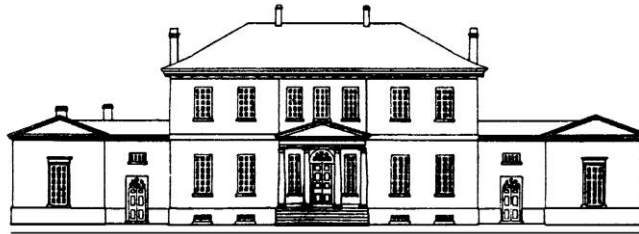


Rental Information

for



Riversdale

Riversdale, a National Historic Landmark, is a five-part stucco-covered brick plantation home. It 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.

4811 Riverdale Road
Riverdale Park, MD 20737

301-864-0420

fax 301-927-3498

Riversdale@pgparks.com

http://history.pgparks.com/sites_and_museums/Riversdale_House_Museum.htm

A Historic House Museum and Rental Facility of
the Maryland-National Capital Park and Planning Commission
Department of Parks and Recreation
Natural and Historical Resources Division
Prince George's County, Maryland

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INSTRUCTIONS FOR RENTING

Please read the attached schedule of fees and the regulations for use.

You must be 21 years old to rent Riversdale.

*Also please note that paid, ticketed, events may not be held at Riversdale,
nor may anything be sold in conjunction with any event.*

Other restrictions on party type may apply.

Should you decide to rent Riversdale, please follow the steps below.

1. Contact Riversdale staff to confirm the availability of the date and time you desire.
2. 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.
3. Make an official reservation by paying the required deposit and signing a use agreement or request a no-obligation ten-day hold on your desired date. (The hold will automatically be canceled at the end of the ten days if a deposit and agreement are not received.) All reservations must be made, in person, via the SMARTlink on-line system. You must have an account set up with M-NCPPC in order to make a reservation. You may set up an account at any M-NCPPC facility, or you can come to the Riversdale office during regular business hours (Monday-Friday 9:00-4:30) to set up your account and sign your use agreement. The Riversdale office is located inside the Visitor Center, at 6005 48th Ave., Riverdale Park, MD 20737.

The date and time of your event is confirmed upon receipt of the deposit and agreement. If you have any questions or concerns, please call us, and thank you for your interest.

Sincerely,
Edward P. Day
Museum Director

RENTAL FEES

Note: Bi-County rates are for residents of Prince George's or Montgomery Counties.
Proof of residency may be required.

TYPE of FEE	Bi-County	Others Effective May 1, 2016
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***	\$ 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
Weekday Evenings (after 4 p.m.)		
Monday – Thursday (3-hour maximum)		
No Catered Food Service		
Flat Rate*	\$ 300.00	\$ 390.00
Security Deposit**	\$ 50.00	\$ 50.00
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	\$ 150.00
Kitchen Use****	\$ 40.00	\$ 50.00
Equipment Use*****	\$ 10.00	\$ 10.00

NOTE: Under no circumstances are renters to stay past 11:00 pm.

PLEASE NOTE RIVERSDALE IS NOT AVAILABLE FOR RENTAL ON SUNDAYS OR HOLIDAYS.

* All set-up and clean-up must be completed within the 7 hour period.

** 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 the allotted rental period

*** Riversdale does not allow catered daytime events on Fridays.

**** 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.

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

RESERVATION and FEE PAYMENT

A reservation becomes official when the renter signs a use agreement and makes a rental payment deposit of 50 percent 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 to:
6005 48th Ave., Riverdale Park, MD 20737

Potential renters may request a tentative reservation for only one rental date. A "hold" on that date will be maintained for ten (10) days. 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.

If at all 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.

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

A completed RENTAL QUESTIONNAIRE must be provided to the management at least two (2) weeks prior to event.

SECURITY DEPOSITS

A security (damage) deposit must be paid two (2) months before the event and is required for all events. 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.

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.

CANCELLATION and REFUNDS

All cancellations must be in writing and addressed to the Director of Riversdale. Telephone cancellations will not be accepted. Cancellations may be 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.

Changes in reserved dates are treated as cancellations. In order to reserve another date, a new rental deposit payment is required for the new date. Please refer to the reservation and fee payment schedule.

The renter is responsible for notifying Riversdale staff in the event of a change of address. Otherwise, the refund check, (if applicable) will be mailed to the address on the original contract.

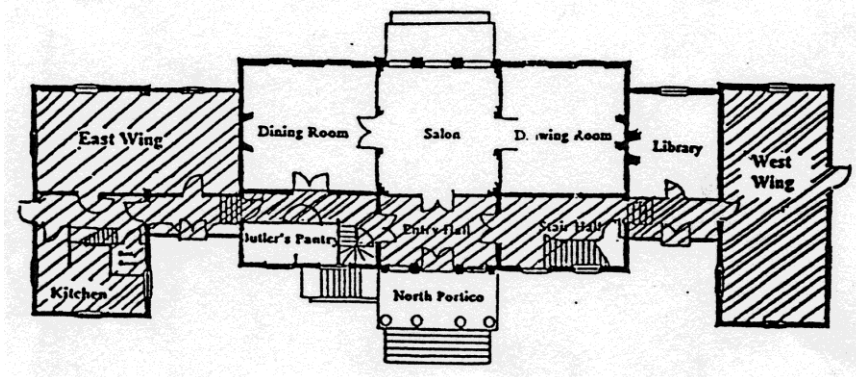
REHEARSALS

Rehearsals for Saturday events may only be scheduled on Fridays after 5:00 p.m. and the fee is \$150.00 per hour. Rehearsals must be scheduled and paid for thirty (30) days in advance. No refreshments may be served at rehearsals.

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 55 at tables, and 75 seated theater-style. *Capacity is strictly upheld. If the renter's event exceeds the 75 person maximum, it will be terminated.*

The shaded areas on the floor plan indicate the rental areas. All other parts of Riversdale are defined as historic areas and will not be opened during any rental event, other than under separate arrangements with the Riversdale Historical Society and the Museum Director for tours in conjunction with the event. (See MISCELLANEOUS, below.)



TENTS

A marquee tent may be set up on the south lawn. 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. *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.*

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' set-up and clean-up must be made within the contracted time period.** 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.

Riversdale may not be available for rental on certain holidays.

DECORATING and SET-UP

All decorations must be approved by the Manager 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. 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 flames 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. Helium-filled balloons may not be used, and no rice, confetti, birdseed, or similar material may be thrown inside or on the grounds.

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.

Set up is the responsibility of the Renter or the Renter's caterer, and all set up must be done within the 7 hour rental period. However, as a courtesy, Riversdale may, with prior notice, be able to provide set up of tables and chairs. No furniture may be moved during the event. 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, any chairs used outside 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.

FOOD and CATERING

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 your information, but you are not obligated to engage one of them.

It is the Renter's responsibility to forward the Caterer's list of instructions and check list. The Renter must also make all arrangements with the caterer regarding set-up 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.

Food and drink must be served, carried, and consumed *only* within the east and west wing rooms of the rental area. (See diagram, above.) 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.

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. **NO VEHICLES MAY BE LEFT IN THE DRIVE.**

The caterer or renter is responsible for emptying all trash and also 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.

ALCOHOL and SMOKING

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.**

NO SMOKING IS PERMITTED IN THE MANSION OR ON THE GROUNDS.

MUSIC

Riversdale is a good neighbor in a quiet residential district. No music may be played outside, other than live or recorded music which is an integral part of an outside wedding ceremony. **All other music must be played or performed in the west wing only, with doors and windows closed, and no speakers are allowed in other areas.** Maryland State noise regulations limit sound to 65 decibels from 7 am to 10 pm, and 55 decibels at other times. Therefore, no amplified music is permitted past 10 pm. Electronic equipment used for sound amplification is limited to 20 amps at 115 volts. Renters may provide an acoustic piano, but it must be put in and removed by professional movers. Space limitations do not allow for dancing.

FURNITURE and EQUIPMENT

Riversdale provides the following furniture and equipment. All furniture is for indoor use only. Additional rented equipment may be brought in as required, but Riversdale staff cannot sign for or otherwise be responsible for these items. All such equipment must be delivered within the 7-hour rental period.

tables, 5' round	10
tables, 36" x 72"	4
tables, 30" x 72"	2
tables, 30" round	2
chairs, wooden folding	75
lectern, with light	1
guest book stand	1

PARKING and GROUNDS

Cars, including caterers' vehicles, are to be driven only on paved areas. A gravel lot is on the west side of the property, with an additional lot to the east of the main gates. 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. No parking is allowed within the gates, but passengers and equipment may be dropped off and picked up at the north portico or the east or west wing doors.

MISCELLANEOUS

Riversdale will have managers on duty during your event. The managers 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.

If you choose to do both a wedding ceremony and reception at Riversdale, you are required to have a designated coordinator to handle arrangements during the event.

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.

For an extra fee, you may arrange to have the historic areas of the mansion open for self-guided tours. Members of the Riversdale Historical Society will be available to interpret these spaces for a one-hour period. Arrangements should be made at the time of booking. A tax-deductible contribution to the Society of \$1.00 per guest is requested, and proceeds go to the furnishing and general support of the mansion. It is the renter's responsibility to insure that your guests do not carry food or drink into historic areas.

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 made.

Revised November 2015

INSTRUCTIONS to CATERERS/RENTERS
RIVERSDALE
4811 Riverdale Road, Riverdale Park MD 20737, 301-864-0420

If food or drink is served at an event, the **Renter** is ultimately responsible to see that these instructions are followed. If your caterer is just dropping off food and not staying for clean up, please be sure that you follow the list. ***The rental period includes catering set-up and take-down time.*** Riversdale can not provide any service personnel, linens, tableware, food or drink, or cleaning supplies. Caterer, please see that the firm and the personnel on site have a copy of these instructions. *If the contracted caterer has not worked at Riversdale before, a walk-through must be scheduled at least 30 days before the event.*

The caterer's kitchen is equipped with hot and cold water and a stainless steel triple sink, electric warming oven and two hot plates, and a refrigerator. Note, however, that 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.

THE CATERER (OR RENTER) WILL:

_____ Check in with the duty staff 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, duty staff 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 FOR PROSPECTIVE RENTERS OF RIVERSDALE MANSION

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

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

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

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

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

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

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

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

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

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

The Main Ingredient
914 Bay Ridge Rd.
Annapolis MD 21403
410-626-0388
www.themainingredient.com

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

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

Marco Polo Caterers
245 Maple Ave. West
Vienna, VA 22180
301-299-2400
www.MarcoPoloCaterers.com

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

**Directions to
Riversdale, 1801-1807
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.

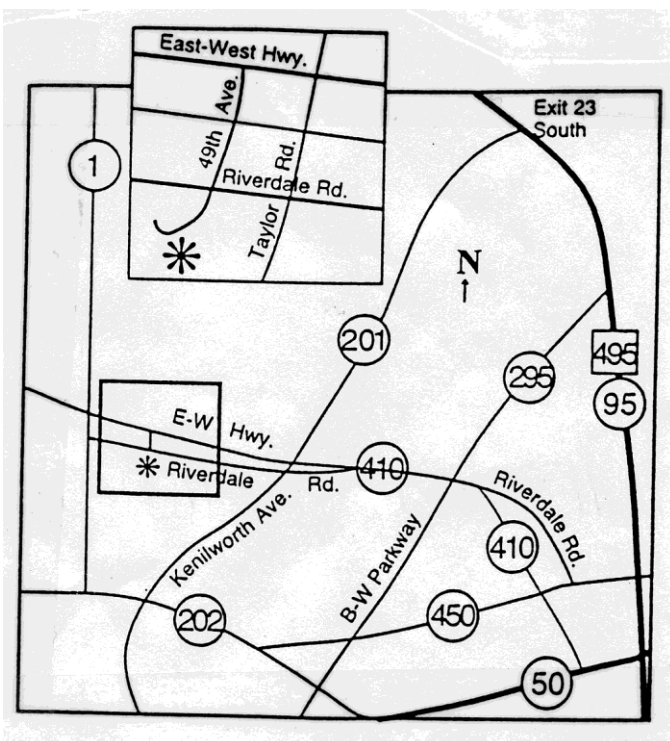
From US ROUTE 1:

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.