

MANSION
STRATHMORE

Private Events

Application to Rent

Please note: Application required to request a hold. Date is not considered held without approval and receipt of this application from the Strathmore Rentals Office.

Date Requested:	<input type="checkbox"/> Full Mansion & Grounds <input type="checkbox"/> First Floor Only <input type="checkbox"/> Other: _____	<input type="checkbox"/> West Side of Mansion Only <input type="checkbox"/> Small Scale (≤ 40 ppl) <input type="checkbox"/> Ceremony Only (≤ 40 ppl)
PERSON SIGNING CONTRACT & TITLE I		SECONDARY CONTACT NAME
COMPANY/ORGANIZATION (if applicable)		ROLE
STREET ADDRESS		STREET ADDRESS
CITY, STATE, ZIP		CITY, STATE, ZIP
PRIMARY PHONE		PRIMARY PHONE
E-MAIL		E-MAIL
FEDERAL ID # OR SOCIAL SECURITY # (only applicable for companies/organizations)		

Please give the name and a short description of your proposed event:	Number of Guests:
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START TIME: <small><i>This is the vendor and client arrival time. Allow 2 hours prior to guest arrival.</i></small>	INVITATION START TIME:	GUEST DEPARTURE TIME:	END TIME: <small><i>This is the vendor and client departure time. Allow 1 hour following guest departure.</i></small>
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WILL YOU NEED USE OF A PIANO?

DO YOU HAVE ANY A/V OR EQUIPMENT NEEDS? Please outline in detail.

IS THE EVENT INVITATION ONLY? NO YES (IF YES, PLEASE EXPLAIN)

CATERING
Catering arrangements are made through one of our preferred caterers. Please note: events with 25+ guests require a licensed caterer on site.

Small Event (under 25) or No Catering?
If there will not be a caterer on-site, the room set-up with in-house furniture will be done by Strathmore. The setup/strike for my event is a flat fee of **\$100**.
Please list setup details:

Return this application to:

STRATHMORE/ ATTN: Rentals
10701 Rockville Pike, North Bethesda Maryland 20852-3385
(301)581-5255 / rentals@strathmore.org