be removed at the close of the event. The Renter may be charged up to \$150.00, to be deducted from the security (damage) deposit, in the event of non-compliance with this rule.

Open, unprotected candles are not permitted indoors or outdoors. Hurricane globes, supplied by the Renter, may be used. In the event of wax spillage on equipment or floors, the Renter may be charged up to \$150.00, to be deducted from the security (damage) deposit.

No papers, plans, or other office materials, including removable Post-Its of any size, may be put on the walls and written on during events and meetings.

From time to time, areas of the house and grounds may present an altered appearance due to exhibits, archaeological excavations, or restoration work. These may not be removed; however, every effort will be made to inform prospective Renters in advance of these events.

WiFi & Electronics

Riversdale does not have a public WiFi network. Renters are encouraged to be mindful of this during their planning. Renters are responsible for bringing and using their own A/V equipment, including but not limited to laptops, smart devices, projectors, necessary cords and connectors, speakers, and flash drives. With advance notice, the site can provide a screen, A/V cart, and/or lectern for a fee ([FEES page 4](#)).

Rehearsals

Rehearsals for Saturday events may only be scheduled on Fridays after 4:00 p.m. and there is a per hour fee. Rehearsals must be scheduled and paid for thirty (30) days in advance. No refreshments may be served at rehearsals ([FEES page 4](#)).

Parking and Grounds

Cars, including caterers' vehicles, are to be driven only on paved areas. A gravel lot located on the west side of the property, next to the Visitor Center, is accessible via 48th Avenue. An additional lot is located to the east of the main Riverdale Road gate. Street parking, enforced by the Town of Riverdale Park Police Department, is allowed on the north side of Riverdale Road, on the south side of Oglethorpe Street, and on either side of 48th Avenue. Handicapped parking spaces are available in the west Visitor Center lot and at the Oliver Street gate. **No additional parking is allowed on that block of Oliver Street.** Passengers and equipment may be dropped off and picked up at the north portico or the east or west wing doors. For guests and equipment being dropped off, all cars must enter only via the Riverdale Road gate and exit only via the Oliver Street gate. No vehicles may remain parked on the driveway.

Miscellaneous

Managers on Duty

Riversdale will have managers on duty during your event. Their primary responsibility is to insure the security of the historic house and will have full authority to enforce all rules and regulations concerning use of Riversdale. The managers will have the right to terminate the function if, after the first warning, the rules and regulations are not observed by your party. In the event of such a termination, no refunds will be given.

Day-of Event Contact

For all events, the Renter is required to have a designated day-of point of contact to handle arrangements and sign for equipment during the event. Contact information shall be provided no later than two (2) weeks prior to the event via the Vendor Information form ([page 14](#)).

Tours

For \$1 per guest, the Renter may arrange to have the historic areas of the mansion open for self-guided tours. Members of the Riversdale Historical Society may be available to interpret these spaces for a one (1) hour period. The request should be made at the time of booking and no less than (2) months prior to the event. If room guides are available, your tours will be confirmed and payment shall be due (2) weeks prior to the event when all additional paperwork is due ([DOCUMENTS page 7](#)). Payment can be made in the form of a check or cash (exact amount). Checks should be made payable to: Riversdale Historical Society.

Children

Children must be under the supervision of an adult at all times.

Waivers and Exceptions

Any exceptions or waivers of these rules shall be in writing, signed and dated by the Museum Director and the Renter, and must be determined at the time the rental is booked.

Vendor Information

CLIENT:

DATE:

TIME:

GUEST COUNT:

ARRIVAL TIME:

DAY-OF COORDINATOR/CONTACT:

Name:

Affiliation or Company Name:

Email:

Day-of Cell Number:

Arrival Time:

CATERER

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Arrival Time:

TENT

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Delivery Time:

Pickup Time:

EQUIPMENT RENTAL

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Delivery Time:

Pickup Time:

BAKERY

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Arrival Time:

FLORIST

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Arrival Time:

MUSICIAN

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Arrival Time:

Please include information for any additional vendors.

ADDITIONAL VENDOR 1:

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Delivery Time:

Pickup Time:

ADDITIONAL VENDOR 2:

Company:

Email:

Lead Person on Site:

Day-Of Cell Number:

Delivery Time:

Pickup Time:

Caterer Responsibilities

_____ (hereafter designated as Caterer) is responsible for adhering to all rules and regulations as stipulated below. Failure to do so may result in cancellation of event, incurred fees for Renter, or removal from the premise on the day of an event. Please refer to the catering information section ([page 9](#)) and available furniture and equipment ([page 10](#)) for further details.

Requirements of Caterers

Initial: _____

- Caterer will provide a copy of license and liability coverage of at least \$1,000,000 to Riversdale staff no less than thirty (30) days prior to event.
- Caterer and Renter will schedule a site walkthrough no less than thirty (30) days prior to the event.
- Caterer will communicate requirements to day-of catering staff and provide contact information for an on-site point of contact.

Deliveries & Parking

Initial: _____

- No linens, dishes, or other equipment may be delivered prior to event start time. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter.
- Riversdale is not responsible for anything left on the premises outside of scheduled rental time.
- Catering staff and service trucks are permitted to unload on the drive in front of the mansion by entering via the **Riverdale Road gates only and exiting via the Oliver Street gates.**
- All vehicles must be parked in either the main parking lot or the Visitor Center lot. No service parking (except handicapped) is permitted on Oliver Street.

Setup

Initial: _____

- Site furniture and equipment ([page 10](#)) requested by the Renter at least thirty (30) days prior to the event will be set up by Riversdale staff.
- Setup of additional furniture is the responsibility of Caterer.
- Provision and setup of all linens, flatware, etc. is the responsibility of the Caterer.
- Under no circumstances is furniture allowed to be set up or stored in historic areas of the house.
- No furniture may be moved without express permission of the Manager on Duty.

Catering Kitchen

Initial: _____

- The catering kitchen is equipped with hot and cold water and a stainless steel triple sink, electric warming oven and two hot plates, and a refrigerator.
- The catering kitchen does not include a garbage disposal, freezer, or ice machine.

Food Service

Initial: _____

- Food and drink must be served, carried, and consumed *only* within the east and west wing rooms of the rental area ([LAYOUT page 5](#)).
- All cooking must be confined to the kitchen and no cooking stations (ie omelets, pasta, or crepes) may be set up in other rooms.
- It is the responsibility of the Renter and Caterer to make sure no food or drink is consumed in the historic portions of the house.

Cleanup & Breakdown

Initial: _____

- Caterer is responsible for all cleanup of linens, tableware, decorations, and catering equipment and furniture not set up by Riversdale staff.
- Catering kitchen, including sinks, counters, and appliances, must be cleaned out and wiped down.
- All trash and recycling must be removed to appropriate receptacles and disposed of in the large bins located next to the shed in the Visitor Center lot.
- No linens, dishes, or other equipment may be left after the event for later pick-up. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter.
- Riversdale is not responsible for anything left on the premises outside of scheduled rental time.

Caterer Signature: _____

Date: _____

Caterer Day-of Event Checklist

THE CATERER (OR RENTER) WILL:

_____ Check in with the manager on duty at time of arrival. Before the event, the duty staff will insure that **no red wine, red punch, other red beverages, or keg beer** is to be served.

AFTER THE EVENT:

_____ Thoroughly wipe down counter tops, sink and inside and outside of refrigerator and ovens.

_____ Make sure **all recyclables** (cans, glass, #1 or 2 plastic) are in the gray “can crusher”/recycling bin, NOT the trash cans.

_____ Sweep and carefully damp mop the kitchen floor. (Mop and broom provided.)

_____ Remove all food containers from refrigerator, ovens, and table tops, making sure all heating units are turned **off**.

_____ Vacuum the carpet in the west and east wing rooms. (Vacuum is provided.)

_____ Clean the mansion’s tables and chairs which were used.

_____ Remove all trash to the large trash cans on the north side of the shed near the Visitor Center.

_____ Walk through other spaces and lawn (if used) to pick up trash, especially drinking glasses.

At the end of the event, manager on duty will inspect the rented areas, as well as the period rooms, to insure that the mansion is free from damage and litter. Any damage will be noted.

Inspected by:

Damage noted on back

Riversdale duty staff

Date

Caterers List

Here is a list of licensed, professional caterers who have provided services to Renters of Riversdale. We have no financial or other interest in these individuals or firms. This list is furnished only for your information and is based upon our observation of their performance and comments from their customers. There are many other good caterers in this area who have so far not served functions at Riversdale, and you are free to engage them, so long as they are licensed, insured, professionals. Any caterer serving a function at Riversdale for the first time must schedule a walk-through 30 days in advance of the event, and provide proof of food service license and insurance at that time.

If, however, you choose a caterer who has given *unsatisfactory* performance at Riversdale, you will be notified and will be required to engage another firm.

Corcoran Caterers
2401 Montgomery St.
Silver Spring, MD 20910
301-588-9200
www.corcorancaterers.com

In Style Caterers
5683 Suitland Rd.
Morningside, MD 20706
301-486-0300
www.instylecaterers.com

Putting on the Ritz
9115 Whiskey Bottom Rd. Ste. E
Laurel, MD 20723
800-213-7427
www.PuttingontheRitz.com

Design Cuisine
2653 S Shirlington Rd.
Arlington, VA 22206
703-979-9400
www.designcuisine.com

Ken's Creative Kitchen
980 Awald Rd., Suite 103
Annapolis MD 21403
410-268-3222
www.kenscreativekitchen.com

Quickstep Catering
2221-B Adams Place, NE
Washington, DC 20018
571-969-6674
www.quickstepcatering.com

Federal City Caterers
1119 12th St. NW
Washington DC 20005
202-408-9700
www.federalcity.com

Main and Market
914 Bay Ridge Rd.
Annapolis MD 21403
410-626-0388
www.mainandmarket.com

Saucy Salamander Catering
118 Mayo Road
Edgewater MD 21037
410-266-1622
www.saucysalamander.com

Geppetto Catering
4505 Queensbury Rd.
Riverdale, MD 20737
301-927-8800
www.geppettocatering.com

Milloff's
4210 Danville Rd.
Brandywine, MD 20613
301-372-6067
www.milloffscatering.com

Uncle Julio's
4870 Bethesda Ave
Bethesda, MD 20814
301-65-2981
www.unclejulios.com

Gourmet Express Catering
952 4th St.
Laurel, MD 20707
877-266-5700
www.gourmetexpresscatering.com

Mindy's Catering, Inc.
4816 MacArthur Blvd., NW
Washington, DC 20007
202-342-6207
www.mindyscateringdc.com

Well Dunn Catering
510 11th St. SE
Washington, DC 20003
202-543-7878
www.welldunn.com

Innovative Gourmet
11-E Gwynns Mill Ct.
Owings Mills, MD 21117
410-363-1317
www.InnovativeGourmet.com

Office Catering
1795 Olive Street
Capitol Heights MD 20743
301-772-2323
www.officecater.net

Directions

Riversdale House Museum

**4811 Riverdale Rd., Riverdale Park, MD 20737
301-864-0420 (office)/301-864-3521 (museum)**

From I-95 & I-495/ CAPITAL BELTWAY:

Exit 23, Rte. 201/Kenilworth Avenue South. Go about 3 miles to the intersection to the intersection of Kenilworth and MD Rte. 410/East-West Highway. Turn **RIGHT** (west on MD 410) and go to the first stop light; turn **LEFT** onto Taylor Rd. Go 2 short blocks. Turn **RIGHT** onto Riverdale Rd.; proceed 1½ blocks to Riversdale on the left.

From US 50 EAST:

Past the Capital Beltway, proceed **RIGHT** at Exit 5, MD 410 West, turning **LEFT** where it meets and combines with Riverdale Rd. Stay on MD 410 through the light at Rte. 201/Kenilworth Ave. Go ½ mile to the next light and turn **LEFT** onto Taylor Rd.. Go 2 short blocks. Turn **RIGHT** on Riverdale Rd.; proceed 1 ½ blocks to Riversdale on the left.

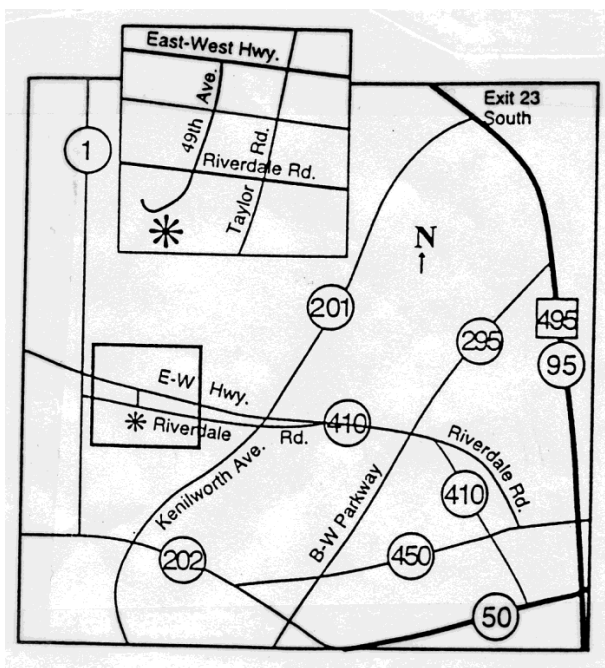
From US ROUTE 1:

FROM UNIVERSITY OF MARYLAND FOLLOW *SOUTH* DIRECTIONS

Turn East on Queensbury Rd. (**LEFT** if heading south, **RIGHT** if heading north). Proceed to 49th Ave. and turn **RIGHT**. You will be facing Riversdale after 2 short blocks, when you come to the stop sign on Riverdale Rd. Turn **RIGHT** on Riverdale Rd. and take the next **LEFT**, 48th Ave., to get to the parking lot.

From Baltimore-Washington Parkway:

EXIT at MD 410 West towards Hyattsville/Riverdale Park and proceed through the light at Rte. 201/ Kenilworth Ave. Go ½ mile to the next light and turn **LEFT** onto Taylor Rd. Go 2 short blocks. Turn **RIGHT** onto Riverdale Rd; proceed 1½ blocks to Riversdale on the left.



From I-295/Kenilworth Ave. (through D.C.): At the split of Kenilworth Ave. and the Baltimore-Washington Parkway, stay to the **LEFT** on the Baltimore- Washington Parkway. **EXIT** at MD 410 West towards Hyattsville/Riverdale Park and proceed through the light at Rte. 201/ Kenilworth Ave. Go ½ mile to the next light and turn **LEFT** onto Taylor Rd. Go 2 short blocks. Turn **RIGHT** onto Riverdale Rd; proceed 1½ blocks to Riversdale on the left.

Public Transportation: Take the Metro Green Line to the Prince George's Plaza Station. Take the F4 bus eastbound (towards the New Carrollton Metro.) Get off at Riverdale Road and 48th Ave. Note that the F4 bus runs infrequently on Sundays.