

FREQUENTLY ASKED QUESTIONS

Agricultural History Farm Park

- **How many people do the venues accommodate? What is the capacity?**
 - The bank barn has a capacity of 100 - 125, the Harvest Room has a capacity of 105 and the Meadows have a capacity of up to 300.
- **What types of rental packages are offered?**
 - The three basic 8 hour rental packages are a) the Barn, b) the Harvest Room or c) the Meadows. Discounts are offered if two or more are rented. All rentals include the use of areas of the Bussard Farm House, and the bathrooms and warming kitchen in the Activity Center. The Barn also has portable toilets nearby.
- **What is your fee structure?**
 - Fees differ based on in-season (April – December) and out-of-season (January – March) as well as for in-county (Montgomery, Prince George’s) residents and out-of-county residents
- **What is included in an 8 hour package? Do I get extra time for setup and break down?**
 - The rental is any consecutive 8 hour period until 1am. The venue staff will setup the room(s) prior to the event sponsor’s arrival. The entire event including decorating, caterer setup and breakdown, clean up and break down must be accomplished within the 8 hour rental time frame. Additional hours can be purchased if more time is required.
- **Do I get time for a rehearsal?**
 - A one hour rehearsal near the event date is permitted as long as it does not interfere with any other scheduled events. The rehearsal time must be scheduled at least two weeks prior to the event date.
- **What if I only want to rent the venue for a couple of hours?**
 - We do offer 4-hour packages on Fridays and Sundays. However, the 4-hour packages cannot be booked until 45 days in advance of the desired date. Please keep in mind that 4-hour packages include set-up and clean up time.
- **Do you provide tables and chairs?**
 - We will setup tables and chairs for use in the Harvest Room. Rentals of the Meadows or Barn require outdoor furniture. See the inventory of equipment on the rates document.
- **Can I rent outdoor furniture or a tent through the event center or do I have to use an outside vendor?**
 - For an additional cost we can provide you with outdoor furniture, tents, dance floors, etc. Based on your requests we will provide you with an inclusive package at a reasonable cost. If you chose to use an outside vendor for your rentals an overnight storage fee will be applied if the rentals are not removed at the end of your event.
- **Do you offer catering? What is the catering/food policy?**
 - At this time we do not offer catering. Clients are welcome to use any licensed, insured caterer of their choice. Caterers are responsible for disposing trash in outside bins and clearing the room of decorations. A list of caterers familiar with our venues is included with a confirmed booking.
- **Are table linens and/or decorations provided?**
 - We do not provide linens, decorations or glassware.
- **Is there a bridal room?**
 - The bridal room is located in the Bussard Farm House.
- **Do you allow alcohol? What is the alcohol policy?**

- The Agricultural History Farm Park allows beer and wine only. “BYOB” functions are not allowed. For a cash bar or admission charge, a CLASS C, SPECIAL ALCOHOLIC BEVERAGE LICENSE must be obtained from the Board of Licenses, Commissioners of Montgomery County.
- **Do you allow tenting?**
 - Tent installation or removal using an outside vendor is permitted with the approval and scheduling of the Manager.
- **Do you allow outdoor music? Amplified music?**
 - Outdoor, amplified music is permitted. Quiet time is midnight through 8:00am.
- **What type of parking is offered?**
 - A variety of options are available.
- **What time must my event end by?**
 - Events, including clean up time, must be concluded by 1 am.
- **Can I bring in furniture?**
 - Yes. However, any furniture brought in is the responsibility of the event sponsor.
- **Can I burn candles?**
 - Yes, all flames must be enclosed in a hurricane glass. Votive candles in glass holders are permitted if the flame is below the rim of the glass. *Candle burning is not allowed in the Agricultural History Farm Park Barn.
- **Do you have pictures of the venues?**
 - Please visit our venue’s web pages, Face Book pages or uniquevenues.com for pictures.
- **Is there outdoor electricity in case I want to plug something in outside?**
 - yes
- **Will there be events taking place simultaneously at the venue?**
 - It will depend on the type and time of each event
- **Can I drop off my decorations earlier in the day or even the day before?**
 - Arrangements may be made based on the venue event schedule
- **When can rentals be delivered and picked up?**
 - Arrangements will have to be made based on the venue event schedule.
- **Is there someone from your staff on duty during my event?**
 - An event manager is assigned to all social events.
- **When can I tour the venues?**
 - Dates of open-houses are updated regularly on the venue web pages and appointments can be made by calling 301-299-5026.
- **How can I make a reservation?**
 - You can make a reservation by calling our reservation office 301-299-5026.
- **What is your payment policy?**
 - Once you make a reservation, a contract will be sent to you. You will have two weeks to return your signed contract and initial payment, which will be 40% of your base rental cost. The balance of your payment and a refundable Security Deposit will be due at least 30 days prior to your event.
- **What is your cancelation policy?**
 - If a contract is canceled within 45 days of the reservation date, the entire initial payment is non-refundable.
 - If a contract is canceled more than 45 days prior to the reservation date, one half of the initial payment is retained as a fee.
 - Exceptions will be considered

