



MEETINGS & RETREATS

About

Belmont Manor is a restored 1738 era historic site. Nestled on 68 acres of rolling green hills, this 18th Century property offers warm hospitality.

Belmont Manor is a Howard County Park. Howard County Recreation and Park guidelines apply that are different from privately owned venues.

The Park provides the location and property amenities while the Permit Holder provides all vendors.

Visiting Belmont Manor & Historic Park

Outside of scheduled rentals, Belmont Manor and Historic Park is not open to the public.

Rental tours and other event related site visits are offered on select days and times and require an appointment.

For availability, or to book an appointment, please email belmontmanormd@howardcountymd.gov or call 410.313.0200.

Rental Hours for Meetings and Retreats

Rentals are permitted between the hours of 9am and 4pm, Monday-Thursday.

The contracted start and end time must include time needed for setup and cleanup.

This includes time needed for, but not limited to, the following: packing up food, meeting supplies, trash and recycle removal to the loading dock, caterer returning to retrieve warming trays, etc.

Sample Timeline – Meeting Only

Minimum Rental period: 3 hours for Meeting, only.

3 Hour Rental (example 9am to Noon):

9-9:30am- Renter setup.

9:30am- Guest arrival

9:45-11:30am- Meeting

11:30-Noon- Renter Cleanup/Depart

Sample Timeline – Meeting & Lunch

Minimum Rental period: 5 hours for Meeting and Lunch

5 Hour Rental (example 9am- 2pm):

9am-10am- Renter setup.

10am-1pm- Actual Event Guests arrive/Meeting/Lunch

1pm Guests Depart

1-2pm- Renter &/or Caterer Cleanup

2pm- Renter & Caterer Depart

Reservation Process

All permit holders must be at least (21) years of age. The permit holder will be held accountable for all payments and will be the main contact for all correspondence surrounding the rental.

By signing the permit, you are acknowledging that you have read and will comply with Belmont's rules and regulations, including relaying applicable rules to vendors and guests.

1. Email belmontmanormd@howardcountymd.gov to obtain rental application.
2. Complete and submit the rental application along with a copy of the contract holder's driver's license.

Once the rental application is received, an email will be sent containing the permit and other required documents.

- The rental permit serves as your contract.
- If you do not receive the permit within 48 hours, contact the office.

Cancellations Policy

Request a Cancellation

- All cancellations must be submitted in writing by the permit holder to: belmontmanormd@howardcountymd.gov.
- Telephone cancellations will not be accepted.

Cancellation Schedule

- Time of booking-271 days (before event): A 15% administrative fee will be retained from the security deposit.

Security Deposit Policy

The security deposit is refunded by check within 30 days after the event to the original payer provided there are no charges assessed due to damage, loss, unusual cleanup or exceeding of permitted time.

Inclement Weather

Belmont Manor reserves the right to cancel, postpone, reschedule and/ or end early all rentals in the event of inclement weather to include State of Emergency orders and/or severe weather warnings. Every attempt will be made to give the contract holder adequate notice.

Guest Parking

Guest parking is available at the split rail fence or in the grass overflow parking area (in good weather).

Parking is prohibited in the circular driveway.

Property Amenities

Your rental includes the following items, only:

- Entire first floor of the Manor (2 customizable rooms, 3 sitting rooms, 2 bathrooms, warming kitchen).
- Free WI-FI available in the Manor.
- Free Parking.
- Access to Smart TV in Conference Room.

Tables and Chairs

- (8) 6x2 ft. rectangular training tables (2 people)
- (10) 5 ft. round tables (seats 6-8 people)
- (6) 6 x3 ft. rectangular tables (seat 6-8 people)
- (60) Gold Chivari Chairs
- (1) Trash and Recycle Bin.

Belmont Staff will setup tables and chairs prior to your arrival based on the selected layout.

Renter Responsibilities

The renter is responsible for the removal of all items, including the removal of all trash and recycle bags from the Manor to the loading dock.

The renter is responsible for providing materials, supplies and other items needed for the successful execution of the meeting/retreat. This includes, but is not limited to:

- Easels and Easel Pads (paper).
- Laptop
- HDMI Cable to connect to smart tv.
- Markers, pencils, paper, tape, scissors.
- Cups, Plates, Utensils, Water, Snacks.

Catering

- Belmont Manor is not a full-service venue.
- The permit holder is permitted to bring prepackaged food from a restaurant provided that no alcohol will be served.
- Self-serve alcohol (BYOB) is strictly prohibited. The permit holder is required to select one-full service (licensed) caterer IF alcohol will be served.
- The caterer must be pre-approved by Belmont by submitting a Catering application, a copy of their catering license and insurance certificate.
- Do not sign with a Caterer unless Belmont has approved them to work here.
- Contracting a Caterer without prior written approval from Belmont Management, or failure to provide these documents to Belmont Management within the outlined parameters below will result in the automatic forfeiture of \$150 of your security deposit.
- A list of licensed and insured caterers that have previously worked at the site can be provided upon request. Please note that the list of caterers is not an endorsement or referral.

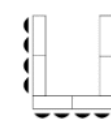
Sample Layouts

IMARI ROOM

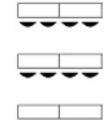
Hollow Square _____
Max: 16 people



U-Shape _____
Max: 12 (24 if chairs)



Classroom _____
Max: 12 people

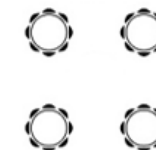


Imari Room Available Furniture

Furniture	Total Available	Quantity Requested
6x2' Training Table	8	
Gold Chivari Chairs	25	
Additional Requests (check all that apply)	--	---
6x3' Table for Snacks/Drinks	1	
6x3' Table for Instructor/Facilitator (placed at front of room)	1	
Chair for Instructor/Facilitator	2	
Large Trashcan	1	
Large Recycle Bin	1	

CHANDELLE ROOM

Banquet Style _____
Max: 24 people



Dining Style _____
Max: 32 people



Dining Room Available Furniture

Furniture	Total Available	Quantity Requested
5' Round Tables	10	
6x3' Rectangular Table	4	
Gold Chivari Chairs	35	
6x3' Rectangular Table for Buffet/Drink Station	2	

* Custom layouts may be requested for both rooms.