



Civic Center Conference Information Packet **Rates valid through June 30, 2020**

Rockville Civic Center Park
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The Rockville Civic Center Park, owned and operated by the City of Rockville, has many unique facilities available for weekday conferences, meetings and other special events including Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre and Social Hall.

- Fees and services apply Monday – Friday for daytime conference rentals until 5pm only. Friday conference rentals may be limited to an earlier end time due to special event rentals.
- All rental contracts are subject to an additional security deposit up to \$500, which is refunded after the rental takes place if there are no damages, overtime or additional services requested. The security deposit will be refunded to the name and address listed on the contract by check or, if paid by credit card, the security deposit will be refunded to the credit card directly.
- An available date may be placed on hold for four (4) business days at no charge. A fully paid contract including all rental fees, audio/visual requests and room set-up must be completed before the expiration of the hold.
- Acceptable forms of payment: MasterCard, Visa, check made payable to the “City of Rockville”, money order or cash.
- Contracts may be completed through contacting our Civic Center Business Office staff via e-mail or phone.
- All set-up time, conference time and clean-up time must be included in the paid rental period.
- Tables and chairs will be provided and set up by the facility. Renter is responsible for table linens, if desired.
- Rockville rates apply to private companies within corporate limits of the City of Rockville.
- Non-Rockville rates apply to companies located outside corporate limits of the City of Rockville and to ALL government agencies, regardless of location.
- We work with two (2) catering companies on all food and beverage orders: **The Bean Bag** and **Woodlyn’s Catering**. Their menus are attached to the back of this information packet. All food and beverage orders

for your conference should be submitted to the Civic Center Business Office at least two (2) weeks prior to your contracted event date.

- **Cancellation Policy:** Once a signed and fully paid contract has been received by the City, a 50% cancellation fee will be charged if the conference is cancelled more than seven (7) calendar days prior to the date of the conference. The date of cancellation is determined by the date that written notice (signed by the renter who signed the initial contract) is received in our Civic Center Business Office. All contracted fees, including food service charges are forfeited if cancellation occurs seven (7) calendar days or less prior to the date of the conference.
- At any time, there will be an additional 10% charge (of the total contracted amount) paid at the time of rescheduling to choose another date, pending availability.
- Any time after the initial paid contract, any changes to time, set-up, food orders, audio/visual needs or any other services provide by the Civic Center must be requested at least three (3) business days prior to the date of the event.
- There may be other rentals simultaneously scheduled in the facility. Please inform attendees as to which areas are available for use per contract.
- To protect the surfaces in all our facilities, renters must utilize a special “painter’s tape” to post flipchart papers or signs. Regular masking tape or scotch tape is strictly prohibited.
- Renters must provide their own paper, pens and other conference materials.

Glenview Mansion

Area “A” (1st floor)

- Includes use of the Dining Room, Living Room, outside porch and terrace
- WIFI access available
- Maximum 50 attendees
- Shared Main and Lower Foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (See Additional Services for Daytime Conferences)
- \$500 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Area “B” (1st floor)

- Includes use of the Conservatory, Library & Lyon Room
- WIFI access available
- Maximum 70 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (See Additional Services for Daytime Conferences)
- \$500 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Area “C” (2nd floor)

- Includes use of Conference Room 5 and Conference Room 6 separated by a kitchenette
- Maximum 10 attendees for Conference Room 5 and 12 attendees for Conference Room 6
- \$250 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

Cottage

- Located in the Formal Gardens of Glenview Mansion
- Includes one (1) room, access to kitchenette and one unisex restroom.
- Maximum 25 attendees depending on set up needs.
- WIFI access available, no conference phone available
- \$250 security deposit required in addition to total contracted amount

	<u>Six Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

F. Scott Fitzgerald Theatre

- Includes use of the auditorium, lobby for registration and a concession area
- Four (4) hour minimum rental. Extra hours are charged at the per hour rate.
- Maximum 446 persons
- Basic sound and lighting package provided by house technician; WIFI available
- Additional technical support available at \$50 per hour (minimum 4 hours)
- Note: The Box Office located in the lobby is open to the public Tuesday – Saturday from 2pm – 7pm
- \$500 security deposit required in addition to total contracted amount

<u>MONDAY – WEDNESDAY</u>	<u>Four Hour Block</u>
Non-Rockville	\$245 per hour
Rockville	\$215 per hour

<u>THURSDAY & FRIDAY</u>	<u>Four Hour Block</u>
Non-Rockville	\$395 per hour
Rockville	\$340 per hour

Social Hall

- Located on the lower level of the F. Scott Fitzgerald Theatre
- Four (4) hour minimum rental
- Includes one large room with tables and chairs with WIFI access

- Includes use of kitchen area – refrigerator, sink, countertop space and a heating/warming convection oven (no top burners)
- Maximum 200 persons
- \$500 security deposit required in addition to total contracted amount

<u>MONDAY – THURSDAY</u>	<u>Four Hour Block</u>
Non-Rockville	\$250 / per hour
Rockville	\$200 / per hour

<u>FRIDAY</u>	<u>Four Hour Block</u>
Non-Rockville	\$350 / per hour
Rockville	\$300 / per hour

Additional Fees & Services for Daytime Conference

These services are available for Glenview Mansion, Glenview Mansion Cottage and rentals of less than 70 people in the F. Scott Fitzgerald Theatre and Social Hall. For events exceeding 70 people, the renter is responsible to contract with an independent catering company. A list of caterers familiar with the facilities is attached to this packet.

Coffee/Tea Set-up (30 cups)	\$35.00
Coffee/Tea Set-up (72 cups)	\$75.00
Canned Soda (Regular, Diet)	\$1.50 each
Purified Bottled Water	\$1.50 each
Kitchen Use/Food Fee*	\$80.00 (or if group is contracting a licensed and insured caterer)

*No potluck or homemade food is permitted on-site

Audio / Visual Equipment

The following audio/visual packages and individual items are available at all Civic Center daytime conference facilities. All audio/visual equipment items are subject to availability.

Package 1:
 LCD projector, split-level projector/laptop stand, screen and extension cord \$100
THIS SYSTEM IS NOT COMPATIBLE WITH APPLE. IF USING A MAC, PLEASE BRING YOUR OWN CONNECTOR CABLES.

Package 2:
 80" flat screen television, split-level projector/laptop stand and extension cord \$100
THIS SYSTEM IS AVAILABLE IN THE SOCIAL HALL ONLY.

Package 3:
 Stand-up floor podium with built-in microphone/amplification system \$50

Package 4:
 Television with DVD/VHS combination player on a rolling cart \$50

Package 5:
 Projector stand, screen and extension cord \$30

Package 6:

One standing easel with flipchart paper, markers, and “blue” painters tape for hanging flipchart paper on the walls (up to 6 easels and flipchart paper available) \$25

Individual Items:

Cisco conference phone	\$25
Projector Stand	\$15
Screen	\$15
Second pad of flipchart paper (up to 6 total available)	\$10
Extension Cord (up to 3 available)	\$5
Roll of Blue Painter’s Tape (does not damage wall surfaces)	\$5
Standing floor easel (up to 6 available)	\$5
Wireless Internet (Mansion Area A & Area B only)	\$0

Conference Catering Menus

The following information applies to conferences and meetings for 70 persons or less. If your conference is for more than 70 people, you will need to work with an independent catering company for your food service needs.

- All conference food services must be submitted to the Civic Center Business Office at least two (2) weeks prior to your first contracted event date.
- Modifications to the menu selections are not possible. Please contact the Civic Center Business Office for special dietary needs options.
- All condiments are served on the side.
- Any changes must be made at least three (3) business days prior to the event date.

Woodlyn’s Catering Menu

BREAKFAST

Continental Breakfast #1 w/ assorted muffins and bottled juice	\$7.00 per person
Continental Plus #2 w/ assorted muffins, pastries, bagels with cream cheese and fruit spread, fruit salad and bottled juice	\$9.95 per person
Deluxe Special #3 (minimum order is 10 guests) w/ bottled juice	\$12.50 per person
Egg selection (pick 1):	
• Mini vegetarian quiche	
• Omelets	
• Cheese & Western (peppers, ham, onions, cheese)	
Meat selection (pick 1):	
• Bacon or sausage link	

BREAKFAST ADDITIONS

Bacon or Maple sausage	\$3.50 per person
Fruit tray	\$3.50 per person
Fruit salad	\$3.50 per person
Low fat yogurt	\$2.75 per person
Kashi or Granola bars	\$2.85 per person

BOXED LUNCH OPTIONS – SANDWICH OR SALAD

INDIVIDUALIZED ORDERS ARE NOT POSSIBLE. GROUPS SHOULD ORDER A SAMPLING OF LUNCH BOXES OR PRE-MADE SANDWICHES.

Mini Sandwich Box w/ chips (2 Mini Sandwiches per serving) \$9.50 per person

- Tuna salad
- Smoked turkey
- Ham and Swiss
- Vegetarian

Usual Suspects Sandwich w/ fruit cup, chips and cookie \$12.85 per person

- Tuna salad
- Smoked turkey
- Ham and Swiss
- Vegetarian
- Marinated chicken breast
- Chicken salad

Basic Wrap Box w/ chips and cookie \$12.00 per person

- Turkey & Bacon – Smoked turkey, picante cream cheese spread, bacon, lettuce and tomato
- Ham & Cheddar – Virginia baked ham, cheddar cheese, lettuce and tomato
- Club – Smoked turkey, Virginia ham, cheddar cheese, bacon, lettuce and tomato
- Cajun Chicken – Cajun seasoned chicken breast, lettuce and tomato
- Thai Chicken – Chicken tossed in peanut sauce, scallion, carrots and lettuce
- Eggplant – Panko breaded and sautéed eggplant, lettuce, tomato and roasted red pepper

Salad Options w/ roll with butter and cookie \$13.50 per person

Salad selection (pick 1):

- Modern cobb (mixed greens, smoked turkey, avocado, carrot, radish, corn)
- Chicken Caesar
- Chef salad

PRE-MADE SANDWICHES

INDIVIDUALIZED ORDERS ARE NOT POSSIBLE. GROUPS SHOULD ORDER A SAMPLING OF LUNCH BOXES OR PRE-MADE SANDWICHES.

Usual Suspects Sandwich #1 w/ chips and cookie (2 Mini Sandwiches per serving) \$11.25 per person

- Tuna salad
- Smoked turkey
- Ham and Swiss
- Vegetarian

Usual Suspects Sandwich #1 w/ chips and cookie \$11.25 per person

- Tuna salad
- Smoked turkey
- Ham and Swiss
- Vegetarian
- Marinated chicken breast
- Chicken salad

Usual Suspects Sandwich #2 \$13.50 per person
w/ garden salad, pasta salad or Caesar salad & cookie and brownie

- Tuna salad
- Smoked turkey
- Ham and Swiss
- Vegetarian
- Marinated chicken breast
- Chicken salad

Chef's Wraps w/ House Parma Chips, mini cookies and cheesecake bites \$14.25 per person

- California Veg – Veggie cream cheese spread, mushrooms, sprouts, avocado, bell peppers, cucumbers, lettuce
- California Turkey – Avocado, sprouts, mushrooms, turkey, lettuce, carrots
- Virginia Wrap – Virginia baked ham, pepper jack cheese, yellow bell peppers, picante cream cheese, lettuce
- Baja Chicken – Chipotle Cream Cheese, Chicken Breast, pepper jack, roasted red peppers, lettuce and tomato
- Buffalo Turkey – Buffalo spiced turkey, celery, lettuce, carrots, blue cheese

Gourmet Sandwich w/ house chopped salad and cheesecake bites \$14.25 per person

- Traditional Club - White toast, smoked turkey, Virginia ham, cheddar cheese, bacon, lettuce and tomato
- San Francisco Club - Sourdough toast, avocado, smoked turkey, pepper jack cheese, alfalfa sprouts lettuce and tomato
- South Street Hoagie - Genoa salami, cappicola ham, provolone cheese, lettuce, tomato - pepperoncini relish
- Tuscan Chicken - Shaved chicken breast, sundried tomato pesto, fresh mozzarella on focaccia
- Tex Mex Sub - Chipotle Cream cheese, shaved chicken breast, roasted tomato salsa, corn, cilantro
- Winter - Kale, roasted beets, Crispy eggplant, Feta on focaccia vegetarian)
- Spring - Roasted cauliflower, carrots, radish, hummus, lettuce on sub vegetarian)
- Summer - Fresh mozzarella, arugula, balsamic glaze, tomatoes, on croissant vegetarian)
- Fall - Roasted Vegetables, balsamic, basil, parmesan cheese on sub roll (vegetarian)

DELI TRAY (make your own sandwich platter) \$13.65 per person

Meat Selections (Pick 4):

- Smoked Turkey
- Sweet Ham

- Genoa Salami
- Marinated Chicken Breast
- Tuna Salad
- Chicken Salad
- Egg Salad
- Roast Beef (add \$1.00 per person)

Cheese Selections (Pick 2):

- Swiss, cheddar, American or pepper jack

Side Salads (Pick 1 per 10 guests):

- Pasta Primavera
- Garden
- Macaroni
- Cucumber & Tomato
- Potato w/ egg
- Coleslaw
- Fruit

Desserts (Pick 1)

- Oven fresh cookies, brownie and blondies or cheesecake bites

HOT BUFFET OPTIONS (select 1 per category)

\$14.95 per person

Proteins: Boneless Skinless Whole Chicken Breast (add \$1.00 per person)
 Sliced Chicken Breast
 Mini Meatballs
 Mini Turkey Meatballs
 Italian Sausage
 Shrimp (add \$1.50 per person)
 Angus Beef (add \$1.00 per person)
 Chic Peas (subtract \$2.00 per person)
 Vegetarian (subtract \$2.00 per person)

Sauces:	Mediterranean:	Plum tomatoes, capers, artichokes, lemon, sherry, sundried tomatoes, onions
	Mushroom:	Onions, sherry, thyme
	Alfredo:	Parmesan, garlic, cream
	Creole:	Celery, onions, peppers, garlic tomato
	Florentine:	Spinach, red peppers, parmesan cheese, touch of spice
	Roasted Red Pepper Feta:	Cream sauce, roasted red pepper and feta
	Teriyaki:	Sweet traditional Asian brown sauce

Starch: Pasta
 Rice
 Roasted potatoes

Salad: House
 Caesar
 Chopped garden

Bread: Assorted rolls
 Garlic Bread
 Rolls & garlic bread

Dessert: Oven fresh cookies
 Cheesecake bites
 Brownies

SNACK OPTIONS

Oven fresh cookies	\$2.95 per person
Seasonal cubed fruit tray	\$2.85 per person
Pound cake w/ seasonal berries	\$4.95 per person
Crudit� & dip	\$3.95 per person
Brownies & blondies	\$3.75 per person
Mini extravaganza	\$5.25 per person
(Cheesecakes, �clairs, cream puffs, cookies, brownies and Blondies)	

BEVERAGE OPTIONS

Bottle juice (orange or apple)	\$2.35 per person
Canned sodas	\$2.00 per person
Bottle water	\$2.00 per person
Regular coffee w/ creamers, sugars, stirs, cups	\$2.70 per person
Decaf coffee w/ creamers, sugars, stirs, cups	\$2.70 per person
Hot tea w/ lemon, honey and sugars, stirs, cups	\$2.85 per person

The Bean Bag

BREAKFAST (Minimum 10pp unless otherwise noted, pricing does not include sales tax & delivery charges)

#1 Continental w/ Assorted Fresh Muffins displayed w/ fresh fruits and berries & Bottled OJ	\$8.99 per person
#2 Continental Plus w/ Assorted Fresh Bagels, Muffins & Pastries. Fresh Fruit Salad and Bottled OJ	\$10.95 per person
#3 Deluxe Special w/ Assorted Mini Quiche (3pp) w/ Fresh Bacon or Sausage, Assorted Sweet Breads and Bottled Juices	\$12.99 per person
#4 Complete Breakfast Buffet Let us prepare a presentation of fresh scrambled eggs, roasted breakfast potatoes, Boars Head bacon, assorted bagels, croissants and multi-grain breads	\$13.00 per person

#5 Smoked Nova & Whitefish Salad Platter \$17.99 per person
Thinly Sliced Nova, Chunky White Fish Salad, beautifully displayed with sliced Swiss and Muenster cheeses, assorted cream cheeses and lots of fresh sliced tomato, onion, cucumber, capers and fresh Bethesda Bagels

Ultimate Omelette Bar \$17.95 per person, minimum 35 people
Omelettes made-to-order with fresh jumbo eggs or egg whites. Guests can choose from a wide variety of ingredients including shredded cheddar and mozzarella cheeses, diced fresh tomatoes, salsa, mushrooms, onion, bacon, Boar's Head maple honey ham and more. Includes assorted bagels, cream cheese, butter and jelly. Price includes set-up and 2 hours of service.

ADD-ONS

Fresh Fruit Platter (minimum 8 people) \$6.49 per person
Beautiful arrangement of seasonal fruits which may include sliced honeydew, cantaloupe, watermelon & pineapple, with grapes and berries.

Fresh brewed coffee (serves 8-10 people) \$24.50 per urn or box

Hot Tea (serves 8-10 people) \$24.50 per urn or box

Assorted fruit juices \$3.29 per person

BEAN BAG SANDWICHES

Boxed Lunches \$14.99 per box
We will fill your individual boxes with a Traditional Deli Sandwich that we will choose from the following assortment (turkey, roast beef, ham & cheese, tuna salad, chicken salad & vegetarian options), bag of potato chips or pretzels, a freshly baked chocolate chip or oatmeal raisin cookie or a blondie or brownie.

- Includes a soda or water.
- Substitute for the chips a serving of pasta, potato salad or coleslaw for \$1.50 each.
- Choose a signature sandwich from our menu for an additional \$1.50 each.
- Customize your box (you choose your assortment) for an additional \$2.00 each.

The Sandwich Platter \$13.99 per person, minimum 8 people
A wonderful assortment of Traditional Deli Sandwiches including roast beef, turkey breast, chicken salad, tuna salad, ham & cheese and vegetarian. Served with fresh salad of the day and pickles. Want this on wraps instead of bread? Just ask!

The Colossal Sandwich Platter \$15.99 per person, minimum 8 people
This platter of our Signature Sandwiches may include a selection of our most popular creations (The Georgetown, The Swedish Treat, Gerri's Delight, Bean Bag Sub and Roast Beef and Hot Horseradish Cheddar). Served with fresh salad of the day and pickles. Want this on wraps instead of bread? Just ask!

The Super Salad Platter \$15.99 per person, minimum 8 people
A combination of our signature salads including our mayonnaise-free chicken salad, Bean Bag tuna salad, fresh pasta salad, a mixed greens salad and our freshly-baked bread.

Our Famous Deli Platter \$13.99 per person, minimum 8 people
A collection of our quality meats and cheeses, complete with fresh salad of the day, kosher dill pickles and freshly-baked breads. Includes mustard, mayonnaise and Russian dressing. Add some chicken salad or tuna salad for an additional \$2.00 per person.

Bean Bag Ultimate Subs Pricing below
A spectacle on a roll! Be sure to call ahead; ultimate subs require two (2) days' notice, Monday-Friday. Order Thursday for Saturday, Sunday or Monday.

3-Foot Ultimate Sub serves 10-15 people \$99.99 per person
5-Foot Ultimate Sub serves 20-25 people \$129.99 per person

ADD-ONS

Fresh Fruit Platter (minimum 8 people) \$6.49 per person
Beautiful arrangement of seasonal fruits which may include sliced honeydew, cantaloupe, watermelon & pineapple, with grapes and berries.

Bethesda's Best Cookie and Brownie Platter \$3.99 per person, minimum 8 people
(2 items per person)
Featuring our famous chocolate chip & oatmeal raisin cookies.

Bottled sodas \$1.89-\$2.29 per bottle
(20oz coke products), iced teas and water available
The Bean Bag takes care of everything! From setup to preparation to breakdown, The Bean Bag handles every detail of service.

We gladly provide plates, napkins and silverware upon request. Equipment rentals, servers, baristas and bartenders are always available.