



## College Park Aviation Museum Rental Information

College Park Aviation Museum  
1985 Corporal Frank Scott Drive | College Park | MD | 20740  
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[www.collegeparkaviationmuseum.com](http://www.collegeparkaviationmuseum.com)

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Thank you for your interest in booking the College Park Aviation Museum (CPAM) for your upcoming event. College Park Airport is the oldest continuously operating airport in the world. It was the site of many aviation firsts, earning it the nickname the “Field of Firsts” and recognition on the National Register of Historic Places. CPAM interprets the many aviation innovations associated with airport and celebrates the lives and legacies of those who have contributed to milestones in aviation history. When planning your event, please be aware that rules and regulations at the museum may differ from other rental venues. The preservation and safety of the museum collections are the first consideration during all events. Our knowledgeable staff will guide you through the process to ensure a successful and memorable event!

## At-a-Glance Requirements

### Client Requirements & Responsibilities

- Be at least 21 years old
- Adhere to all rules and regulations stipulated in the rental booklet
- Pay all fees in accordance with the Fee Schedule
- Provide proof of residency to receive the Prince George’s/Montgomery County rate (if applicable).
- Provide all necessary paperwork including:
  - Signed Contract
  - Rental Layout
  - Catering license & insurance policy OR catering waiver
  - 501(c)3 form for non-profit rate (if applicable)
  - Other items as may be required per specific rental
- Arrange with all vendors to provide deliveries and services within rental timeframe
- Provide written request in the instance of event cancellation, change, or waiver request
- Provide payment to Field of Firsts Foundation for gallery tour (if applicable)
- Contract holder serves as point of contact for the duration of the reservation/rental period

### Event Requirements

- Must not exceed capacity limitations
- Be held during standard rental offered times
- All food and beverages must be provided and served by a licensed and insured caterer
- May not be a paid or ticketed event
- May not include anything for sale in conjunction with event
- All setup and cleanup must be completed within the booking timeframe
- Rentals, including all cleanup and breakdown, must be completed by 9 pm
- Other restrictions on party type may apply

### Site Specifications & Provisions

- Three (3) event rental spaces: Gallery (no food or drink) | Mezzanine | Outdoor Patio
- Max Capacity: 60 persons total for gallery & mezzanine | 80 persons total for mezzanine & patio
- Setup of site-owned tables, chairs, and equipment
- Manager(s) on Duty on site for all events
- Ample free parking

## Rental Fees

Bi-County rates apply to residents of Prince George's or Montgomery Counties<sup>\*1</sup>.  
Discounted rates available Monday-Friday to 501(c)3 entities with proof <sup>\*2</sup>

TYPE OF FEE	Bi-County Resident <sup>1</sup>	Non-Resident
<b>Daytime (up to 4pm)</b>		
8 hour flat rate	\$1,100.00	\$1,430.00
Hourly rate (5-hour maximum)	\$200.00/hour	\$260.00/hour
Patio Only (5-hour maximum)	\$50.00/hour	\$65.00/hour
<b>Evening (4-9 pm)</b>		
Hourly rate (5-hour maximum)	\$300.00/hour	\$390.00/hour
<b>Security Deposit</b>		
Refundable barring damage, breach of contract, or hours overage	25% of total rental fees	25% of total rental fees
<b>Additional Hours <sup>*3</sup></b>		
<b>Gallery Guides <sup>*4</sup></b>		
For one-hour block of event	\$1.00/guest	\$1.00/guest

**NOTE: Under no circumstances are renters (including cleanup/catering crew) permitted to stay past 9 pm.**

<sup>\*1</sup> Proof of residency is required to receive the Prince George's/Montgomery County rate. Valid proof of residency includes a driver's license, utility bill, deed to house, lease agreement, home owner's insurance or renter's insurance policy.

<sup>\*2</sup> A copy of 501(c) (3) form is required for all non-profit organizations. Discounts apply only to events benefiting the non-profit organization (i.e. personal events do not apply). Note: The Maryland Association of Non Profit Organizations' Public Policy Alert state that if a non-profit organization employs a professional solicitor or a fundraising counsel, they too must be properly registered with the Maryland Secretary of State and must follow public disclosure requirements for solicitation. For more information, visit the Secretary of State website: <http://www.sos.state.md.us/Charity/CharityHome.html> or contact the Secretary of State's office at 410.974.5521

<sup>\*3</sup> Extra Hours for set up, break down, rehearsal must be requested in writing at least 30 days prior to the event. If approved by museum management, payment is due within 2 days of approval.

<sup>\*4</sup> **PENDING STAFFING AVAILABILITY**, museum guides may be arranged for a portion of your event with a donation to the Field of Firsts Foundation.

## Capacity

Mezzanine: 60 persons seated max

Mezzanine & Patio: 80 persons seated max

Gallery: 60 persons seated theater-style

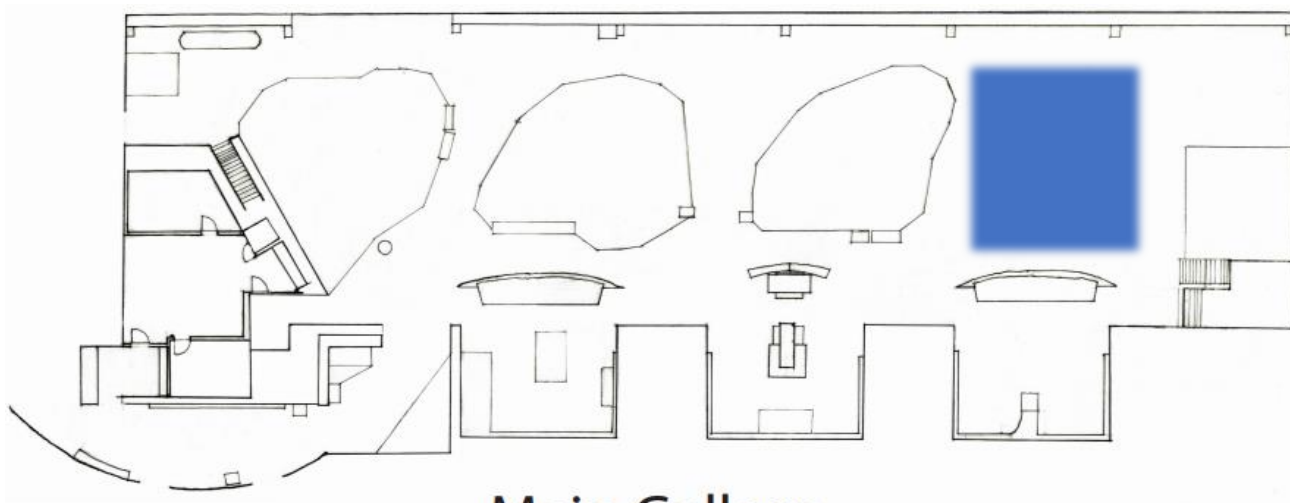
**Note: All food and beverage must be consumed on the mezzanine or patio. Under no circumstances are food and drink permitted in the lobby or gallery areas on the first floor.**

**The Commission strictly upholds the facility's capacity restriction. The use of outdoor patio does not increase the capacity of facility. The event will be shut down if the capacity level is exceeded.**

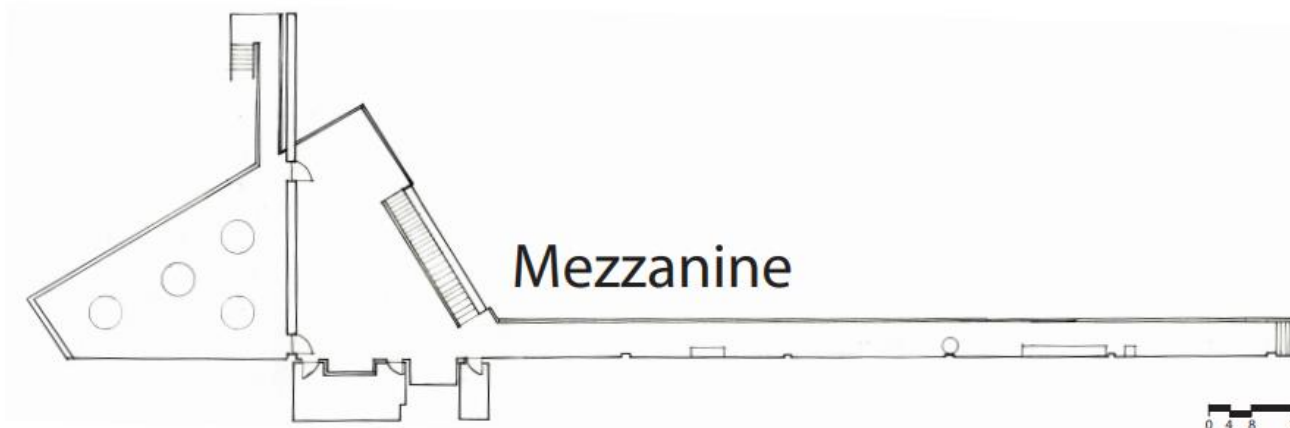
## Layout

When renting the CPAM, setup is permitted in the mezzanine, attached patio (not pictured), and the blue area of the main gallery. A layout plan must be provided to staff no less than 2 weeks before your event. **No food or drink is permitted in the main gallery.**

**Touring the museum gallery is not automatically included in your rental.** To provide access to your guests, a gallery guide must be requested and paid for in advance.



Main Gallery



Mezzanine

## Accessibility

CPAM has a ground-level, ADA-accessible main entry. Restrooms are located on the first floor, along with an elevator to bring guests to the mezzanine. The patio area is accessible directly off the mezzanine.

## Hours of Operation for Functions

CPAM will be available to the Renter at the starting time stated in the rental agreement. **Contracted rental hours include the setup and breakdown time for all vendors. Access to the venue by all parties, including the coordinator, caterer, decorator, DJ/band, photographer, etc. is allowed only at the start of the contracted time. No persons are permitted to remain on the grounds after 9pm under any circumstances.** All deliveries (e.g. rental equipment, food) must be made and picked up within the contracted time. Renters, guests, caterers or other vendors will not be permitted inside prior to, or to

remain on the grounds after, the contracted time. Occupancy of the premises prior to or after the contracted time will be subject to over-time charges in accordance with the rental fee schedule in this brochure. CPAM staff will not sign for any rented equipment. Any items left after the contracted hours have ended are not the responsibility of CPAM and will incur a \$200 fee.

CPAM is closed on the following holidays and not available for rental: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day.

## Booking Procedures

- Contact CPAM staff to confirm the availability of the date and time you desire.
- Make an appointment in advance to view the museum.
- Make an appointment to sign the contract agreement and provide payment.
- The date and time of your event is confirmed upon receipt of the deposit and signed contract.

## Date Hold

Potential Renters may request a no-obligation ten-day hold for one (1) desired rental date. The hold will expire at the close of business on the tenth day, unless an official reservation is made. Potential Renters are encouraged to be mindful of the expiration date of tentative reservations.

## Making an Official Booking

Rentals should be booked at least two (2) months before the scheduled event. At the discretion of museum management, event inquiries within a two-month window **may** be honored, dependent upon scheduling and availability. This is not guaranteed. If an event is booked within 2 months of the date of the event, the entire rental fee and security deposit must be paid at the time of booking, and must be paid by credit card, money order, or certified funds-no personal checks can be accepted.

A reservation becomes official when the Renter signs a use agreement and makes a rental payment deposit of 50% of the applicable rental fee. The balance of the rental payment must be paid no later than two (2) months prior to the event. Rental payments may be made by personal check, cash, money order, certified check, or VISA or MasterCard. The management of Riversdale reserves the right to cancel the event if the remainder of the payment is not made according to this schedule.

Please make checks payable to M-NCPPC.

# Payments and Documents Schedule

## Fee Payment Schedule

Booking Type	Fee	Due Date	Accepted Payment Methods
Rental scheduled 2+ months in advance	50% rental fee	At booking	Cash MasterCard/Visa Personal Check Certified Check Money Order *Note: \$35.00 fee will be charged for all bounced or stopped checks
	Security deposit	At booking	
	Remaining 50% rental fee	60 days prior to event	
	Gallery Guide fee (if applicable)	2 weeks prior	
Rental scheduled less than 2 months in advance	100% rental fee	At booking	Cash MasterCard/Visa Certified Check Money Order
	Security deposit	At booking	
	Gallery Guide fee (if applicable)	2 weeks prior	

## Documents and Requests Schedule

The Renter is required to provide all documents and requests by the dates below. Failure to provide required documents may result in the termination of the contract.

Document	Due Date
Signed Contract & Agreement	At Booking
Copy of Caterer's License, Food Handling Permit, & Insurance Policy OR Signed waiver of catering services	30 days prior to event
Copy of contract with caterer	
Copy of contract with vendors (including all equipment rentals, etc.)	
Request for gallery guides	
List of Decorations for Approval	2 weeks prior to event
Event Layout	

## Security Deposit

A security (damage) deposit totaling 25% of the rental fee must be paid at the time of booking and is required for all events. The security deposit is separate from the rental fee and cannot be applied towards the rental. Once paid, the security deposit is not refundable until three weeks after the event provided there are no charges assessed due to damage, loss, clean up, breach of contract, or extension of contract time.

If the deposit was made by credit card, it will be credited back to that card. If paid by cash or check, deposits will be mailed via check. The Renter must confirm an accurate address before a check will be mailed.

The security deposit or any portion thereof may be forfeited for:

- damage beyond reasonable wear and tear
- failure to abide by the regulations for use of the building
- staying past or arriving prior to the allotted rental period
- having equipment delivered or picked up outside of the booked event time

## Cancellations and Refunds

All cancellations must be in writing by the contract holder, signed and addressed to the Director, Assistant Director, or Public Programs Manager. Telephone cancellations will not be accepted. Cancellation policy applies with or without a signed contract.

- If the contract holder cancels the event more than 30 days before event date, 50% of the rental fee will be forfeited.
- If the contract holder cancels the event less than 14 days before the event date, 100% of the rental fee will be forfeited.

Note: The contract holder is responsible for notifying the Public Programs Manager or Operations Manager of any status change of name, address, or phone number. The refunds (if applicable) will be mailed to the address listed on the contract. Payments made by personal check will be made payable to the contract holder.

In the event of a cancellation, the entire security (damage) deposit will be refunded.

All payments made by credit card will be credited back to that card. Payments made by cash or check will be mailed via check. The Renter must confirm an accurate address before a check will be mailed.

If the client wishes to change the date of a reservation and the new requested date is available, any paid security deposits and payments will be applied to the new reservation. Remaining balances will come due in accordance with the fee payment schedule

It is our mission to ensure an extraordinary rental experience. If prior to or during the rental any element of the event is found to compromise the venue, staff reserves the right to cancel the event without reimbursement.

If the museum is unable to fulfill a contract due to causes beyond the control of the venue (museum closure, loss of ac, lights, and natural disasters), any payments, except for services already rendered, will be refunded in full or payments received can be applied to a future re-booking.

## Change of Reservation Date

A one-time reservation date change is acceptable but not guaranteed. Any further date changes will be treated as a cancellation. Modifications or changes to the contract can only be made by the contract holder and must be made in writing to the Public Program Manager AND Operations Manager.

## Request for Transfers

Transfers between Commissions owned facilities will be treated as cancellations. The policies for cancellation by the contract holder will apply. See the policy for cancellation.



## Catering

If a caterer is not employed, the contract signer must submit a waiver of catering services form and becomes responsible for the duties outlined below.

### Food & Catering Services

**CPAM does not have a catering kitchen, oven, warming plates, refrigerator, freezer or ice maker. Cooking and preparing all food is prohibited on the premises. Sterno trays may be used for warming food.**

Caterers and Renters are prohibited from using polystyrene (Styrofoam). Prince George's County prohibits food vendors from selling or providing food in expanded polystyrene containers.

Caterers are responsible for cleaning all tables, chairs, and sweeping/mopping the mezzanine space (including counter and sink), and taking all trash and recyclables into the assigned dumpster. Dumpster is located beside the museum.

Boxed meals may be delivered within the hours of the rental and the vendor and delivery information must be communicated to museum staff prior to the event. The contract holder is responsible for receiving/signing for all food. CPAM staff will not accept or sign for food delivery.

Food and drink is limited to the mezzanine and patio only. **No food or drink is permitted on the mezzanine steps, gallery areas, museum shop, or front lobby area.** It is the contract signer's responsibility to make sure no food or drink is consumed in these areas.

Failure to abide by these rules will result in the forfeiture of all or part of the security deposit.

### Catering Required Documents

Caterers must submit the following documents:

- Food Service Facility License
- Food Managers License
- Certificate of Liability Insurance with a minimum of \$1,000,000 per occurrence under general liability and names The Maryland National Capital Park and Planning Commission located at 6611 Kenilworth Avenue, Riverdale, MD 20737 as an additional insured.

Food Service Facility License and Certificate of Liability Insurance must list same name.

The approved caterer must abide by all laws, rules and regulations of the venue, the State of Maryland, Prince George's County, and the Commission.

The caterer is responsible for setting up the furnishings and equipment in rental space based on the contract holder's floor plan. The caterer must stay on site for the duration of the event and is responsible for cleaning the facility. Failure to clean the facility properly or vacate the venue by the end of contracted hours will result in additional fees to the contract holder.

All required documents must be in the caterer's name. Caterers cannot utilize rented kitchens. Signing the caterer's responsibilities agreement and returning it to the facility, 60 days prior to the event.

Note: There is not a location for catering staff to change clothes. It is advised that staff come already dressed for the event.

It is the Renter's responsibility to forward the caterer's list of instructions and checklist ([page 16](#)). The Renter must also make all arrangements with the caterer regarding setup of food, drinks, tableware, tables and chairs, linens, and the number of service personnel.

No linens, dishes, or other equipment may be left after the event for later pick-up. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter. CPAM is not responsible for anything left on the premises outside of scheduled rental time.

## Alcohol, Smoking, & Pets

### Alcohol

Alcoholic beverages must be served by a licensed bartender/caterer who must ensure all guests being served are twenty-one (21) years of age and over.

**BYOL (bring your own liquor) and any red beverage (including red wine, punch, juices) are prohibited.**

- The bar must close down one hour before the end of the contracted time (no exceptions).
- Only non-profit organizations that have received approval to obtain and acquire a one day liquor license can have a cash bar. All cash bar approval requests must be in writing and addressed to:

Director's Office M-NCPPC

Prince George's County

Department of Parks and Recreation 6600 Kenilworth Avenue

Riverdale, MD 20737

*If approved, the director's office will address a letter of approval directly to the Prince George's County Liquor Board for your convenience. The contract holder is responsible for purchasing the one-day liquor license from the Liquor Board. A one-day license is only granted to Non-Profit organizations. A copy of the license must be submitted to the venue at least one week prior to the scheduled event and the original license must be displayed on the bar during the event.*

### Smoking

This is a smoke free facility. This includes electronic cigarettes and hookah/hookah bars.

### Pets

College Park Aviation Museum is a pet free facility except for service animals.

# Setup Requirements & Regulations

## Setup & Breakdown

With advance notice, CPAM staff will provide setup of site-owned indoor tables, chairs, and equipment listed below. A room layout with requested setup must be provided to CPAM no later than (2) weeks prior to the event. If using Commission equipment, commission staff will be responsible for take down and set up. If renting equipment from outside vendor, Commission staff WILL NOT assist in the take down and set up.

All remaining setup is the responsibility of the Renter or the Renter's caterer, and all setup and breakdown must be completed within the rental period. Unless instructed otherwise by the managers on duty, the caterer is responsible for taking down and storing tables and chairs after the event.

The moving or re-arrangement of facility furnishings and accessories is prohibited unless approval is received from the Assistant Director.

Rental items from an outside vendor must be delivered and removed during the client's contracted time unless the client has written approval. Equipment or property left behind, lost, or damaged is not the responsibility of M-NCPPC and will incur a \$200 fee.

The breakdown must be done in the last hour of the contracted time. Failure of the caterer to cleanup and breakdown by the end of the contract holder's contracted time will result in additional overtime fees to the contract holder.

Chairs, tables, and other furniture must NOT block hallways and exist. Do not stack chairs in front or beside exhibits and/or railings.

## Available Furniture and Equipment

CPAM provides the following furniture and equipment. All furniture is for indoor use only. A layout including requests for furniture and equipment listed must be received by museum staff no later than two (2) weeks prior to the event.

**The quantities of furnishings and equipment are subject to change. Please consult with your caterer, decorator and/or coordinator before preparing your floor plan.**

Equipment	# Available
6-ft rectangular tables	20
Cushioned metal folding chairs	70
Round Patio Tables w/6 attached chairs (fixed location)	4
Podium with microphone	1
Coat rack	3

## Deliveries

Additional authorized and rented equipment may be brought in as required, but **CPAM staff will not sign for**

**or otherwise be responsible for these items.** It is the responsibility of the Renter to sign for or designate a representative to sign for all equipment. Failure to comply may result in refusal of acceptance of delivery by museum staff.

All equipment must be delivered and picked up within the rental period. Failure to comply may result in an extra hours charge.

## Music & Dancing

All entertainment is subject to approval. The museum must be informed of all entertainment planned for events at the time of booking as this must to be approved by Park Police. Amplified music is NOT permitted in the museum. DJ equipment, including subwoofers, amplifiers, etc. are not permitted. Space limitations do not allow for dancing on the mezzanine and a dance floor is not permitted in the gallery.

## Decorations and Supplies

All decorations must be approved by the staff no later than two (2) weeks prior to the event. All decorations must be removed at the close of the event. The Renter may be charged up to \$150.00, to be deducted from the security deposit, in the event of non-compliance with this rule.

- Decorations or signage must be free standing. Nails, screws, push pins, metal hooks, damaging adhesive, etc. is prohibited.
- Flowers and flower petals (real or fake), balloons, rice, confetti, decorative glitter, birdseed, and candles are not allowed.
- All balloons (air-filled or helium) are prohibited.
- The use of fake lights must be approved by museum management.
- Fireworks, including sparklers, firearms, and contraband are not permitted and are prohibited by the State of Maryland.
- Museum furniture, exhibits, and displays may not be removed or rearranged during or before events. Aircraft, display cases, and other collection material CANNOT be moved by anyone other than designated museum staff.
- Floor plans should indicate the placement of tables, chairs and other equipment and must be submitted within 4 weeks of the event date.
- Driveways, corridors, walkways, and emergency exits cannot be blocked and must be accessible at all times.
- The museum does not provide any type of decorations: tablecloths, flowers, lights, or centerpieces.

From time to time, areas of the museum may present an altered appearance due to exhibit installation, maintenance, or restoration work. These may not be removed; however, every effort will be made to inform prospective Renters in advance of these events.

During the year-end holiday season, CPAM displays seasonal decorations, including trees, wreaths, lights and garland. These decorations may not be removed or rearranged during events. The seasonal decorations are generally installed the first week of December and are taken down the first week in January. Inquire about specific dates by contacting the office.

## Advertising & Ticketing

A copy of proposed advertising and tickets must be submitted to the museum for approval at least 90 days prior to the event date.

Tickets must be numbered to not exceed the maximum capacity of the venue and must indicate the proper closing time of the event. **All tickets must be sold in advance; there are no ticket sales at the door.**

## Parking and Grounds

There is ample parking provided for guests within the posted rental capacity, as well as designated accessible parking. Parking, standing, or driving on any grassy areas is prohibited and would be grounds for forfeiture of the security deposit.

Vehicles should be removed by the end of the event and may not be left overnight. M-NCPPC is not responsible for vehicles left on the premises.

\*\*Caterers and catering staff must park in the Airport parking lot after they have set up for the event.

## Miscellaneous

### Managers on Duty

Depending on the size and type of your event, there will be one or two CPAM staff managers on duty. Their primary responsibility is to ensure the security of the museum and will have full authority to enforce all rules and regulations concerning use of the site. The managers will have the right to terminate the function if, after the first warning, the rules and regulations are not observed by your party. In the event of such a termination, no refunds will be given.

### Day-of Event Contact

The contract signer shall serve as point-of-contact for all questions, equipment signing, etc. For all events, the Renter is required to have a designated day-of point of contact to handle arrangements and sign for equipment during the event. Contact information shall be provided no later than two (2) weeks prior to the event via the Vendor Information form

### Tours/Gallery Guides

For \$1 per guest, the Renter may arrange to have the gallery staffed for a one-hour block during your event. This block of time can include a 20-minute guided tour of the museum and/or an opportunity for your guests to walk through on their own. The request is required no less than 30 days prior to the event. If gallery guides are available, you will receive confirmation and payment will be due (2) weeks prior to the event. The \$1 per guest fee will serve as a donation to the Field of Firsts Foundation, the 501(c)3 non-profit friends group of the museum.

### Supervision of Children

Children must be always under the supervision of an adult.

### Waivers and Exceptions

Any exceptions or waivers of these rules shall be in writing, signed and dated by museum management (Director, Public Programs Manager, or Operations Manager) and the Renter, and must be determined at the time of booking.

# Caterer Responsibilities

\_\_\_\_\_ (hereafter designated as Caterer) is responsible for adhering to all rules and regulations as stipulated below. Failure to do so may result in cancellation of event, incurred fees for Renter, or removal from the premise on the day of an event. Please refer to the catering information section and available furniture and equipment for further details.

## Requirements of Caterers

Initial: \_\_\_\_\_

- Caterer will provide a copy of license, insurance policy, and food handling permit no less than thirty (30) days prior to the event.
- Caterer and Renter will schedule a site walkthrough no less than thirty (30) days prior to the event if caterer has not been at the venue for over 1 year.
- Caterer will communicate requirements to day-of catering staff and provide contact information for an on-site point of contact.

## Deliveries & Parking

Initial: \_\_\_\_\_

- No linens, dishes, or other equipment may be delivered prior to event start time. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter.
- CPAM is not responsible for anything left on the premises outside of scheduled rental time.
- Catering staff and service trucks are permitted to unload in front of the museum and must park in the Airport parking lot during the event.

## Setup

Initial: \_\_\_\_\_

- Site furniture and equipment requested by the Renter at least thirty (30) days prior to the event will be set up by CPAM staff.
- Setup of additional furniture is the responsibility of Caterer.
- Provision and setup of all linens, flatware, etc. is the responsibility of the Caterer.
- Under no circumstances are museum displays, signage, or exhibits permitted to be moved without express permission of the Manager on Duty.

## Food Preparation

Initial: \_\_\_\_\_

- CPAM is not equipped with a catering kitchen, oven, warming plates, refrigerator, freezer, or ice machine.
- No cooking, food prep, or warming (with the exception of sternos) are permitted.
- A handwashing sink is the only sink available to catering.

## Food Service

Initial: \_\_\_\_\_

- Food and drink must be served, carried, and consumed only within the mezzanine and patio areas.
- It is the responsibility of the caterer and contractor signer to ensure food and drink are not consumed on the stairs, elevator, lobby, museum shop, or gallery.
- No red or purple beverages of any kind are permitted.
- All alcohol must be served by the Caterer; it is the caterer's responsibility to ensure alcohol is not served to guests under 21.

## Cleanup & Breakdown

Initial: \_\_\_\_\_

- Caterer is responsible for all cleanup of linens, tableware, decorations, and catering equipment and furniture not set up by CPAM staff.
- All counters, hand-washing sink, tables, and chairs should be wiped down with provided cleaning supplies.
- All trash and recycling must be removed to appropriate receptacles and disposed of in the large bins located to the left of the museum entrance.
- No linens, dishes, or other equipment may be left after the event for later pick-up. Arrangements must be made to have everything removed by the end of the rental period. Failure to do so may incur a fee for the Renter.
- CPAM is not responsible for anything left on the premises outside of scheduled rental time.

Caterer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Caterer Day-of Event Checklist THE CATERER (OR RENTER) WILL:

\_\_\_\_\_ Check in with the manager on duty at time of arrival. Before the event, the duty staff will insure that **no red wine, red punch, other red beverages, or keg beer** is to be served.

### **AFTER THE EVENT:**

\_\_\_\_\_ Thoroughly wipe down counter top, sink, tables, and chairs (including patio, if applicable).

\_\_\_\_\_ Sweep and mop the mezzanine area, stairs, and if applicable, elevator. (Mop and broom provided.)

\_\_\_\_\_ Remove all food containers and equipment (linens, decorations, etc.)

\_\_\_\_\_ Remove all trash and recycling to the receptacles to the left of the museum entrance.

At the end of the event, manager on duty will inspect the rented areas, to ensure that the museum is free from damage and litter. Any damage or left equipment will be noted.

Inspected By: \_\_\_\_\_  
**CPAM Manager on Duty**

Date: \_\_\_\_\_

**\*Note all damages/left equipment/issues:**

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## Directions

***College Park Aviation Museum***  
**1985 Corporal Frank Scott Dr, College Park, MD, 20740**  
**301.864.6029 | collegeparkaviation@pgparks.com**

**LOCATION:** In College Park, Maryland near the University of Maryland, between Route 1 & Kenilworth Avenue (Route 201). Accessible from the Green Line, College Park/University of Maryland Metro Station.

**FROM THE BELTWAY:** Take the Beltway (I-495) towards College Park and exit at Kenilworth Avenue (Exit 23). Turn south on Kenilworth Avenue (Rte. 201) at end of the ramp. Turn right at traffic light at Campus Drive (formerly Paint Branch Parkway). Turn right at traffic light on to Corporal Frank Scott Drive. Continue to the entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

**FROM BALTIMORE:** Exit at Route 193 (Greenbelt Road) West toward College Park. Turn left onto Kenilworth Avenue (Route 201 South). Proceed for approximately one and a half miles and turn right onto Campus Drive (formerly Paint Branch Parkway). Turn right at first traffic light onto Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

**FROM WASHINGTON, DC:** On MD-295 N (Balt-Wash Pkwy), take State Highway 410 (East- West Hwy) toward New Carrollton/Hyattsville. At end of the exit ramp, turn left onto Hwy 410. Proceed for approximately one mile and turn right at Kenilworth Avenue. Proceed for approximately one mile and turn left onto Campus Drive (formerly Paint Branch Parkway). Turn right at first traffic light onto Corporal Frank Scott Drive. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

**FROM U.S. ROUTE 1:** Turn onto Campus Drive (formerly Paint Branch Parkway) at traffic light at the north entrance of the University of Maryland. Proceed through 3 traffic lights. The next traffic light is Corporal Frank Scott Drive, turn left. Continue to entrance of the airport parking lot. Turn right onto service road and proceed to museum parking lot.

**FROM METRO:** Walk to intersection of Campus Drive (formerly Paint Branch Parkway) and River Road. Cross over Campus Drive and walk up to Corporal Frank Scott Drive and turn left.

Walk down Corporal Frank Scott Drive and turn right onto Lehigh Road (a road directly behind the three (3) Tennis Bubbles), proceed along Bubbles and then turn left onto a paved pathway that leads you up to the Aviation Museum and Airport Operations on your right.



## List of Caterers

The following caterers have hosted events at some of our facilities and are known to have the following proper documents. However, they must keep them current to continue to host events held at the Maryland-National Capital Park and Planning Commission facilities. Caterers not on this list may also request their names be put on by submitting the following proper documents to the facility that you are interested in working.

- 1) Food Service Facility Permit issued by the Health Department of Prince George's County (or another jurisdiction in the area).
- 2) Current Insurance Certificate naming **M-NCPPC** as the insured (\$1,000,000 general liability).
- 3) Food service manager for the event must present his/her Prince George's County (Or other jurisdiction) issued permit with picture I.D.

### **\*List updated 2018**

Bailey's Catering  
Eddie Bailey  
Bushwood, Md. 20618  
800-310-2440;  
[www.bretonbayinn.com](http://www.bretonbayinn.com)

Calypso Jazz International Cuisine  
Denise Thorne  
6401 Golden Triangle Dr., Ste. 450  
Greenbelt, Md. 20770  
301-336-9295

Catering by Vest  
Carol Vest  
5824 Allentown Way  
Temple Hill, Md. 20748  
301-894-0545

Chesapeake Bay Beach Club  
500 Marina Club Road  
Stevensville, Md. 21666  
410-604-1933

Distinctive Catering by Ron  
Ron Dalgliesh  
15200 Shady Grove Rd. #350  
Rockville, Md.  
301-802-1502,  
[www.distinctivecateringbyron.com](http://www.distinctivecateringbyron.com)

Delightful Appetites  
Ted/Michele Turner  
16136 Kenny Road  
Laurel, Md. 20707  
301-490-4355  
[CHEFFRESH@aol.com](mailto:CHEFFRESH@aol.com)

Dionysus' Kitchen  
Rebecca/Paul Dangarra  
715 Pleasant Hill Road  
Ellicott City, Md. 21043  
410-465-5989;  
[www.dionysuskitchen.com](http://www.dionysuskitchen.com)

G & F Catering Service  
Gary Thompson  
569 Ritchie Road  
Capital Hgts., Md. 20743  
301-324-6227

Good Food Service, Inc.  
2209 Varnum Street  
Mt. Rainier, Md. 20712  
301-864-1793

Ken's Creative Kitchen  
Ken Upton  
527 Wilson Road  
Annapolis, Md. 21401  
410-224-4888;  
[www.kenscretivekitchen.com](http://www.kenscretivekitchen.com)

Kitchen Gourmet  
Sue Moss  
14825 Build America Drive  
Woodbridge, Va. 22193  
703-490-1730

Levi's Barbecue  
Carmela or Reggie  
6199 Livingston Road  
Oxon Hill, Md. 20745  
301-839-1004

Mad Chef Catering  
Eric Pickens  
7929 Central Avenue  
Capitol Hgts., Md. 20743  
301-333-8500;  
[www.madchefcatering.com](http://www.madchefcatering.com)

Main Street Catering  
Lee Darrow  
3262 Superior Lane #243  
Bowie, Md. 20715  
301-257-4481;  
[mainstreetcatering@starpower.net](mailto:mainstreetcatering@starpower.net)

Marco Polo Caterers  
245 Maple Ave. West (Rte. 123)  
Vienna, Va. 22180  
703-281-3922

Maryland Country Caterers  
673 Keith Lane  
Owings, Md. 20736  
800-362-1631

Matters of Taste  
817 D Slater's Lane  
Alexandria, Va. 22314  
703-683-6555;  
[www.mattersoftastecatering.com](http://www.mattersoftastecatering.com)

Milloffs  
4707 Danville Road  
Brandywine, Md. 20613  
301-372-6067

Mom's in the Kitchen  
135 W. Dares Beach Rd.  
Prince Frederick, Md. 20678  
410-535-4355;  
[www.monsinthekitchen.com](http://www.monsinthekitchen.com)

Negril – The Jamaican Eatery, Inc.

12116 Central Avenue  
Mitchellville, Md. 20721  
301-249-9101

Orion Gourmet Take-Away Catering  
8837 Greenbelt Road  
Greenbelt, Md. 20770  
301-552-4600

Outback Catering  
877-783-2528; [www.outback.com](http://www.outback.com)

Pineapple Alley Catering, Inc.  
Tom Mueller  
809 Old Branch Ave.  
Clinton, Md. 20735  
301-856-1954;  
[www.pineapplealley.com](http://www.pineapplealley.com)

Putting on the Ritz  
Bobby Mitchell  
8949 Baltimore St.  
Savage, Md. 20763  
800-213-7427;  
[www.puttingontheritz.com](http://www.puttingontheritz.com)

R & R Catering  
Anne Powell  
8004-A Alban Road  
Springfield, Va. 22150  
703-451-2798; [www.rrcatering.com](http://www.rrcatering.com)

Red Hot and Blue  
3350 Crain Highway  
Waldorf, Md. 20603

Rocklands Barbecue & Grilling Co.  
Benita or Waylon  
25 S. Quaker Lane  
Alexandria, Va.  
703-778-8000;  
[www.rocklandsbbq.com](http://www.rocklandsbbq.com)

Sunshine Catering  
Patrick/Cyndi Michael  
19631 Three Notch Road  
Lexington Park, Md. 20653  
800-871-5166

Service Extraordinaire Unlimited,  
Inc.  
Donna Stratton  
9863 Goodluck Rd., #12  
Lanham, Md. 20706  
301-755-9577

Top Hat Party, located in Calvert  
Auto

Cookie Bresnahan  
3970 Old Town Road  
Huntingtown, Md.  
301-855-9636;  
[www.calvertauto.com](http://www.calvertauto.com)

3 Citron Caterers  
Philippe C. Demol  
202 E. Street, NW  
Washington, D.C. 20037  
202-342-3400; [www.3citron.com](http://www.3citron.com)