

# Rockwood Manor

*Charming estate nestled in the woods of Potomac*

## CAPACITY & 2013 RATES

The Manor House is comprised of seven different rooms with varying capacities. The house can accommodate up to 300 guest altogether in the seven rooms. Maximum capacity for any one combined/adjoining space within the Manor is 130 standing, 120 seated, 110 seated with dancing. Outdoor tenting options for 200 guests are available.

Rates are based on renter's residency. Montgomery and Prince George's County residents receive lower rate. A refundable security deposit of \$750 is required for all rentals.

8-Hour Packages	Monday -Thursday	Fri., Sun. & Holidays	Saturdays	Extra Hour
In-Season <i>April-December</i>	\$1900/\$2280	\$3400/\$4080	\$4000/\$4800	\$225/\$270
Off-Season <i>January-March</i>	\$1200/\$1440	\$1500/\$1800	\$2000/\$2400	\$210/\$252

Available 7 days a week for 8 consecutive hours, which includes use of entire Manor House, grounds, bride's and groom's rooms for preparation, and full-service kitchen. Eight hours includes setup and clean-up time. A one-hour wedding rehearsal may be scheduled at no additional fee, subject to availability. Montgomery Parks reserves the right to reschedule rehearsals.

4-Hour Packages	
Rate	One Extra Hour
\$500/\$600	\$300/\$360

Choose from Hoover Room or Brooke Hall. Available every day except Saturday for any 4 consecutive hours (4 hours includes both set-up and clean-up time). Events may be booked no earlier than 45 days in advance. Maximum of 60 guests.

Overnight Accommodations		
Guest Rooms	Per Night, Per Room	
Carolyn Cottage (Rooms 1 or 5)	\$105/\$126	
Carolyn Cottage (Rooms 2, 3 or 4)	\$95/\$114	
Skyview Lodge (Any one of 5 available rooms)	\$95/\$114	
All 10 guest rooms (with a Manor House rental)	\$650/\$780	
Group Cabins	Per Night, Per Room	
French House	\$150/\$180	
The Oaks, Tall Timbers & Weston Hills	Per Night, Per Person	Girl Scouts
<i>Sunday-Thursday</i>	\$18/\$21.50	\$12 per person
<i>Minimum charge Friday &amp; Saturday for 20 people plus per person cost above for each additional guest</i>	\$360/\$432 minimum	\$160 minimum



Retreat Packages	Wedding Weekend	Long Weekend	Extra-Long Weekend
	2 Nights	3 Nights	4 Nights
Overnight accommodations included in package	5pm Fri. - Noon Sun. OR 5pm Sat. - Noon Mon.	5pm Thurs. - Noon Sun. OR 5pm Fri. - Noon Mon.	5pm Wed. - Noon Sun. OR 5pm Thurs.-Noon Mon.
Manor House rental included in package	16 hours	24 hours	32 hours
Rate	\$5995/\$7195	\$6995/\$8395	\$7995/\$9495

Retreat packages include rental of all overnight accommodations (maximum capacity 120 guests), plus Manor House rental time (see chart above).



## Rockwood Manor

11001 MacArthur Boulevard | Potomac, MD 20854 | 301-299-5026  
[EventCenters@MontgomeryParks.org](mailto:EventCenters@MontgomeryParks.org) | [www.ParkEventCenters.com](http://www.ParkEventCenters.com)

# ROCKWOOD MANOR

## FLOORPLAN

### CATERING

An event sponsor may use the licensed, insured caterer of their choice. For more information, please see our Catering Policies.

### EQUIPMENT

- 185 cushioned stacking chairs (camel)
- 12 tables, 5' round (maximum 10 guests per table)
- 17 tables, 6' x 30"
- 20 tables, 6' x 18"
- 15 tables, 8' x 30"
- 15 tables, 3' x 3' (may only be used in Great Falls & Brooke Hall)
- 6 picnic tables, 6' (outdoors)
- 2 coat racks
- 9 easels, 2' x 3' (pads available at an additional fee)
- 1 microphone, portable, 2' x 1'
- 1 lectern (with or without microphone)
- 1 podium, table top
- 1 TV/VCR, 1 DVD player
- 1 stereo with CD player
- 1 projector (additional fee)
- 1 conference phone
- 1 coffee maker

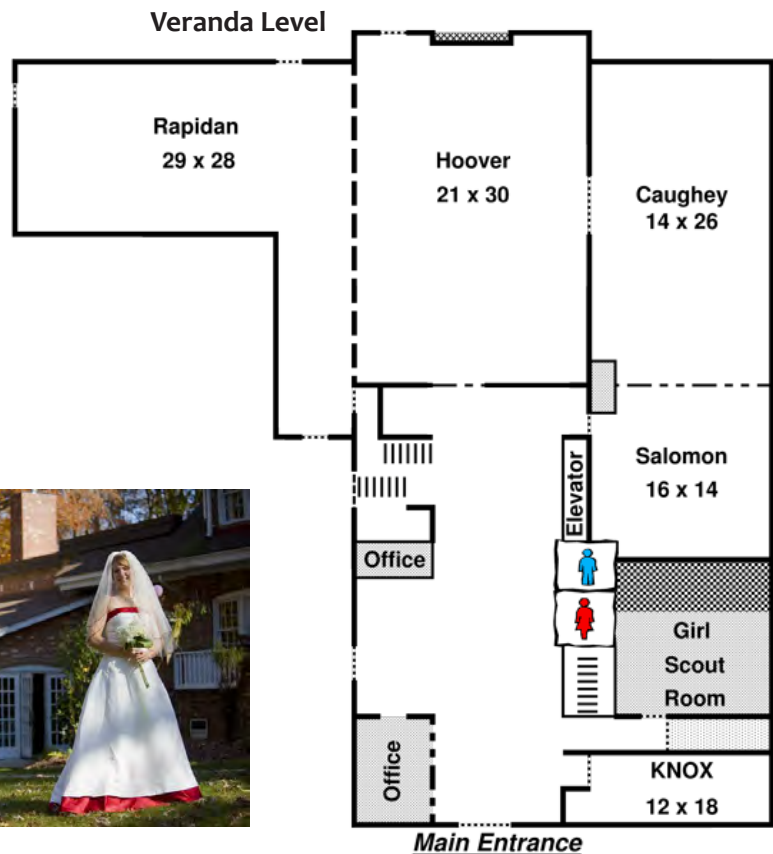
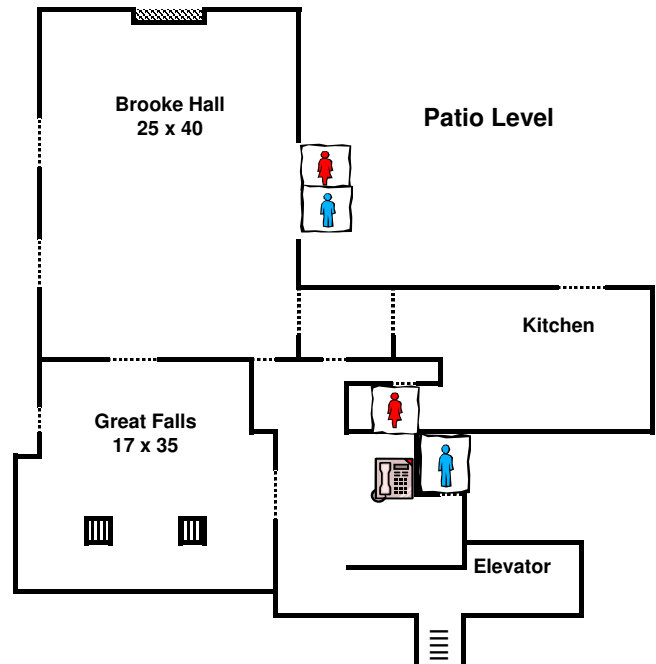
*All of the above furniture and equipment is intended for indoor use only unless specified otherwise.*

### PARKING

85 onsite parking spaces

### KITCHEN FACILITIES

- 1 serving kitchen
- 1 catering kitchen with ample prep space, commercial refrigerator, freezer, ice maker and sinks



Rockwood Manor is part of Montgomery Parks,  
The Maryland-National Capital Park and Planning Commission

