

# *Welcome to Kentlands Mansion*



Nestled in the heart of Gaithersburg, Maryland, Kentlands Mansion reflects the beauty and grandeur of the early 1900s, with 22-foot ceilings, dark wooden paneling, polished hardwood floors, and crystal chandeliers.

## *Corporate Events*

Kentlands Mansion is a great venue for your next business meeting, team building or special event. For small or medium gatherings, the Mansion offers an elegant, relaxed setting in which to conduct your business.

## *Social Events*

Kentlands Mansion is the picture perfect setting for your special event. For memorable receptions up to 150 people, birthday parties, rehearsal dinners or bridal showers, surround yourself with the elegance and grandeur of the mansion.



## *Facts & Questions*

### **HOW MUCH DOES IT COST TO RENT THE FACILITY?**

Kentlands Mansion rental fees vary. Please visit [www.gaithersburgmd.gov/kentlandsmansion](http://www.gaithersburgmd.gov/kentlandsmansion) for current rental rates.

### **WHAT IS INCLUDED IN A RENTAL AT KENTLANDS MANSION?**

Your rental includes use of our indoor facilities, tables and chairs, a dressing room for the bridal party (if applicable), and use of our catering kitchen. You will need to provide catering services, linens, dishes and/or decorations.

### **ARE WEDDING CEREMONIES HELD AT THE KENTLANDS MANSION?**

The beautifully landscaped front lawn or side garden provides a perfect backdrop for an intimate outdoor ceremony. An additional fee is charged for the setup.

### **WHAT HAPPENS IF THE WEATHER IS BAD?**

We always create a back-up plan for your ceremony in case of inclement weather.

### **WILL THERE BE A STAFF PERSON ON SITE DURING THE EVENT?**

A staff person will be available throughout the event.

### **CAN I BRING MY OWN CATERER TO KENTLANDS MANSION?**

Absolutely! Kentlands Mansion has an open-catering policy and you are welcome to use the caterer of your choice. All caterers must be licensed and insured.

### **WHEN CAN WE DECORATE FOR OUR EVENT?**

Rentals include time for event setup and clean up. Additional hours are available for rent if necessary. We ask that you decorate according to our guidelines, with respect for our historic facility.

### **MAY WE SERVE ALCOHOL ON THE KENTLANDS MANSION PREMISES?**

You may serve alcohol during your event for an additional fee. A licensed bartender must serve the drinks to guests. Kegs may not be used on premises.

### **WHAT AUDIOVISUAL EQUIPMENT IS AVAILABLE?**

We have complimentary wireless internet access. Projector, screen, lapel microphone, podium, flipcharts, and easels may be rented for a nominal fee.

### **IS PARKING AVAILABLE FOR OUR GUESTS?**

Complimentary parking is provided.



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