



# Welcome! We look forward to working with you.

Please read requirements prior to submitting an application.



- \* Pricing will be calculated based on actual time of permit at a per hour rate (ask staff for details)
- \* Include on application: "Setup Time" - "Event Begin Time" - "Event End Time" and -"Clean Up and Out Time"
- \* Insurance is required for all permits: General Liability Insurance (ask staff for details)
- \* Permits must be a minimum of four (4) hours Fridays, Saturdays, & Sundays (ask staff for details)



Credit cards accepted.

## To make a reservation and obtain a permit, submit the following to CUPF staff (located in the Civic Building):

1. **Application** (deemed complete by staff)
2. **All fees are due at time of reservation for room use** (calculated based on actual time of permit & required staffing) *Exception: Great Hall and Veterans Plaza (\$250 is due at time of reservation and applied to total cost of permit)*
3. **Facility Use License Agreement (FULA)**
4. **Drivers License** (or state issued identification)

\*Additional fees may be required (ask staff for details)

\*Building Service Worker:\$25 per hour \*Security Officer:\$35 per hour \*Event Monitor:\$40 per hour

\*Event with Alcohol service \*Administrative fees, etc.

FACILITY RESERVATIONS AND PAYMENT IS ABOUT TO GET EASIER!

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## SILVER SPRING CIVIC BUILDING

	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident / Small Business Rate		Hourly Out-of-County or Commercial
	Mon-Friday	Sat-Sunday	Mon-Friday	Sat-Sunday	All times
<b>Premier event space:</b> Great Hall (Full): 64x79 (5,046 sq ft), ceiling height 27 ft., standing capacity 725, banquet style capacity 320, conference style capacity 320-400, theatre style capacity 590 (480/w riser). Atrium: *Atrium cannot be reserved alone, Atrium may only be reserved with Great Hall use, 23x79 (1,817 sq ft), reception capacity 100, limited use Friday-Sundays. Warming Kitchen: 21x14 (249 sq ft), no cooking on premises, warming ovens, microwaves, icemaker, refrigerators, freezer, counter space, close to loading dock.					
<b>The Buffalo Soldiers Great Hall (Full)</b>	\$200 p/h	\$300 p/h	\$250 p/h	\$400 p/h	\$450 p/h
<b>The Buffalo Soldiers Great Hall (Half)</b>	\$100 p/h	\$150 p/h	\$125 p/h	\$200 p/h	\$225 p/h
⇒ <b>Audio/Video in Great Hall</b>	\$100 per use	\$100 per use	\$100 per use	\$100 per use	\$100 per use
⇒ <b>Risers in Great Hall (low stage)</b>	\$250 per use	\$250 per use	\$250 per use	\$250 per use	\$250 per use
<b>Atrium (Lobby)</b>	\$35 p/h	\$40 p/h	\$40 p/h	\$45 p/h	\$60 p/h
<b>Warming Kitchen</b>	\$20 p/h	\$30 p/h	\$25 p/h	\$35 p/h	\$40 p/h
<b>*Courtyard</b> (Available with Great Hall use or entire facility use)	\$25 p/h	\$35 p/h	\$30 p/h	\$40 p/h	\$45 p/h
<b>Large Activity Rooms:</b> Ellsworth Room: 50x27 (1,350 sq ft), Fenton Room: 43x27 (1,161 sq ft), Spring Room: 31x46 (1,426 sq ft), standing: 100-120, conference style: 60-90.					
<b>Fenton Room</b>	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
<b>Spring Room</b>	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
<b>Ellsworth Room (full)</b>	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
<b>Small Conference Rooms:</b> Colesville Room or Ellsworth Room (divided): 24x27 (648 sq ft), standing: 32-60, conference style: 20-30, reception: 30-45. Courtyard: must book with other rooms (ask staff for details), 50x20 (1,000 sq ft), lighted, indoor access only.					
<b>Ellsworth Room (divided)</b>	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h
<b>Colesville Room</b>	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h

## VETERANS PLAZA

	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident / Small Business Rate		Hourly Out-of-County or Commercial
	Mon-Friday	Sat-Sunday	Mon-Friday	Sat-Sunday	All times
<b>Veterans Plaza:</b>					
(Full)	\$125 p/h	\$175 p/h	\$150 p/h	\$225 p/h	\$225 p/h
(Lighted Pavilion Half)	\$90 p/h	\$120 p/h	\$100 p/h	\$150 p/h	\$175 p/h
(Non-Pavilion Half)	\$60 p/h	\$75 p/h	\$75 p/h	\$100 p/h	\$125 p/h

\*Veterans Plaza Please note: for concerts, festivals, or live entertainment on the Plaza, event proposals must be submitted to the Operations Manager