



Rental Guide

The Greenwell Foundation offers rentals of the Rosedale Manor house and the Quarter Creek Pavilion.

Rosedale Manor House

Rosedale Manor is nestled high above the banks of the Patuxent River. The beautiful Manor House, Perennial Garden and quaint Chapel make Rosedale the perfect backdrop to your wedding or event, no matter the season.

The Rosedale Manor house is typically rented for wedding ceremonies. The Manor House is a day-use rental with a beautiful Perennial Garden and sprawling lawn. Rental wedding tents are allowable in order to accommodate all guests and indoor seating.

The Great Room holds 48 people seated at tables or 50 in chairs. Upstairs, two large sitting rooms and bedrooms may be used for your wedding party to dress, prepare and relax while waiting for your guests to arrive. The Rosedale Manor house is equipped with a functional kitchen that can be used for caterers to stage dinner service. Rosedale Manor and the adjacent Perennial Garden must be seen to truly appreciate all it has to offer.

Quarter Creek Pavilion

The Quarter Creek Pavilion has covered picnic seating, barbecue grills, and a large brick-front fireplace. The pavilion offers easy access to the beach, floating kayak launch, and public restrooms.

Greenwell Foundation Rental Facility Price List

Manor House:

Guest parking is included for all Manor events
Additional hours - \$180 per hour

Weddings (April through October):

Weekends - (Friday through Sunday and Holidays)

10 hours including an additional ½ day (5 hours) the day prior for set-up/decorating/rehearsal - \$2000

Weekdays – (Monday through Thursday)

10 hours (does NOT include ½ day prior for set-up/decorating/rehearsal) – \$1000

Weddings (November through March):

Please email our rentals coordinator at rentals@greenwellfoundation.org for pricing and information on weddings during the months of November through March.

Non-Wedding Rentals:

Note: April through October weekends MUST be booked LESS THAN three months prior to the event.

Weekends - (Friday through Sunday and Holidays)

5 hours (50 people or fewer) - \$300

5 hours (more than 50 people) - \$400

Weekdays - (Monday through Thursday)

5 hours - \$300

3 hours - \$200

Photo Sessions:

Photographers have access to the entire manor for photo sessions.

\$40 per hour

1 hour free with a 5-hour booking - \$160

2 hours free with an 8-hour booking - \$240

Pavilion:

Guest Parking - \$3 per car (Renters may choose to pay a \$50 flat fee to cover all guest parking.)

Sunday-Saturday, 8 hour rental - \$150

Rosedale Vintage Props:

Access to all vintage props located on the Manor porch for the duration of your event AND two hours added onto your event- \$200

Rental Items:

Available for use INSIDE the Manor House only. Set up is not available

Padded white plastic folding chairs, 50 available, \$3.00 each

5' round tables (seats 6-8 people), 8 available, \$10.00 each

6' x 3' tables (seats 6 people), 6 available, \$10.00 each

6' x 2' conference tables (seats 2-4), 10 available, \$10.00 each

Greenwell Foundation Rental Guidelines

Payments

Call hold fee – A \$100 non-refundable call hold fee will reserve your date for 30 days. If the event is paid for within the 30 day period the \$100 fee will be applied towards the rental price. After the 30 day period expires the date will be opened to other renters. After 30 days the call hold fee is not refundable.

Payment options – A non-refundable deposit of 50% of the rental cost is due at the time of booking. The remaining balance is due prior to 180 days before the event. All rental items must be paid for in full prior to 180 days before the event. If rental cost and rental items are not paid in full prior to 180 days of the event, the Greenwell Foundation reserves the right to cancel the event and issue no refund.

Refund policy – If payment has been made in full a 50% refund can be obtained for requests made 180 days or more prior to the event. No refund will be issued within 180 days of the event. Refunds are not issued for inclement weather unless the Maryland Department of Natural Resources closes Greenwell State Park.

Rental Times

Manor events must end no later than 10:00pm and clean up must be completed by 11:00pm.

The Quarter Creek Pavilion may be rented during daylight hours only. Cleanup must be completed by sunset. All garbage must be removed from the property.

Rental Location Capacities

The Manor House rental includes the use of the Manor House, Perennial Garden, Chapel and surrounding lawn. The Manor has a Great Room that can seat 48 people at tables or 50 people in chairs. Events can be extended to the lawn utilizing a tent in our designated tent location (see diagram of Rosedale Manor and Grounds on page 7). Events with 50 or more guests require additional bathrooms be brought in.

The Quarter Creek Pavilion rental includes the covered pavilion only. The connecting grass area is always available to the public. The pavilion can be rented for events with 100 or fewer guests. No tents, alcohol or amplified music are allowed at the Pavilion.

Catering & Rental Vendors

Rental of the facilities does not include catering or other vendor services. A licensed caterer may be contracted by the renter to supply and serve all food and drinks. The renter may choose to provide and re-heat their own food in the Manor House kitchen. The Manor House kitchen is not a certified commercial kitchen and may not be used for food preparation. The Manor House kitchen has an oven, stove, refrigerator and microwave. These household appliances may be used to re-heat and stage food for events.

Outdoor charcoal and gas grills are not permitted in the park. Special permission can, at times, be obtained by contacting Greenwell Foundation. A limited number of small charcoal grills are available throughout the park and may be used on a first-come, first-served basis and are located at the Pavilion and near the Lodge.

Alcohol & Smoking

Alcoholic beverages may be served at the Manor House but may not be sold on the property. Cash bars are not allowed. Open containers are not allowed beyond the immediate rental area. Open containers are not allowed on the fishing pier, trails, beaches or parking areas. All food and beverages must be served, carried, and consumed within the rental areas. Effective 3/31/2009 alcoholic beverages are not allowed at the Quarter Creek Pavilion. Alcohol may not be served to minors.

The Greenwell Foundation reserves the right to cut off service of alcohol to guests if any individual exhibits drunken or abusive behavior. The Greenwell Foundation reserves the right to terminate the event for drunken or abusive behavior. In the event of a termination for these reasons no refund will be issued.

Smoking is not allowed inside the Manor House, Barn or Chapel. Smoking is not allowed within ten feet of any structure within Greenwell State Park.

Renters are required to provide a designated area for guests to smoke and provide appropriate disposal containers filled with water or sand for cigarette butts and trash. Renters must remove cigarette containers at the end of their event. Failure to remove cigarette containers will be subject to a fine of \$50 per container.

Tents

Rental of tents is the responsibility of the renter. The Greenwell Foundation must be made aware of the tent vendor used by renters no later than 30 days prior to the event. Tents must be placed in designated areas only unless special permission is granted. Tent arrival and removal must be coordinated with the Greenwell Foundation in order to coordinate with other events and lawn maintenance.

Dance floors must be removed the day after your event. Dance floors may not be on the grass for longer than 24 hours. Failure to comply will result in a fine of \$100 per day.

Decorations

No nails or other destructive fasteners are allowed inside or outside the Manor or Pavilion including fences, trees, signs, Pavilion restroom building or the Perennial Garden. If balloons are used please ensure that they are securely fastened and promptly removed. The release of balloons and Chinese fire lanterns are strictly prohibited. Signs or balloons leading guests to an event must be collected at the end of the event. Failure to do so may result in a fine of no less than \$50.

The throwing of confetti, rice, fake flower petals or similar materials is prohibited. Biodegradable items such as bird seed, soap bubbles and natural flower petals are allowed.

Open flames are not allowed within the building or tents. Candles must be encased in a container, hurricane shade or votive. Chemical fuel heaters for chafing dishes are allowed when used on a tabletop.

The Greenwell Foundation is not responsible for personal items and decorations that are left at the rental facility.

Rosedale Vintage Props

Vintage props may be rented for use during an event at Rosedale Manor. Some items, such as chalk boards, chandeliers, etc., may be borrowed for personalization during the week prior to the event. Contact the Rentals Coordinator at rentals@greenwellfoundation.org for permission to borrow the item for personalization. All items must be returned to the kitchen at the end of the event. Lost or broken items will be subject to a fine of no less than \$25. Donations of items to Greenwell after the wedding (items left behind as a donation) must be pre-approved by the Rentals Coordinator.

Other Rental Items

Inflatable amusement items are not allowed in any rental location. Inflatable amusements include; moon bounces, slides, games and any rental item that might damage grass. Failure to comply with this rule may result in a fine of \$300.

Trash

All Maryland State Parks, including Greenwell State Park, are trash free. All trash accumulated by renters and guests must be removed completely from the property at the conclusion of the event. Failure to remove trash will be subject to a fine of no less than \$200.

All personal event items such as candles, pictures, signs, balloons, additions to the Perennial Garden and decor must be removed at the conclusion of the event. Failure to remove personal rental items will be subject to a fine of no less than \$50. The Greenwell Foundation is not responsible for any personal items or decorations left behind.

Music

Amplified music is permitted at the Manor House but must be maintained at a volume level so as to not disturb other park users. Music must cease at 10:00pm for events at the Manor House. Amplified music is not allowed at the pavilion.

Pets

Pets are allowed in the park but must be on a leash at all times. Pets are not allowed inside any rental facility except service animals.

Parking & Speed Limits

Manor House: All vehicles must be moved to the general parking area located just before the Manor House after dropping off guests. Accessible parking is located next to the manor and in the general parking lot. Personal or commercial vehicles may use the Manor drive only for unloading and loading prior to and after the event. No vehicles are allowed to park on the Manor lawn or along the sides of the driveway at any time. **No vehicles, commercial or otherwise, are allowed on the Manor grass at any time.** Tickets for illegal parking may be issued to violators by the Natural Resources Police. Overflow parking can continue in the same formation as in the general parking area in the direction away from the Manor, and is also available at the Lodge lot. Fees for damages to the grass will be no less than \$200.

Pavilion: Parking is located in the two lots near the Pavilion. Overflow parking is in the field across the driveway from the Pavilion. No parking is allowed along the road or in the open field between the Pavilion and the Beach.

There is a strict 10 MPH speed limit within Greenwell State Park. Please inform guests, caterers and rental companies of this policy.

Photo Release

The Greenwell Foundation reserves the right to take photos at any event located on the property for the express use of promoting the Foundation's programs. Photographers will not interfere with any event while taking photos.

Waivers & Exceptions

Any deviation of the policy information will be at the sole discretion of the Greenwell Foundation. The Foundation reserves the right to allow or decline any request on the behalf of the renter. The Greenwell Foundation is not responsible for any decisions on the part of the Department of Natural Resources to have a presence on any rental property for necessary maintenance or improvements.

All State Park Rules & Regulations will be enforced.

Contact Information

Office: 301-373-9775

Fax: 301-373-4735

rentals@greenwellfoundation.org

www.greenwellfoundation.org

Mailing Address:

Greenwell Foundation

PO Box 198

Hollywood, MD 20636

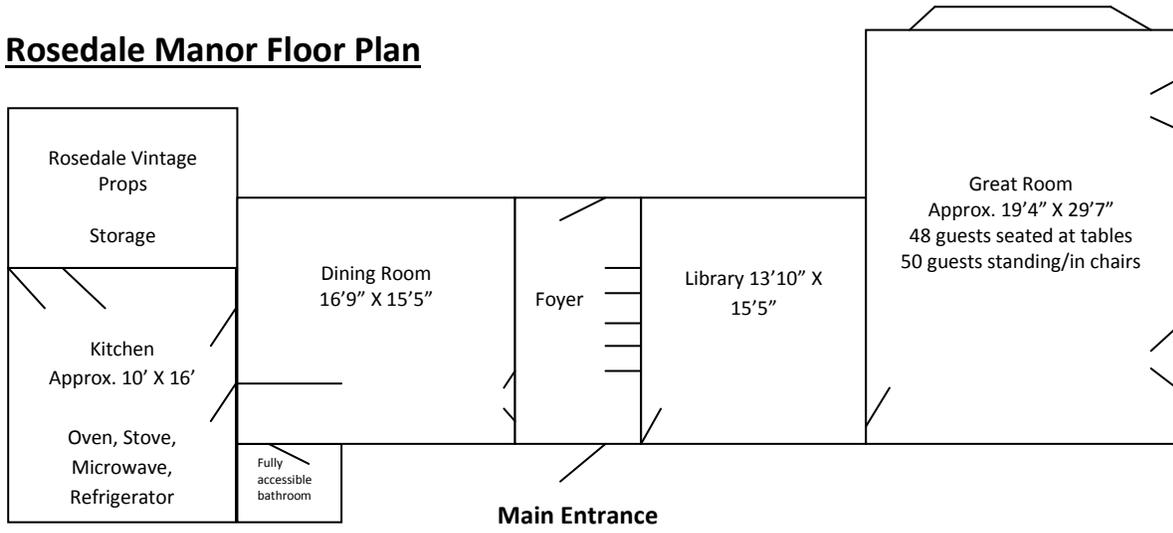
Physical Address:

25420 Rosedale Manor Lane

Hollywood, MD 20636

(Updated January 2016)

Rosedale Manor Floor Plan



Rosedale Manor Grounds

