



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Facility Rentals – Special Events Frequently Asked Questions

How long can I hold a date?

You can hold a date free of charge for up to 14 days.

What is the booking and contract process?

Within the 14-day hold period, we require that you fill out a facility rental information form. This form will allow us to draw up your contract. Once the contract is sent to you, you have two weeks to return the contract to us signed and with your first deposit. We do not require a deposit on the space until you have had a chance to review the contract.

What is the cancellation policy?

If you cancel your event at least 90 days prior to your event, you will be refunded the full amount of the rental fee deposit, less a \$200 processing fee. If notification is received less than 90 days prior to the date of the event, your rental fee deposit will be forfeited, but will receive a credit against the rental fee forfeiture if the venue is subsequently rented on the same date.

What is included with the facility?

Your rental fee pays for the use of the space only. Any benches and fans already in the venue are included with the rental fee as well. We do not provide any tables, chairs or other additional supplies for events but these can be supplied by catering companies or any other rental companies. Tables and chairs used in our spaces must have rubber or wooden feet in order to prevent scratching.

What catering companies do you allow?

If the event is to be catered, the caterer must be selected from among those approved by Guest Services Inc (GSI), the food concessionaire at Glen Echo Park. Currently, there are six approved caterers for Glen Echo Park: Dahan Caterers, Main Event Caterers, Matters of Taste, Occasions, Ridgewells, and Windows. Contact information for these caterers can be supplied as requested. Outside caterers are not allowed. Questions regarding catering can be directed to Guest Services.

Are there any restrictions in regards to alcohol?

Since Glen Echo Park is a National Park, you must apply for an Alcoholic Beverage Permit through the National Park Service in order to serve alcohol. The Partnership can provide the application form and submit the completed form on your behalf at no fee. Only beer, wine and champagne may be served; all hard liquor is prohibited and there is no exception to this rule. Food must be served at an event with alcohol. A security fee of \$12/hour will be applied if the total facility rental fee is less than \$500.

You may supply the alcoholic beverages for the event or go through the caterer. All alcohol must be controlled, opened and served by the caterer's personnel. Both service *and* consumption of alcohol are restricted to only the venue you have rented.

What times can I rent the facility?

The Spanish Ballroom and Bumper Car Pavilion have three renting time periods: all day, partial daytime and partial evening. An all day rental allows the renter to have the space for the entire day and night. A partial daytime rental ranges begins at 8 am with the renter cleaned and out by 6 pm. A partial evening rental begins at 6 pm with the renter cleaned and out by 1 am. Additional hours can be added to these partial rental time periods at an additional cost and based on availability. Prices vary depending on the time period.

There are other facilities available for rent at the Park for a minimum of four hours, with additional hours available. Times for rental of any of our spaces includes the time needed for set up and clean up, in addition to the event.

Can I have my wedding ceremony at the Park?

Yes. There are several places to have your ceremony at Glen Echo, depending on how many people you are expecting and what you are looking for in a ceremony site. A National Park Service Special Use Permit may be required at no extra charge for your ceremony, depending on where it is held. Throwing of seeds or rice is prohibited but bubbles or flower petals are allowed. Ceremony sites are rented as an additional space and have its own rental prices.

Are there any decorating restrictions?

Because Glen Echo Park is a National Park and its buildings are historic properties, great care must be taken to protect and preserve these structures. All decorations planned for the rented venue or elsewhere in the Park must be approved in advance by Partnership staff. The use of tape, staples or nails to affix decorations or signs to the Pavilion is strictly prohibited. Flammable substances and open flames are not permitted in or near **ANY** Park structure. Balloons are allowed as long as they are firmly secured. The release of balloons in the Park is not allowed.

Is there a sound system in the facility?

Both the Spanish Ballroom and Bumper Car Pavilion have a built-in stage and in-house sound system. If the house sound system is to be used, a trained sound technician must be hired to operate it at an additional expense to the renter. Other spaces in the Park do not have a sound system.

Are there any music restrictions?

We do not allowed amplified music above 60 decibels. Otherwise, live or DJ music is fine to have in both the Spanish Ballroom and Bumper Car Pavilion.

Are candles permitted?

Because our buildings are historic, no open flames are allowed in or near any of the buildings. As an alternative, LED candles and votives may be used.

Are there any other restrictions I should be aware of?

Since the Spanish Ballroom is an historic building, we take great care in preserving the dance floor. Because of this, if any food or refreshments is served in the Ballroom itself the floor must be covered with a waterproof carpet wherever food or drink service will occur. This is done at the renter's own expense and arrangement. The Partnership is happy to recommend vendors that can provide this service.

Since there is no heat in the Bumper Car Pavilion and Spanish Ballroom, can I bring in additional heaters?

The Spanish Ballroom and Bumper Car Pavilion have some heat panels or lamps that can help heat parts of the space. Additionally, the Bumper Car Pavilion has clear plastic sides that can be lowered to enclose the space. With advance approval from the Partnership and National Park Service, heat can be supplemented in the Bumper Car Pavilion by heating it in a way similar to a tent, with care taken in protecting the Pavilion.

What happens if the Park is closed due to inclement weather or power outage?

If the Park must close for reasons related to severe inclement weather (snow, ice, hurricane) or power outages, the renter will be allowed to reschedule the event based on availability, or receive a refund. The Partnership will not be responsible for fees or costs incurred related to caterers, bands or other vendors due to rescheduling or cancellation.

How is parking at Glen Echo Park?

Parking is free at Glen Echo Park. We have a large main lot off of Oxford Road that your guests can use. Unfortunately, we do not allow overnight parking. The parking lot nearest to the trolley is permit only 24 hours a day, seven days a week. There is limited parking available in the gravel lot off of MacArthur Blvd that does not require a permit. Shuttles can drop guests off at the trolley entrance to Glen Echo Park off of MacArthur Blvd. but must park in the main parking lot. Renters can have valet parking at their own expense and arrangement.

Are there any discounts available?

There are discounts for higher-level donors. Please ask the Partnership staff to see if your contribution to the Park qualifies you for a discount. Unfortunately, we do not have discounts for nonprofit organizations or residents of Montgomery County.

Is smoking allowed?

Smoking is not allowed in any of our buildings or structures. Smoking can be done outside any of our buildings or structures.

Do you have any smaller indoor rooms?

We have several rooms in the North Arcade building. Smaller rooms can hold up to 35 people and the larger rooms can hold up to 60-70. Rooms are rented at an additional cost.