



Experience a fairy-tale setting at the award-winning historic National Park Seminary

The Grand Ballroom at National Park Seminary is a breathtaking event space, located just moments from downtown Silver Spring. Restored historic character includes high vaulted ceilings with heavy oak beams in true English Gothic style, with the curved bays exhibiting French influence. The Ballroom is a uniquely beautiful space perfect for a multitude of public and private events.

Rental fee: \$600/hour with a minimum of 3 hours
Capacity: 350 people
Outside catering permitted
Renters are responsible for set-up and clean-up

Available for use between:
Monday-Thursday: 9:00am-9:00pm
Friday-Saturday: 9:00am-10:00pm
Sunday: 12:00pm-9:00pm

*Due to the historic nature of this venue, additional restrictions are required and can be found on the application form.
Shorter times can be discussed for varying rates.*

QUESTIONS?

(301) 650-5766 · info@nationalparkseminaryapts.com · 9615 Dewitt Dr, Silver Spring, MD 20910





**BALLROOM RENTAL AGREEMENT
RULES AND REGULATIONS**
(Approved 11/29/2010)

The Ballroom at National Park Seminary (NPS) is a uniquely beautiful interior space that is available for rental for both public and private events. Managing a beloved architectural treasure within a private residential community is a challenge that requires a thoughtful balancing of public and private interests.

Activities in the Ballroom will be limited to those that are consistent with public safety, do not impose an unreasonable level of noise or vibration, and will not cause damage or excessive wear to the room or its fixtures, furnishings, and artifacts. To ensure this objective, Management must restrict allowable uses, the hours and frequency of use, and the number of guests.

The following Rules and Regulations are for the protection and benefit of the NPS residents and their guests and for the protection of the Ballroom. For the purpose of this document, Management shall include the owner of the Ballroom, its agents, and its employees; Renters shall be defined as persons and organizations that rent the Ballroom.

Management, at its discretion, may limit the frequency and the number of events approved for one person or organization if such use deprives other applicants of access to the Ballroom or imposes an unnecessary burden on NPS residents.

1. The Ballroom may be rented for use only during the hours shown on p. 4.
2. A rental fee and security deposit will be charged for use of the Ballroom. A cancellation fee will also be charged, if applicable. Management may, at its discretion, change or waive some of the fees. Requests to rent the Ballroom are to be made at least 30 days in advance in writing on the attached National Park Seminary Ballroom Rental Application form. Approvals of applications are made on a first-come basis.
3. Renters and their guests will have the exclusive use of the Ballroom during the hours approved. Renters and their guests will have use of restrooms and limited use of hallways outside the Ballroom but cannot exclude residents from these areas. Renters will not have access to any other areas of the building or other buildings on the site.
4. The only exterior access door available to the Ballroom is 9610 DeWitt Dr., which is handicap accessible. As this entrance must remain locked, the renter must provide a "greeter" at this door during the event. This door cannot be left open and unattended.

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5. Renters and guests will cooperate with the Management's agents who will monitor all events in the Ballroom in order to protect its historic resources, maintain an orderly environment, and enforce rules and regulations.
6. Renters must maintain an orderly event, accepting full responsibility for all guests and their actions and being mindful of those living in NPS and nearby neighborhoods.
7. Renters must advise guests to be considerate of residents of NPS and other neighbors with regard to noise control. The Ballroom doors and windows must be closed during events. Amplified music is not permitted. Guests are expected to arrive and leave quietly and be particularly attentive to noise after 9:00 pm on week nights and 10:00 pm on weekends.
8. Renters and their guests must obey all traffic and parking regulations. Guest parking for events is not available at NPS. Renters are required to provide for guest parking by such means as shuttle and/or valet services.
9. Alcoholic beverages may be served in the Ballroom but are prohibited outside the Ballroom and outside the building. No one under the legal minimum age of 21 may be served or consume alcohol on NPS premises. Persons under age 21 will not be allowed to attend a function in the Ballroom where alcohol is served without adequate adult supervision. Management will not be responsible for intoxicated persons.
10. Renters must provide Management with the name(s) and contact information for the primary event organizer who will be at the event and any hired support services such as event planners, caterers, valets, and musicians. Management may, at its discretion, deny access to any service provider.
11. Arrangements for food service, musical or other equipment to be used, and deliveries and retrievals must be made in advance and coordinated with Management. No electric or gas stoves may be brought onto the premises. Caterers may use warming ovens that they supply. All ice must be contained in watertight containers.
12. Renters will be responsible for cleanup and removal of trash from the site immediately after the event. The Ballroom and adjoining spaces must be left "broom clean" by the Renter.
13. Renters are responsible for the set-up and removal of their equipment. No equipment, catering supplies, food products or decorations may be stored, prepared or served in common areas outside of the Ballroom. No decorations or attachments may be made to building elements.
14. Doors must not be wedged or tied in the open position. Emergency exits must not be blocked. Light fixtures and light bulbs must not be disabled, changed or removed.
15. Smoking materials, candles, or any lit material are not permitted in the Ballroom.
16. Animals other than service animals are not permitted in the Ballroom.
17. Management may, at its discretion, cancel a scheduled event, close an event in progress, or bar future use of the Ballroom if the conditions of the rental agreement are violated. Management reserves the right to refuse entry or deny privileges to any person at its sole discretion.

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Limits of Liability

Persons using the Ballroom do so at their own risk and sole responsibility. Management assumes no responsibility for any accidents or injury in connection with such use. Management will not be responsible for any loss or damage of personal property. Renters and their guests will hold harmless Management from any and all liabilities and actions of whatever nature by any guest resulting from the use of the Ballroom.

Persons using the Ballroom agree to make no claim against the Owner or Management for or on account of any loss of life or personal injury or damage to or loss of personal property except where such loss, injury or damage can be clearly proven to have resulted from and been proximately caused by direct negligence of Management in the operation, care or maintenance of the leased premises or any portion of, or facility upon, the property of which the leased premises are a part.

If the premises are not available to the Renter on the date and time requested and agreed upon, regardless of whether it is within the control of Management, the liability of Management will be expressly limited to the return of the fees and deposit. Management will assume no liability for any damages, direct, incidental, or consequential.

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**Ballroom Rental
Hours, Fees and Payment Schedule**

Available Days	Available
Monday through Thursday	9:00 am to 9:00 pm
Friday and Saturday	9:00 am to 10:00 pm
Sunday	Noon to 9:00 pm

Fees	Amount
Rental Fee	\$600/ hr – 3 hrs minimum (must include time for set-up and clean-up)
Security Deposit	50% of rental fee
Cancellation Fee	\$100

The rental fee is a minimum of \$1,800 for 3 hours, plus \$600 for every hour or portion thereof over the 3-hour minimum. The rental period must include time for set-up and clean-up. At the time the rental application is approved by Management, half of the rental fee is due. No later than 7 days before the event, the balance of the rental fee and the full security deposit are due.

The security deposit is refundable but may be forfeited in part, or in total, for any damage to NPS property, furniture, furnishings, and artifacts or to pay for additional services, such as cleaning, that are required. Liability for damages is not limited to the security deposit. The cost for repair of any property damage will be charged to the Renter. A storage fee will be deducted from the security deposit for Renter's items not removed from the Ballroom by the end of the rental period unless prior arrangements have been made with Management.

If the event is cancelled by the Renter less than 7 days before the event, a cancellation fee of \$100 will be charged, and any rental fee and security deposit already paid will be refunded. If the Renter cancels the event more than 7 days before the event, no cancellation fee will be charged and any rental fee paid will be refunded.

At least 7 days before the event, the Renter will be provided with contact information for the Management representative who will be on-site the day of the event. At the direction of Management, additional staff will be assigned to monitor parking, maintain safety and monitor security. Costs for such staff are included in the rental fee.

No exceptions or alterations will be made to these payment requirements unless approved in writing by The Alexander Company.

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**National Park Seminary
Ballroom Rental Application**

Renters Name _____

Address _____

Telephone & E-mail _____

Contact name and cell phone for day of event: _____

I/We agree to abide by the Ballroom Rules and Regulations. I/We understand that half of the rental fee, to be determined based on the attached schedule, is due once the application is approved, and the balance of the rental fee and the full security deposit is due no later than 7 days before the event. I/We also understand that liability for damages is not limited to the amount of the security deposit. I/We also understand a cancellation fee will be charged if I/we cancel the event less than 7 days before the event.

I/We are aware that surveillance cameras have been installed to discourage vandalism and theft and that these surveillance cameras do not constitute a security device or a guarantee of personal safety.

Requested Event Date _____

Alternate Event Date (if any) _____

Time of Event (inc. set-up & clean-up) _____

Type of event/activities _____

Number of people at event _____

The hours of the event _____

Will food and/or beverages be served? _____

Will alcohol be served? _____

What entertainment is planned, including type of music (if any)?

What equipment (including music and sound), furniture, or decorations will be brought into the Ballroom?

How will guest parking be handled?

Name, address, and telephone of event planner (if any)

Name, address, and telephone of caterer (if any)

Name, address, and telephone of other service providers, including musicians (if any)

Signature of Renter Date

Agent for NPS Management Date

NOTE: Please make all checks out to:

Forest Glen Ballroom, LLC
THE ALEXANDER COMPANY
2450 Rimrock Road, Suite 100
Madison, WI 53713

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